



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

RETURN AMENDMENT NO LATER THAN APRIL 11, 2014 TO:

LISA MEYER, MBA, CPPB
LISA.MEYER@DOC.MO.GOV
573 526-6611 (Phone)
573 522 8407 (Fax)

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

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
03/13/2014	FATHER'S SUPPORT CENTER ATTN: HALBERT SULLIVAN 4411 N. NEWSTEAD ST. LOUIS, MO 63115	AMENDMENT 3 Y11708152	LIFE SKILLS & BASIC PARENTING SKILLS

CONTRACT Y11708152 IS HEREBY AMENDED AS FOLLOWS:

Pursuant to paragraphs 2.6.2 and 2.6.3 on page 5, the Missouri Department of Corrections hereby exercises its option to renew the above referenced contract for the period May 18, 2014 through May 17, 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.

Name: Fathers' Support Center, St. Louis
Mailing Address: 4411 N. Newstead Ave.
City, State Zip: St. Louis, MO 63115
Telephone: (314) 333-4170 State Vendor Number: 4318042670-1
E-Mail Address: hsullivan@fathersupport.org
Authorized Signer's Printed Name and Title: Halbert Sullivan, President / CEO
Authorized Signature: Halbert Sullivan Date: 03/18/14

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


Ellis McSwain Jr., Board of Probation and Parole Chairman
Missouri Department of Corrections
Date: 4/1/14



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

RETURN AMENDMENT NO LATER THAN FEBRUARY 28, 2012 TO:

LISA MEYER, MBA, CPPB
LISA.MEYER@DOC.MO.GOV
573 526-6611 (Phone)
573 522 8407 (Fax)

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

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
12/05/2012	FATHER'S SUPPORT CENTER ATTN: HALBERT SULLIVAN 4411 N. NEWSTEAD ST. LOUIS, MO 63115	AMENDMENT 2 Y11708152	LIFE SKILLS & BASIC PARENTING SKILLS

CONTRACT Y11708152 IS HEREBY AMENDED AS FOLLOWS:

Pursuant to paragraphs 2.6.2 and 2.6.3 on page 5, the Missouri Department of Corrections hereby exercises its option to renew the above referenced contract for the period May 18, 2013 through May 17, 2014.

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.

Name: Fathers' Support Center
 Mailing Address: 4411 N. Newstead
 City, State Zip: St. Louis, MO 63115
 Telephone: (314) 333-4170 State Vendor Number: 4318042670-1
 E-Mail Address: hsullivan@fatherssupport.org
 Authorized Signer's Printed Name and Title: Halbert Sullivan, President/CEO
 Authorized Signature: Halbert Sullivan Date: 12/6/12

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

[Signature] Ellis McSwain Jr., Board of Probation and Parole Chairman
 Missouri Department of Corrections Date: 12/31/12



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

RETURN AMENDMENT NO LATER THAN FEBRUARY 28, 2012 TO:

LISA MEYER, MBA, CPPB
LISA.MEYER@DOC.MO.GOV
573 526-6611 (Phone)
573 522 8407 (Fax)

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

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
2/0/2012	FATHER'S SUPPORT CENTER ATTN: HALBERT SULLIVAN 4411 N. NEWSTEAD ST. LOUIS, MO 63115	AMENDMENT 1 Y11708152	LIFE SKILLS & BASIC PARENTING SKILLS

CONTRACT Y11708152 IS HEREBY AMENDED AS FOLLOWS:

Pursuant to paragraphs 2.6.2 and 2.6.3 on page 5, the Missouri Department of Corrections hereby exercises its option to renew the above referenced contract for the period May 18, 2012 through May 17, 2013.

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.

Name Fathers' Support Center
 Mailing Address: 4411 Newstead
 City, State Zip: St. Louis, MO 63115
 Telephone: (314) 333-4170 State Vendor Number: 4318042670-1
 E-Mail Address: hsullivan@fathersupport.org
 Authorized Signer's Printed Name and Title: Halbert Sullivan, Chief Executive Officer
 Authorized Signature: Halbert Sullivan Date 2/7/12

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

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

 Date 2/17/12

INVITATION FOR BID

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

Bids Must be Received No Later Than:

2:00 p.m., February 15, 2011

For information pertaining to the IFB contact:
Lisa Meyer, CPPB, MPA
Procurement Officer
Telephone: (573) 526 - 6611
Fax: (573) 522-8407
E-mail: Lisa.Meyer@doc.mo.gov

PRE-BID CONFERENCE

A pre-bid conference will be held at 10:00 a.m., on January 25, 2011 at the St. Louis Probation and Parole Office, 220 South Jefferson St. in Conference Room 3, St. Louis, Missouri. Attendance is not required to submit a bid; however, all bidders are encouraged to attend since information related to the IFB will be discussed in detail.

Bids must be delivered to the Department of Corrections, Procurement and Contracting 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.

Name: Halbert Sullivan
Business Name as filed with the IRS: _____
Mailing Address: 4411 N. Newstead
City, State Zip: ST. LOUIS, MO 63115
Telephone: 314-333-4170
Federal Taxpayer ID Number: 43-1804267

State Vendor Number: 4318042670-0

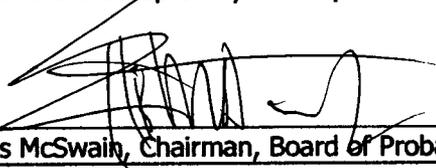
Authorized Signature: Halbert Sullivan

2/11/2011
Bid Date

Halbert Sullivan, Chief Executive Officer
Authorized Signer's Printed Name and Title

NOTICE OF AWARD:

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



Ellis McSwain, Chairman, Board of Probation and Parole, Missouri Department of Corrections

Contract No.

Y11708152

AWARDED TO FATHERS' SUPPORT
CENTER IN ITS ENTIRETY

Date

IFB 11708152

Life Skills and Basic Parenting Skills

FOR
Eastern Region

Contract Period: Date of Award – One year
Date of Issue: January 13, 2011
Page 1 of 37

Services procured for

Missouri Department of Corrections
Division of Probation and Parole

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Halbert Sullivan, MSW

MANAGING DIRECTOR

Cheri Tillis, MS



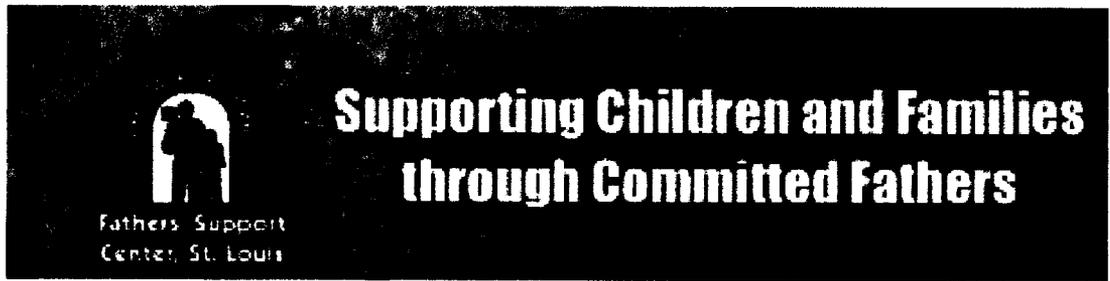
United Way
of Greater St. Louis



Building Great Partnerships
for the Greater Good of Greater St. Louis



Foundation for Child Abuse Prevention



04/28/2011

Department of Corrections
Procurement and Contracting Section
Attn: Lisa Meyer
2729 Plaza Drive
P.O. Box 236
Jefferson City, MO 65102



Dear Lisa,

Enclosed please find the supporting materials requested from the Fathers' Support Center (FSC) in response to the bid to provide Life Skills and Basic Parenting Skills.

FSC is a community-based agency, providing comprehensive programs that include responsible behaviors to reconnect non-custodial fathers with their child(ren)/ families and reduce the incidence of unplanned pregnancies. The programs include employment preparation, placement and retention, educational/ vocational referrals, counseling, life skills and parenting skills training that prepare fathers to take responsibility for parenting their children.

