



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

Diana Fredrick, CPPB
Diana.frednck@doc.mo.gov
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FMU/PURCHASING SECTION
P.O. BOX 236
JEFFERSON CITY, MISSOURI 65102

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
03-14-17	Halbert Sullivan, President Father's Support Center St. Louis 4411 N. Newstead Ave. St. Louis, MO 63119	Amendment 002 Y15708167	Life Skills and Basic Parenting Skills Group Sessions for Missouri Department of Corrections Eastern Region

CONTRACT Y15708167 IS HEREBY AMENDED AS FOLLOWS:

Pursuant to paragraphs 3.1.2 and 3.1.3 on page 12, the Missouri Department of Corrections hereby exercises its option to renew the above-referenced contract for the period of September 16, 2017 through September 15, 2018.

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

Return of this amendment by the contractor is not required.

This amendment is accepted by the Missouri Department of Corrections as follows: **In its entirety.**


Kenny Jones, Chairman, Board of Probation and Parole

3-20-17
Date



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

Diana Fredrick, CPPB
Diana.fredrick@doc.mo.gov
Ph: (573) 526-0591 - Fax: (573) 522-1562
FMU/PURCHASING SECTION
P.O. BOX 236
JEFFERSON CITY, MISSOURI 65102

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
04/15/16	Halbert Sullivan, President Fathers' Support Center St. Louis