FSC has been providing services to men/ fathers in the Metro St. Louis area for over twelve years. Our services place a strong emphasis on the parent bonding with his child and being financially responsible for his children. If you need additional information please feel free to call Norelle Harper, Development Director at (314) 333-4170 ext. 118. *Remember, Fathers Do Make A Difference.*

Sincerely,

Norelle Harper

Norelle Harper
Development Director

Enclosures

4411 N. Newstead *St. Louis, MO 63115
314-333-4170- OFFICE / 314-333-4322-FAX
Website Address: www.fatherssupportcenter.org

EXHIBIT H. continued

(Complete the following if you have the E-Verify documentation and an Affidavit of Work Authorization dated on or after September 1, 2009 or after, already on file with the State of Missouri. If not, please see Section 2.0 of the Instructions to Bidders.)

BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

I certify that Fathers Support Center (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the bidder's name and the MOU signature page completed and signed by the bidder's and the Department of Homeland Security – Verification Division
- ✓ A completed, notarized Affidavit of Work Authorization signed and dated on or after **September 1, 2009**.

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

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

Date of Previous E-Verify Documentation Submission: 4/22/2009

Previous Bid/Contract Number for Which Previous E-Verify Documentation Submitted: 97080245

(if known) Halbert Sullivan

Authorized Business Entity Representative's Name

(Please Print) 208297

E-Verify MOU Company ID Number

Fathers Support Center
Business Entity Name

Halbert Sullivan

Authorized Business Entity Representative's Signature

hsullivan@fatherssupport.org

E-Mail Address

04/28/2011
Date

FOR STATE USE ONLY:

Documentation Verification Completed By:

Buyer

Date

EXHIBIT H, continued

AFFIDAVIT OF WORK AUTHORIZATION:

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

Comes now Halbert Sullivan (Name of Business Entity Authorized Representative) as Chief Executive Officer (Position/Title) first being duly sworn on my oath, affirm Fathers Support Center (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to 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 for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that Fathers Support Center (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Halbert Sullivan
Authorized Representative's Signature

Halbert Sullivan
Printed Name

Chief Executive Officer
Title

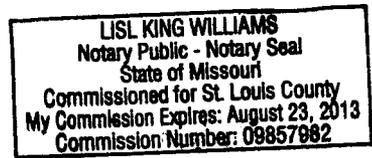
04/28/2011
Date

hsullivan@fatherssupport.org
E-Mail Address

Subscribed and sworn to before me this 28th (DAY) of April (MONTH, YEAR) 2011. I am commissioned as a notary public within the County of St. Louis (NAME OF COUNTY), State of Missouri (NAME OF STATE), and my commission expires on 8-23-2013 (DATE).

Lisl King Williams
Signature of Notary

4/28/11
Date



THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION MEMORANDUM OF UNDERSTANDING

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and **Fathers Support Center, St. Louis** (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

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4. SSA agrees to provide a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility within 3 Federal Government work days of the initial inquiry.

5. SSA agrees to provide a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

B. RESPONSIBILITIES OF DHS

1. After SSA verifies the accuracy of SSA records for aliens through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct, to the extent authorized by this MOU:

- Automated verification checks on alien employees by electronic means, and
- Photo verification checks (when available) on employees.

2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to provide to the Employer a manual (the E-Verify User Manual) containing instructions on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify. DHS agrees to provide training materials on E-Verify.

4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.

5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by alien employees with DHS's database.

6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of alien employment eligibility and for evaluation of the E-Verify program, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security Numbers and employment eligibility, to enforce the Immigration and Nationality Act (INA) and Federal criminal laws, and to administer Federal contracting requirements.

7. DHS agrees to provide a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative

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nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.

8. DHS agrees to provide a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

C. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.
 2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.
 3. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.
 4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.
 - A. The Employer agrees that all Employer representatives will take the refresher tutorials initiated by the E-Verify program as a condition of continued use of E-Verify, including any tutorials for Federal contractors if the Employer is a Federal contractor.
 - B. Failure to complete a refresher tutorial will prevent the Employer from continued use of the program.
 5. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
 - If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
 - If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The employer will use the photocopy to verify the photo and to assist DHS with its review of photo non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.
-

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6. The Employer understands that participation in E-Verify does not exempt the Employer from the responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in compliance with the terms and conditions of E-Verify; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ an employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any action taken in good faith based on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.

7. The Employer agrees to initiate E-Verify verification procedures for new employees within 3 Employer business days after each employee has been hired (but after both sections 1 and 2 of the Form I-9 have been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify User Manual. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability. In all cases, the Employer must use the SSA verification procedures first, and use DHS verification procedures and photo screening tool only after the SSA verification response has been given. Employers may initiate verification by notating the Form I-9 in circumstances where the employee has applied for a Social Security Number (SSN) from the SSA and is waiting to receive the SSN, provided that the Employer performs an E-Verify employment verification query using the employee's SSN as soon as the SSN becomes available.

8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use not authorized by this MOU. Employers must use E-Verify for all new employees, unless an Employer is a Federal contractor that qualifies for the exceptions described in Article II.D.1.c. Except as provided in Article II.D, the Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. The Employer understands that if the Employer uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its access to SSA and DHS information pursuant to this MOU.

9. The Employer agrees to follow appropriate procedures (see Article III. below) regarding tentative nonconfirmations, including notifying employees of the finding, providing written referral instructions to employees, allowing employees to contest the finding, and not taking

E-Verify



Company ID Number: 208297

adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

10. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo non-match, does not establish, and should not be interpreted as evidence, that the employee is not work authorized. In any of the cases listed above, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, refusing to assign the employee to a Federal contract or other assignment, or otherwise subjecting an employee to any assumption that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo non-match or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 or OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

11. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA by not discriminating unlawfully against any individual in hiring, firing, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the unfair immigration-related employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

12. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

13. The Employer agrees that it will use the information it receives from SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of employees as

Company ID Number: 208297

authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords) to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

14. The Employer acknowledges that the information which it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)), and that any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

15. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, including by permitting DHS and SSA, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a timely and accurate manner to DHS requests for information relating to their participation in E-Verify.

D. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. The Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801) in addition to verifying the employment eligibility of all other employees required to be verified under the FAR. Once an employee has been verified through E-Verify by the Employer, the Employer may not reverify the employee through E-Verify.

a. Federal contractors not enrolled at the time of contract award: An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to use E-Verify to initiate verification of employment eligibility of new hires of the Employer who are working in the United States, whether or not assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within 3 business days after the date of hire. Once enrolled in E-Verify as a Federal contractor, the Employer must initiate verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Federal contractors already enrolled at the time of a contract award: Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to initiate verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within 3 business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must initiate verification of each employee assigned to the

Company ID Number: 208297

contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Institutions of higher education, State, local and tribal governments and sureties: Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), State or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. The provisions of Article II.D, paragraphs 1.a and 1.b of this MOU providing timeframes for initiating employment verification of employees assigned to a contract apply to such institutions of higher education, State, local and tribal governments, and sureties.

d. Verification of all employees: Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to do so only in the manner designated by DHS and initiate E-Verify verification of all existing employees within 180 days after the election.

e. Form I-9 procedures for Federal contractors: The Employer may use a previously completed Form I-9 as the basis for initiating E-Verify verification of an employee assigned to a contract as long as that Form I-9 is complete (including the SSN), complies with Article II.C.5, the employee's work authorization has not expired, and the Employer has reviewed the information reflected in the Form I-9 either in person or in communications with the employee to ensure that the employee's stated basis in section 1 of the Form I-9 for work authorization has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen). If the Employer is unable to determine that the Form I-9 complies with Article II.C.5, if the employee's basis for work authorization as attested in section 1 has expired or changed, or if the Form I-9 contains no SSN or is otherwise incomplete, the Employer shall complete a new I-9 consistent with Article II.C.5, or update the previous I-9 to provide the necessary information. If section 1 of the Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired subsequent to completion of the Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.C.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual. Nothing in this section shall be construed to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU, or to authorize verification of any existing employee by any Employer that is not a Federal contractor.

2. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

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ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.
2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.
3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a system-generated referral letter and instruct the employee to visit an SSA office within 8 Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.
4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.
2. If the Employer finds a photo non-match for an employee who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible

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after the Employer receives it.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within 8 Federal Government work days.

5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will send a copy of the employee's Form I-551 or Form I-766 to DHS for review by:

- Scanning and uploading the document, or
- Sending a photocopy of the document by an express mail account (furnished and paid for by DHS).

7. The Employer understands that if it cannot determine whether there is a photo match/non-match, the Employer is required to forward the employee's documentation to DHS by scanning and uploading, or by sending the document as described in the preceding paragraph, and resolving the case as specified by the Immigration Services Verifier at DHS who will determine the photo match or non-match.

ARTICLE IV

SERVICE PROVISIONS

SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access the E-Verify System, an Employer will need a personal computer with Internet access.

ARTICLE V

PARTIES

A. This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take



Company ID Number: 208297

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

Name: Cheri D Tillis
Telephone Number: (314) 333 - 4170 ext. 107107
E-mail Address: fsc.lilly@birch.net
Fax Number: (314) 333 - 4322

Name: Norelle L Harper
Telephone Number: (314) 333 - 4170 ext. 118118
E-mail Address: fsc.harper@birch.net
Fax Number: (314) 333 - 4322

Name: Halbert Sullivan
Telephone Number: (314) 333 - 4170 ext. 105
E-mail Address: fscadmin.fathers@birch.net
Fax Number: (314) 333 - 4322

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OFFICER**

Halbert Sullivan, MSW

MANAGING DIRECTOR

Cheri Tillis, MS



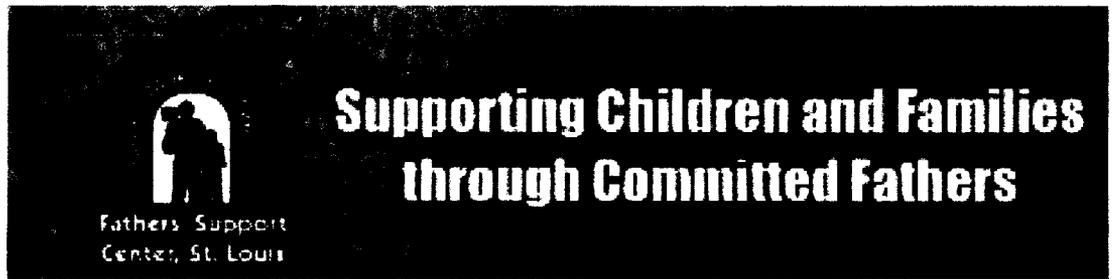
United Way
of Greater St. Louis



Building Great Partnerships
for the Greater Good of Greater St. Louis



Foundation For Child Abuse Prevention



02/11/2011

Department of Corrections
Procurement and Contracting Section
Attn: Lisa Meyer
2729 Plaza Drive
P.O. Box 236
Jefferson City, MO 65102

Dear Lisa,

Enclosed please find a bid from the Fathers' Support Center, St. Louis (FSC). This application is a bid to provide Life Skills and Basic Parenting Skills.

FSC is a community-based agency, providing comprehensive programs that include responsible behaviors to reconnect non-custodial fathers with their child(ren)/ families and reduce the incidence of unplanned pregnancies. The programs include employment preparation, placement and retention, educational/ vocational referrals, counseling, life skills and parenting skills training that prepare fathers to take responsibility for parenting their children.

FSC has been providing services to men/ fathers in the Metro St. Louis area for over twelve years. Our services place a strong emphasis on the parent bonding with his child and being financially responsible for his children. If you need additional information please feel free to call Norelle Harper, Development Director at (314) 333-4170 ext. 118. **Remember, Fathers Do Make A Difference.**

Sincerely,

Norelle Harper

Norelle Harper
Development Director

Enclosures

Thank you so much for the opportunity to submit. Please call me if you have any questions. I have a hard time with e-mail. Norelle Harper

INVITATION FOR BID

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

Bids Must be Received No Later Than:

2:00 p.m., February 15, 2011

For information pertaining to the IFB contact:
Lisa Meyer, CPPB, MPA
Procurement Officer
Telephone: (573) 526 - 6611
Fax: (573) 522-8407
E-mail: Lisa.Meyer@doc.mo.gov

PRE-BID CONFERENCE

A pre-bid conference will be held at 10:00 a.m., on January 25, 2011 at the St. Louis Probation and Parole Office, 220 South Jefferson St. in Conference Room 3, St. Louis, Missouri. Attendance is not required to submit a bid; however, all bidders are encouraged to attend since information related to the IFB will be discussed in detail.

Bids must be delivered to the Department of Corrections, Procurement and Contracting 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.

IFB 11708152

Life Skills and Basic Parenting Skills

FOR
Eastern Region

Contract Period: Date of Award – One year
Date of Issue: January 13, 2011
Page 1 of 37

Services procured for

Missouri Department of Corrections
Division of Probation and Parole

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

Name: Halbert Sullivan

Business Name as filed with the IRS:

Mailing Address: 4411 N. Newstead

City, State Zip: ST. LOUIS, MO 63115

Telephone: 314-333-4170

State Vendor Number: 4318042670-0

Federal Taxpayer ID Number: 43-1804267

Authorized Signature: Halbert Sullivan

2/11/2011

Bid Date

Halbert Sullivan, Chief Executive Officer

Authorized Signer's Printed Name and Title

NOTICE OF AWARD:

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

Contract No.

Ellis McSwain, Chairman, Board of Probation and Parole, Missouri Department of Corrections

Date

EXHIBIT A

The bidder shall provide a firm fixed price in the table below for each contract period for providing all services in accordance with the provisions and requirements of the IFB. All costs associated with providing the required services shall be included in the stated price(s).

SERVICE DESCRIPTION	Initial Contract Price	First Renewal Period (07/01/2011-06/30/2012)	Second Renewal Period (07/01/2012-06/30-2013)	Third Renewal Period (07/01/2013-06/30/2014)
Life Skills and Basic Parenting Skills	\$ <u>75</u> Per 2 hour class session	\$ <u>75</u> Per 2 hour class session	\$ <u>75</u> Per 2 hour class session	\$ <u>75</u> Per 2 hour class session

The Department uses the Statewide Advantage System (SAMII) for Vendor Discounts, therefore the bidder should state below its discount terms offered for the prompt payment of invoices:

_____ % if paid within _____ days of receipt of an approved 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:	_____ %

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

15 days after effective date of contract award.

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

The bidder shall certify by completing the questions below:

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

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

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

_____ For Profit

Nonprofit

By signature below, the bidder certifies that all information provided herein is true and accurate. Also, the firm, fixed price above is hereby agreed to in accordance with the terms and conditions of IFB 87080188.

Authorized Signature

Halbert Salbuva

Date

2/11/2011

EXHIBIT C
CURRENT/PRIOR EXPERIENCE

The offeror should copy and complete this form for each reference being submitted as demonstration of the offeror and subcontractor's current/prior experience. In addition, the offeror 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.

Offeror Name or Subcontractor Name: <u>Lutheran Foundation of St. Louis</u>	
Reference Information (Current/Prior Services Performed For)	
Name and Address of Reference Company:	8860 Ladue Rd # 200 Saint Louis, MO 63124-2068
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Ann Vazquez 314-231-2244 x4 ann@lutheranfoundation.org
Title/Name of Service/Contract	Employment Development and Mentoring Program
Dates of Services:	2010
If service/contract has terminated, specify reason:	The contract period has not expired.
Dollar Value of Services	\$70,000
Description of Services Performed	Through this grant FSC provides currently incarcerated males in Alcoa Correctional Facility and Missouri Eastern Correctional Center with job readiness and retentions skills as well as healthy relationship skill building techniques . Once these individuals are released they come to FSC to receive additional social supportive services as well as job placement.

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

Ann Vazquez
Signature of Reference Contact Person

2-11-11
Date of Signature

Exhibit D

PERSONNEL EXPERTISE SUMMARY

(Also Attach Resumes for Management Staff)

Personnel

Background and Expertise of Management Staff

**1) Destini Godwin
Director of Social Services**

Ms. Goodwin has 6 years experience at Fathers' Support Center and its population which consists of ex-offenders. Ms. Goodwin facilitates classroom leadership on site in the areas of Responsible Fatherhood, Financial Literacy, Health Education and Job readiness. She has also been providing workshops through the Department of Corrections Day report Program, Salvation Army and Juvenile Detention center. She is a Licensed Social Worker and is a certified Parenting Skills Facilitator as well as a certified Financial Literacy educator.

**2) Cheri Tillis
Managing Director**

Mrs. Tillis has 7years experience here at the fathers' Support Center. She provides programmatic oversight, monitors outcomes and outputs of all grants and contracts. She has also served as a program facilitator providing class room instruction in the areas of Responsible Fatherhood and Job readiness and retention. She has conducted workshops at the Department of Corrections Day Report Program, Salvation Army Adult Rehabilitation Center, and the Juvenile Detention Center. She is versed at working with this population and easily relates. Prior to coming to work at the Fathers Support Center she worked with you in Juvenile dentition.

**3) Halbert Sullivan
Chief Executive Officer**

Mr. Sullivan is the founding CEO of the Fathers' Support Center. He has more than 12 years experience conducting workshops and facilitating small groups. Specifically, Mr. Sullivan has conducted workshops in the area of Responsible fatherhood, Like Skills and Parenting, employment readiness and retention and financial education.

**4) Shirley Dees-Gray
Fiscal Manager**

Mrs. Dees-Gray has over 15 years in the accounting field. She is well versed in the basic accounting principles. She is experienced in preparing for external audits, conducting single point audits and preparing federal 990 forms.

Destini Goodwin

1019 N. Skinker Boulevard, Apt 145
St. Louis, MO 63112
(314) 435-8679
destini_goodwin@hotmail.com

OBJECTIVE: To continue a career in social work, with an emphasis in child and family welfare, while seeking to further my education in pursuant of a graduate degree in social work.

WORK EXPERIENCE:

2004-present

Fathers' Support Center, St. Louis

St. Louis, MO

Youth Group Coordinator/ Social Worker

- Coordinates all activities and events for youth in the Youth Leadership and Development Program in collaboration with Jennings School District
- Prepares, reviews, and leads weekly sessions with youth which include: teen pregnancy, abstinence, substance abuse awareness, self-esteem, values, peer pressure, and violence prevention.
- Assist Social Service Coordinator with social service activities in the Family Formation Program
- Completes social assessments, which includes personal interviews as well as collection of secondary information to complete an individualized plan for self-sufficiency and responsible fatherhood
- With the support of the individual, identifies achievable goals, provides personal support and counsel to participants in achieving identified goals
- Obtains appropriate consent forms to complete drug screening, police records check, and abuse record checking, and release of confidential information forms
- Facilitates classroom leadership in areas of competency
- Document individual records and forms as necessary in order to provide accurate and timely tracking
- Utilizes community resources and social support systems as necessary to assist individuals and their children/families to move to self-sufficiency
- Complete follow-up phone calls and interviews in order to monitor graduates achievement of program goals
- Facilitates off-site group sessions
- Facilitates parenting classes in the Family Formation Program

2004

Bolivar Medical Center

Cleveland, MS

Internship (Sub-acute Unit and Long Term Care Unit)

- Responsible for initial meetings with and assessments of patients
- Served as a liaison between community care resources at large and patients
- Monitored and evaluated patients progress during rehabilitation stay
- Developed discharge plans for patients
- Planned, structured, and organized the "Building Bridges Thru the Power of Social Work" workshop for Mississippi Delta region licensed social workers
- Assisted licensed social worker with day to day activities

Destini Goodwin
1019 N. Skinker Boulevard
St. Louis. MO 63112
(314) 435-8679
destini_goodwin@hotmail.com

2002 - 2003

Bolivar County Literacy Depot

Cleveland, MS

Tutor

- Extensively tutored children
- Developed lesson plans
- Assisted other tutors
- Communicated with parents on a daily basis

EDUCATION:

2000-2004

Delta State University
Bachelor of Social Work
(Licensed, June 2004)

Cleveland, MS

TRAININGS AND CERTIFICATIONS:

- Citigroup Financial Education Facilitator Training (07/2005)
- Successful Grant Proposal Writing Certification and Effective Federal Grant Proposals Certification -University of Missouri-St. Louis (6/2006)
- Parenting Facilitator Training- Strengthening Multi-Ethnic Families and Communities: A Violence Prevention Parent Training Program (07/2006)

Cheri D. Lilly-Tillis

4411 Newstead
314-333-4170 x107
Fsc.lilly@birch.net

Objective: To further my experience in social service agency management and secure a position that will fully utilize my education, experience, and strengths to work toward the common goals and mission of the company.

Education:

Lindenwood University
Jackson State University

MA Human Resource Management 2007
BS Criminal Justice-1997
Minor/Juvenile Justice

University City High School

Diploma-1993

Experience:

Fathers' Support Center, St. Louis

11/23/03 to Present

Managing Director

- Supervise staff team consisting of Directors, Case Managers, Job Developers, and Facilitators
- Delegate and manage the progress of assigned task
- Conduct monthly, bi-monthly and weekly staff meetings
- Conduct employee interviews, and client intake and assessment
- Supervise Practicum Students
- Create and Facilitate Practitioners/Staff training
- Maintain monthly reporting to several grantors
- Analyze Pre/Post test data as it applies to contract compliance
- Grant writing and program development

Division of Youth Services

3/98 to 12/03

Youth Specialist

- Provide a safe clean and organized environment for clientele
- Maintain daily activity log
- Document progress of clients in monthly reports
- Transport clients safely
- Conduct group meetings
- Facilitate group activities and treatment module

AmeriCorps

10/98 to 10/99

Corp Member

- Various community service projects
- Elementary School Tutor
- Create and facilitate after school activities

Skills:

Microsoft Excel, Microsoft Word, Power Point, Publisher, Adobe, Microsoft Outlook, MO TOOLBOX, Internet, Email, fax, copier, Typing, and Facilitation Youth and Adult Curriculum

RESUME

Halbert Sullivan

23 Savannah Hill Drive
St. Peters, MO 63376
Phone (636) 397-6544
Fax (636) 397-0790
sull1@charter.net

OBJECTIVE: A career in the Social Services field with an emphasis on Family and the Community.

QUALIFICATIONS SUMMARY:

Collaborative expertise, public speaking, resource development, developing and administering budgets, hiring and retaining highly qualified staff, effective staff management, client case management, counseling and teaching, excellent interpersonal skills. self-starter and ability to motivate others.

EDUCATION:

Washington University: M.S.W. from George Warren Brown, December 1997, GPA 2.88/3.00.

Concentrated Area of Study: Children and Youth/Social and Economic Development

Specialized Area of Study: Management and Administration.

Research Project: Unmarried Non-Custodial Parents, the Father.

Fontbonne College: B.A. in Human Services, August 1996, GPA 3.80/4.0.

St. Louis Community College at Forest Park: AAS In Human Services, May 1995, GPA 3.7

RELEVANT EXPERIENCE

Fathers' Support Center St. Louis, MO. Dec. 1996-present. Chief Executive Officer. Social Service Agency. Duties: agency development, grant writing, public relations, marketing and resource development; managing budgets and accounts; developing and implementation programs, lobbying activities; responsible for the training and supervision of staff and volunteers; and developing workshop trainings and public speaking. Co-founder of the agency.

Friends/Community Action Program St. Louis, MO. September 1996-present. This is an after-school mentoring and prevention program. Duties: Coordinate activities of collaborating agencies; coordinate the implementation of program objectives with school administrators, counselors, teachers and parents; facilitate staff development work shops; and supervise staff.

Y.S.P. Washington University St. Louis, MO. Sept. 1996-May 1999. Research Project. Research Assistant for Unmarried Non-custodial Parents Project: Duties: Facilitate focus groups centered on fatherhood and the needs of the unmarried non-custodial father; create data collection instruments, collecting and analyzing. Interview young fathers and other at-risk males for random sample survey study purposes.

St. Louis Public Schools St. Louis, MO. Jan. 1997-June 1998. School Social Worker: Provide counseling and intervention strategies for students exhibiting poor attendance and/or negative behavior. Provide assessment, evaluation and referrals to Special Education Department. Provide assessment, evaluation and referrals to the Department of Family Services and Family Court for students and their families.

PRACTICUM and VOLUNTEER EXPERIENCE

VASHON HIGH SCHOOL St. Louis, MO. Nov. 1996-Feb. 1997. Practicum. School Social Worker.

MAGDALA FOUNDATION St. Louis, MO. Sept. 1994-May 1995, Apr. 1996-July 1996. Practicum. Case Manager: Provided Intake, Counseling, Assessments, and Treatment Plans for substance abuse clients referred from the Department of Correction.

JENNINGS SCHOOL DISTRICT Jennings, MO. Sept. 1993-Dec. 1997. Substitute Teacher: Responsible for maintaining a positive learning environment, implementing instructional plans and addressing disciplinary issues.

ARCHWAY DRUG REHAB FACILITY St. Louis, MO. Aug. 1993-Sept. 1996. Volunteer: Coordinate Alumni Association. Maintain records, lead weekly group session, organize fund raisers and social events for recovering substance abusers.

ADDITIONAL EMPLOYMENT

Forest Park Community College	St. Louis, MO.	Student Assistant	1993-1995
Marriott Airport Hotel	St. Louis, MO.	Banquet Department	1992-1993
Holiday Inn Convention Center	St. Louis, MO.	Restaurant Manager	1990-1992
Glen Echo Country Club	St. Louis, MO.	Maitre d'	1989-1991

SHIRLEY DEES-GRAY

5108 Longhorn Trail

Florissant, MO 63033

Home: 314-355-3799, Cell: 314-276-5122

sdees-gray@sbcglobal.net

QUALIFICATION SUMMARY

ACCOUNTING PROFESSIONAL result-oriented, driven, a team player, and capable of working independently. Extensive knowledge in corporate financial management including financial reporting and analysis and the budget process with the ability to organize, plan, delegate, and lead and direct multiple tasks to accomplish company goals. Excellent people skills with experience working with cross-functional teams to deliver desired results and meet company strategic goals and effectively communicate with stakeholders.

PROFESSIONAL EXPERIENCE**IT Manager Sr. – Enterprise Solutions Delivery – Program & Project Management, WellPoint Health Networks, St. Louis, MO - February 2007 –February 2009**

Responsible for managing a team of 12 WellPoint associate and 3 external contractors with a total project budget of 14M a year. Responsibilities included mentoring, coaching, preparing and administrating annual performance reviews, assigning project work, monitoring the administrative budget as well as overseeing the project budget. Collaborated with business and IT owners to insure funds were available to support project work. Conducted weekly team meeting, and bi-weekly one-on –ones. Responsible for the hiring and firing of staff and career development plans.

IT Manager – Special Projects Central Region, WellPoint Health Networks, St. Louis, MO, June 2006 – January 2007

Managed Special Projects, which included Data Warehouse production support and User support team. Responsible for managing the daily activities of four fulltime associates and one onsite contractor. Duties included planning, organizing, delegating and setting departmental and individual team goals. Coordinated the monthly production load and monthly data upgrades. Facilitated bi-weekly one on ones and facilitated weekly team meetings. Set team goals, development plans, coached, mentored and prepared and conducted annual performance reviews. Performed the role of Project Manager to add new data and migrate historical data to a regional data warehouse and coordinated the User Acceptance Testing effort for another project.

IT Manager – Missouri Data Warehouse – Production Support, WellPoint Health Network, St. Louis, MO, March 2005 – May 2006

Managed a Data Warehouse production support and User support team. Responsible for managing the daily activities of five fulltime associates. Duties included planning, organizing, delegating and setting departmental and individual team goals. Coordinated the monthly production load, new development, and monthly data upgrades . Facilitated bi-weekly one on ones and facilitated weekly team meetings. Set team goals, development plans, coached, mentored and prepared and conducted annual performance reviews.

IT Manager – BluePrint Application, WellPoint Health Network, St. Louis, MO, March 2004 – February 2005

Managed the production and development support department for the BluePrint Enterprise Application. Responsible for managing the daily activities of three fulltime associates, one onsite contractor and three offshore contractors. Duties included, planning, organizing, delegating and setting departmental and individual team goals. Coordinated the monthly production load, monthly data upgrades and new enhancements to the application. Facilitated bi-weekly one on ones, facilitated weekly team meetings and monthly user group meetings. Set team goals, development plans, coached, mentored and prepared and conducted annual performance reviews.

Sr. IT Business Analyst, WellPoint Health Network, St. Louis, MO, September 2003 – February 2004,

Acting Manager supporting the production activities for two data warehouses. Responsible for managing the daily activities of five fulltime associates, two onsite contractors, and four offshore contractors. Duties included monitoring and coordinating the monthly data load of both warehouses, assigned task for all data warehouse (DW) production implementations, facilitated team meetings, and communicated with business users.

Sr. IT Business Analyst, WellPoint Health Network, St. Louis, MO, February 2001 – August 2003

Team Leader for a production Support team. Responsible for managing the daily activity of six fulltime associates. Duties included, organizing, planning, delegating, and setting departmental and individual team goals. Facilitated weekly team meetings. Coordinated the monthly data warehouse loads, new production releases, data upgrades, enhancements to processes, and implementation of data integrity checks. Communicated with business users and team members from other departments.

Quality Assurance and Testing Analyst, BlueCross BlueShield, St. Louis, MO, August 1998 – January 2001

Team Leader for the monthly production load and audit process. Developed standardized test procedures and created test data for Data Warehouse test environment. Worked with production support team to improve the quality of the Data Warehouse system. Designed ad hoc query reports to support the Finance Division. Served as a financial expert on Data Warehouse projects to support the business areas. Instrumental in developing and creating reports from new client-server operational system (Facets). Used Cognos Impromptu and Oracle SQL tools to perform analyses to ensure data quality. Facilitated group meetings. Oral and written communication skills were used to plan, organize, and conduct presentations for other departmental staff.

Senior Financial Analyst II, BlueCross BlueShield, St. Louis, MO, August 1995 - July 1998

Team Leader in the implementation of the Corporate Data Warehouse and coordinated the loading and balancing of the Data Warehouse financial activities. Prepared and maintained the general ledger and financial statements for the Caring Foundation, a subsidiary of BlueCross BlueShield. Prepared the quarterly and annual statutory reports for Health Management Organization (HMO) Missouri, Inc. Prepared annual partnership settlement for healthcare provider whom HMO Missouri, Inc. formed partners with in an effort to provide affordable healthcare to customers.

Senior Financial Analyst, BlueCross BlueShield, St. Louis, MO, June 1989 – July 1995

Prepared monthly membership analysis for the Financial Statements. Coordinated general ledger updates to the Decision Support System, balanced and validated financial data loaded to the system. Served as subject matter expert to other employees. Updated the general ledger line of business and account information for the Dun & Bradstreet database application. Analyzed and balanced various financial reports and accounts. Other responsibilities included training and coordinating activities for new staff and training staff from other departments on the development and creation of reports using the Decision Support System.

BlueCross BlueShield, St. Louis, MO, April 1981 – May 1989

Held several accounting positions. Responsibilities included preparing journal entries for the general ledger, performing account analyses, training and coordinating activities for new staff, reconciling and balancing customers' accounts, monitoring account receivable, and communicating with customers.

Senior Accountant

Accountant II

Accountant I

EDUCATION

Masters of Management - Fontbonne Option Program - St. Louis, Missouri

Bachelor of Science in Business Administration with concentration in Accounting - Alabama A&M University - Normal, Alabama

TECHNICAL & SOFTWARE SKILLS

Windows (XP and Vista), Microsoft Suite (MS Project, Outlook, Word, Excel, and PowerPoint), ChurchPlus Accounting Software, PlanView, PeopleSoft, Dun & Bradstreet General Ledger, Teradata SQL Assistant, Business Objects, Cognos OLAP Tools (Powerplay and Impromptu).

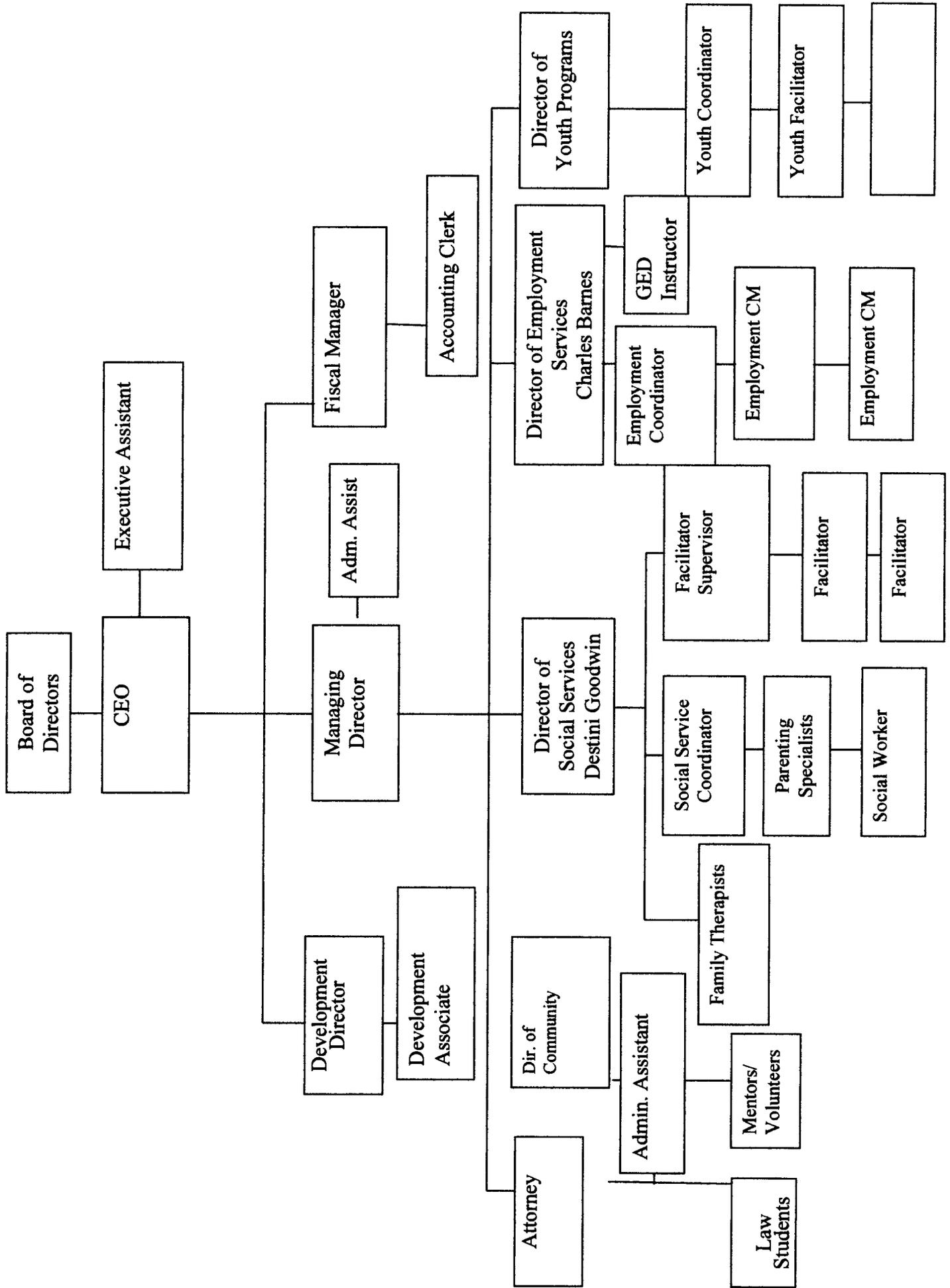


EXHIBIT H, continued

(Complete the following if you have the E-Verify documentation and an Affidavit of Work Authorization dated on or after September 1, 2009 or after already on file with the State of Missouri. If completing this, do not complete Box B.)

BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

I certify that Fathers' Support Center (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the bidder's name and the MOU signature page completed and signed by the bidder's and the Department of Homeland Security – Verification Division
- ✓ A completed, notarized Affidavit of Work Authorization signed and dated on or after **September 1, 2009**.

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

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

Date of Previous E-Verify Documentation Submission: 4/22/2009

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation Submitted:

RFQ 97080295

(if known)

Halbert Sullivan

Authorized Business Entity Representative's Name

(Please Print)

208297

E-Verify MOU Company ID Number

Halbert Sullivan

Authorized Business Entity Representative's Signature

E-Mail Address

Fathers' Support Center

Business Entity Name

02/11/2011

Date

FOR STATE USE ONLY:

Documentation Verification Completed By:

Buyer

Date

EXHIBIT I

MISCELLANEOUS INFORMATION

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 bidder MUST disclose such fact and provide details in the space below or on an attached page.

Are products and/or services being manufactured or performed at sites outside the United States?	Yes _____	No <input checked="" type="checkbox"/>
Describe and provide details:		

Employee Bidding/Conflict of Interest

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

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

Organization Overview



**Department of Corrections
Life Skills/Basic Parenting Skills**

Invitation for Bid (IFB)110708152

ORGIZATION NAME: The Fathers' Support Center, St. Louis (FSC)
ADDRESS: s/o Prince Hall Family Support Center, 4411 N. Newstead, St. Louis, MO 63115
TELEPHONE: (314) 333-4170 **FAX:** (314) 333-4322
E-MAIL: nharper@fatherssupport.org
CONTACT PERSON NAME & TITLE: Norelle Harper, Development Director
TAXPAYER I.D. #: 43 - 1804267
PROJECT NAME: Life Skills and Basic Parenting Skills
GEOGRAPHIC AREA SERVED BY THIS PROJECT: The Metro St. Louis Area

Our Mission: *To foster healthy relationships by strengthening families and communities*
Our Vision: *Every father is a responsible father who is committed to a cohesive family relationship.*
Our Values: Commitment from our Board and staff. Justice for our clients. Non-judgmental of client's past behavior. Belief that our clients are good, responsible, highly regarded, honest, honorable and courageous. Respectable of the diversity in our client's relationships with their children, mothers of their children and others.

ORGANIZATIONAL HISTORY

Fathers' Support Center St. Louis is an organization that serves fathers by promoting responsible fatherhood to increase positive outcomes for children. Fathers Support Center, St. Louis (FSC) was incorporated as a federal 501(c) 3 organization on December 10, 1997. When FSC opened its doors in May 1998 this agency was the first organization of its kind in the State of Missouri and remains the premiere agency within St. Louis to provide a comprehensive array of services for fathers/non-custodial fathers/men (**typically known as "deadbeat dads"**). FSC is recognized nationally as an authority on father involvement and has received a number of awards including the "2002 Courage in Action Practitioner Award" of the National Practitioners Network for Fathers and Families and the "What's Right in the Region" award presented by Focus St. Louis. FSC was asked to lend their expertise to the development of a *Fatherhood Tool Kit* for the National Head Start Association. Furthermore, FSC was approved as a United Way Agency in 2003. Most recently, FSC was awarded funding under the Department of Health and Human Services, Administration for Children and Families Office of Child Support

Enforcement, the Special Improvement Project award is to provide Healthy Relationship Skills to minorities and low income individuals.

FSC employs a variety of approaches and uses professional staff and program graduates-turned-facilitators to guide fathers through a process of change. Since its inception, FSC has served more than 1364 non-custodial fathers and their families 3294 children, moving the non-participating father into a position of involvement and equity in the life of his children. The ground-breaking nature of FSC programs and services has resulted in continued success in several areas. The programs provided by FSC aim to improve the quality of life for children of fragile families using the so-called deadbeat dad as an untapped resource.

Target Population:

The organization targets unemployed and under-employed non-custodial fathers and other males ages 18 and older. Most of these men are living with a mean incomes less than \$14,000, histories of high unemployment, substance abuse histories and criminal backgrounds. The characteristics of these men characterize them as a vulnerable, at-risk population with high incidences of recidivism. The men are recruited from over 34 zip codes within in the Metro St. Louis area, 23% of the fathers came from 63108 zip codes, 33% from 63115, and 24% from 63136. The aforementioned zip codes lie within some of the most dangerous and impoverished communities in the city of St. Louis. Lastly, FSC has developed partnerships in the area of recruitment with: Parents Fair Share (a Division of Child Support Enforcement), local drug rehabilitation programs, Division of Family Support, Division of Parole and Probation, Family Courts, St. Louis Housing Authority, Better Family Life and St. Louis Healthy Marriage Coalition.

DESCRIPTION OF ONGANIZATIONS' PROGRAMS:

The Family Formation Program: Provides personal development life skills, which allow fathers to effectively work with their children and the mother of their children. Participants are given the skills to assist them with: effective parenting, spiritual and emotional development, child abuse and substance abuse prevention.

The Employment Development and Mentoring Program: Provides job readiness/job retention skills and job placement referrals in order to assist fathers to be financially responsible for their children. Participants are paired with trained mentors who provide peer support, guidance and job coaching.

Youth Leadership and Development: Provides children/youth training in making responsible behavior choices. Youth participate in goal planning and preparation, and self-image understanding. This program includes initiatives to prevent drug and alcohol use, teen pregnancy and gang involvement.

Fathers' Rap: Provides a support component to any father in need of support, advocacy, education, and/or skills necessary to becoming responsible, involved fathers. Topics include: personal responsibility, manhood / fatherhood, parenting skills, Child Support issues / concerns, custody / visitation issues.

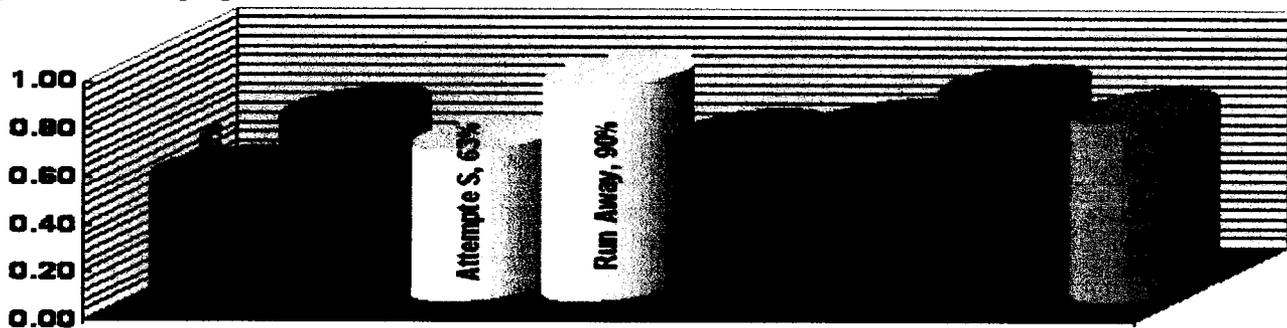
Male Health and Wellness- Provides clients with male health and wellness information, medical screenings, doctor's visits and follow-up services. In addition clients are encouraged to enroll in on the job insurance plans for himself and his children.

Statement of Need

STATEMENT OF NEED:

George W. Bush at the National Summit on Fatherhood stated, "Although fathers have a unique and irreplaceable role in the lives of children...1/3 of American children are living apart from their biological fathers, 5/6 do not see their fathers more than once a week, and 40% of children are living in fatherless households..." According to the Census Bureau, nearly 26 million children are aging without a father in the home. In Missouri 31% of children are born to unmarried parents, compared 42.6% in the City of St. Louis (St. Louis City, n.d.). Moreover, the need for such a program is evidenced by the large number of fathers housed in local, state, and federal correction institutions exacerbating fatherlessness and single-parenthood.

In lieu of the above mentioned statistics indicate, ***"Fathers who have visitation with their children, 75% voluntarily pay child support compared to 25% who do not have visitation privileges."*** As indicated by the chart below fatherless homes account for 63% of youth suicides, 90% of homeless/runaway children, 85% of children with behavior problems, 71% of high school dropouts, 85% of youths in prison, and well over 50% of teen mothers. In addition, 75% percent of teenage pregnancies occur in adolescents from single parent homes. Thus, as represented by the evidence above, non-custodial fathers are one of the keys to decreasing the problems that plague the children.



Effect of Fatherlessness On Children

Two decades ago, psychologist Michael Lamb described fathers as the "forgotten contributors to child development." For much of the 20th century psychologist, childrearing experts, and the community at large assumed that when it came to child development, fathers were at best redundant and perhaps even irrelevant. Although years of research documented how fathers contributed positively and uniquely to child development, the topic of fatherhood was still ignored as an issue of national significance. Research shows that when fathers are actively involved in the rearing of their children, the children are more likely to be drug free, graduate from high school, stay away from the criminal justice system, delay pregnancy, and become more productive adults. With little or no parenting skills, limited income, and lack of role models, many non-custodial fathers cannot provide the necessary financial, emotional or spiritual nurturing that children deserve. FSC works to change these trends and better the lives of our community's children.

Prior Experience

EXPERIENCE IN THE FIELD

During the last year, FSC serviced 182 men on site and over 360 additional men in the community. During the year FSC provided, seven six-week classroom based parenting sessions which included 144 parenting skills classes, 89 child abuse/neglect prevention sessions (each parenting class included 18 hours of parenting and life skills each week and included 4 hours each week dedicated to child abuse prevention techniques); 12 responsible fatherhood session were provided to the community-at-large; 48 responsible fatherhood sessions provided to Youth Build/Project Excel. Specifically, however, FSC has participated in the Day Program for the last 18 months and has received considerable positive responses from program participants and parole and probation staff. The impact of FSC staff and curriculum content have on participants is undeniable.

The persons administering the program are Halbert Sullivan CEO, whom posses a Masters Degree in Social Work from George Warren Brown School of Social Work at Washington University. Next, Ms. Destini Goodwin is a licensed social worker, possessing a Bachelors of Social Work from Delta State University. Also, Ms. Goodwin holds certifications as a certified Parenting Skills Facilitator in as a Financial Education facilitator. In addition, FSC will provide and alternate staff person for support and to replace Ms. Goodwin in the event of any unscheduled absences. The alternate staff person is Mr. Chester Deanes, Mr. Deane's posses an AA in Human services, certificates in group dynamics and has over 25 years of experience in the field. Most importantly, Mr. Deanes has 10 years experiences providing services to incarcerated or previously incarcerated individuals. The cumulative personal, professional and educational experiences of the above-mentioned FSC staff certainly qualify them to act as experts and provide instruction on Life Skills and Basic Parenting Skills for the Eastern Region. (See Attachment III – Resumes and copy of Degrees).

List of and a short summary of information regarding the offeror's past and current contracts/clients.

- St. Louis Agency on Training and Employment: Thorough this contract FSC works with The new Reentry One Stop Career Center (REOS) which is a career service center for ex-offenders. Through this contract FSC staff provides ex-offenders with job readiness and retention skills as well as employment placement. **This contract is current.**
- Lutheran Foundation- Though a grant from the Lutheran Foundation FSC is providing employment readiness and retention services, life skills training and relationship skill building to men currently incarcerated in Algoa Correctional Facility as well as in the Missouri Eastern Correctional Facility. – **This contract is current.**
- Area Resources for Community and Human Services/ Community Action Re-entry Employment System (ARCHS/ CARES): Through the ARCHS CARES program FSC provides job readiness training, job placement and responsible fatherhood training to ex-offenders-**Contract ended 2009**
- Missouri Department of Economic Development, Division of Workforce Development/ Parents Fare Share- FSC provides job readiness job retention and job placement services to males- **Contract ended 2008**

- **St. Louis Agency on training and Employment(SLATE)/ Work Force Investments Act (WIA)- FSC provides employment placement services to non-custodial fathers- Contract ended 2008**

Through the abovementioned contracts with the named entities FSC provides job readiness job retention and job placement services as well as soft skills training. In the last fiscal year FSC placed 41 of 53 (77.3%) adults into unsubsidized employment. Enrollees had barriers to employment such as: criminal records, histories of long unemployment, uneducated or unskilled, at least 18 years of age and were considered hard to employ.

Proposed Method of Performance

Proposed Method of Performance

The strength of the project is the ability of the staff to engage the fathers in the parenting skills curriculum, the child abuse/neglect prevention component and related parenting and life skills activities, and financial education. FSC uses a variety of approaches including *program graduates-turned-facilitators* combined with a professional staff to guide fathers through a process of change that includes the importance of responsible father/child involvement (strategies to create father involvement in the lives of their children and to prevent the likelihood of child abuse). Involved fathers are more likely to be financially responsible fathers. This project will also educate the fathers in the area of child abuse/neglect prevention (*Recent statistics suggest that fathers are more likely to commit child abuse*). FSC's facilitators are skilled at working with clients that are dealing with issues of substance abuse, cognitive disabilities (i.e. learning disabilities, etc.) and other mental health issues.

The two curriculums employed for the proposed program have demonstrated continued success over the years. In fact, the evidenced based nature of the curriculums ensures their reliability and validity during service delivery (Rubin & Babbie, 2001). Moreover, the facilitative-discussion format of the group is employed to increase participant's levels of awareness by encouraging dialogue on curriculum concepts (Steele, 2005). Moreover, the format of the group compels fathers to take responsibility for making good decisions regarding positive and negative consequences of parenting and financial decision making techniques they choose to employ (Steele, 2005). Additionally, the group facilitation model employed by FSC enables participants to learn and grow with similar individuals. Many of the assignments and in class, activities reflect the reality of life for many of the men. As a result, clients are able to understand and utilize the practical skills obtained in class. The information will be presented via interactive internet activities, handouts, classroom discussions, role play, and lecture. The participants will be given a pre test and post test to determine their increased knowledge of finances and parenting. The curriculum encourages the usage of behavior modification. Employing a teaching model the curricula and instructors model positive behaviors for participants. The modeling of positive behaviors is an evidenced based behavior modification technique used to promote socially acceptable behaviors. Additionally, research has shown that individuals participating in similar programs have increased social and life skills and decreased level of recidivism. The basic life skills and parenting instruction of the proposed program provides individuals with the necessary anger management, conflict resolution, communication, parenting, and fiscal management skills needed to live productive lives. Additionally, the groups FSC has developed collaborations with are Child Support Enforcement, Youth Build/Project Excel, Better Family Life and the St. Louis Healthy Marriage Coalition.

FSC has participated in groundbreaking work in the arena of family services. FSC includes the excluded, unlike many programs and agencies that focus exclusively on the mother (Johnson, Levine, & Doolittle, 1999). Many scholars argue that fathers and men in general should be afforded the same opportunities as women to engage in social support services to better parenting (Johnson, 2001). While fathers, and again, men in general continue to be some of the neediest in terms of services, they are generally excluded whether it is an intended or latent consequence (Johnson, Levine & Doolittle; Johnson, 2001). As a pioneer in the provision of services to men, FSC aims to shift the paradigm of many agencies that intentionally or unintentionally exclude males. FSC is bridging the gap between fathers and their families. Furthermore, FSC has established roots in the community that is evidenced by a host awards and partnerships as mentioned in the organizational profile. FSC remains the premier organization in

St. Louis providing a comprehensive array of services for men. Employing indigenous workers is part of FSCs' innovative design that has allowed the agency to establish and maintain meaningful relationships not only with clients but also in the community. Employing persons who can intimately identify with clients facilitates learning and has allowed FSC to enjoy a 80% positive father/child interaction, a 75% job placement rate over the last fiscal year and zero report incidence of child abuse for those fathers completing our programs. Revolutionary in design and implementation FSC breaks down initial barriers to service and fosters an environment that encourages self-disclosure and self-help.

Fathers' Support Centers' Life Skills/Basic Parenting Skills Workshop Description Outline

The Workshop sessions will begin 15 working days after the award of the contract. The sessions will be held at the BASES Program site located at 220 S. Jefferson every Thursday from 9:00 am-11:00am or at another time mutually agreed upon by the Department. The sessions will be provided in a six (6) week cycle, with separate topics for each week. New participants may enter the group each Thursday. Lessons will not be sequential in nature, so that a participant may enter at any point during the five week cycle and fully participate in each of the five three hour sessions. That is, one topic will be chosen per week from one of the above-mentioned curriculums.

Financial Education Program/Budgeting: Provides an introduction to banking institutions including a description of traditional/expanded services of a bank, financial literacy, and assistance in opening and maintaining bank accounts. Participants will also be introduced to using credit responsibly, saving/investing as well as preparing a budget to assist them with current and future financial goal planning. The information will be presented via interactive internet activities, handouts, classroom discussions, role play, and lecture. The participants will be given a pre test and post test to determine their increase knowledge of finances. The outline is a guide and is not all inclusive please see Attachment II for a more complete view of the material cover in our Financial Education Program/Budgeting (exerts have been taken from our FDIC Money Smart: An Adult Education Program curriculum).

Week/Session I

Basic Banking Services

1. Introduction/ pre-test
2. Why do you need a Bank?
3. The Many Services of a Bank

Week/Session II

Basic Banking Services (continued)

1. Opening a Checking Account
2. How to Write a Check
3. Maintaining a Healthy Checking Account
4. The ABC's of a Saving Account

Week/Session III

Saving and Investing

1. Introduction
2. Savings vs. Investing
3. Saving for a Rainy Day
4. Investing for the Long Term

Week/Session IV

Credit

1. Introduction
2. The ABC's of Credit
3. Establishing Credit
4. Maintaining Good Credit
5. Managing Credit Issues and Concern

Week/Session V

Budgeting

1. Introduction
 2. The Concept of Budgeting
 3. The Benefits of Budgeting
- How to use a Budgeting Tool / post test

Responsible Fatherhood Curriculum

The program provides personal development and communication/relationship building skills which will allow clients to effectively work with their children, the mothers of their children, their employer and their community. Clients learn effective parenting skills, discipline and child abuse prevention techniques. Additionally, curriculum content and associated activities help participants identify stressors that may trigger abusive or neglectful behaviors and ways of managing such behaviors. The overall aim of this curriculum is to provide parents with effective parenting and self-management tools.

Week/Session I

Personal Responsibility/ Values

1. Parenting Skills Pre Test
2. Personal Strengths & Weaknesses
3. Individual Goals & Values

Week/Session II

Parenting/ Fatherhood

1. Fatherhood – Who is a Father?
2. How well do I know my child?
3. Facts about Child Support/paying child support

Week/Session III

Communication

1. Communications Skills Building
2. Active listening
3. Communicating For Success

Week/Session IV

Relationship Skill Building

1. Manhood and Relationship
2. Anger Management: Anger Clues/Maintaining Your Cool

Week/Sessions V

Conflict Resolution

1. Conflict Resolution: The Price of Losing Control/Strategies for Managing Anger & Stress
2. Program Evaluation/ post-test

**** Each Thursday that sessions are held from 9:00 a.m. – 11:00 a.m. participants in a group format will be introduced to a new concept. The instruction will be provided through verbal instruction, internet, hand-outs and various assignments. Each session participant's knowledge and understanding of the day's session topics will be evaluated through employing one or more of the following methodologies: assignments, group discussion and role-plays. Also, the above-mentioned tools dually seek to reinforce the session's topics. to**

****Trained professionals from FSC staff will also provide information and lesson plans covering: Caring for a baby, proper diet and daily schedule for children, importance of a predictable household routine, proper cooperation and planning between parents and among caregivers' proper discipline and guidance, and assisting with the child's education**

-Records of each participant's attendance and participation will be maintained and shared with the Day Report Probation and Parole staff.

- FSC agrees to assist Probation and Parole staff assigned to the Day Report Program in assuring compliance by participants with the rules and requirements of the Day Report Program. FSC will inform Day Report Probation and Parole staff of failure by the participants to conform to the program rules and requirements.

11.) (Page 5-2.3.5) FSC will attend a meeting once month with other program staff at the Day Report Center to discuss issues related to the Day Report Program. The monthly meetings will not exceed two hours and will be scheduled at mutually agreeable times.

-FSC will bill once monthly, no later than the fifth working day of each month. The bill shall include the dates and times that services were provided, the hourly rate for workshop time and the total amount billed. Billing will be addressed to Missouri Board of Probation and Parole, 220 S. Jefferson, 63103

References

- Johnson, E., A. Levine., and F. Doolittle. 1999. Parents Fair Share: Helping Poor Men Manage Child Support and Fatherhood. New York: Russell Sage Foundation
- Rubin, A. & Babbie, E. (2001). *Research Methods for Social Workers (4th ed.)*. Belmont, CA: Wadsworth/ Thomason Learning.
- Steele, M. (2005). Strengthening Multi-Ethnic Families and Communities: A Violence Prevention Parent Training Program. Parenting Across Cultures. Retrieved June 19, 2007 from: <http://www.parentingacrosscultures.com>
- St .Louis City (n.d). Demographics. St. Louis five-year consolidated plan strategy. Retrieved June 19, 2007, from http://stlouis.missouri.org/5yearstrategy/1999/ch2_demog.html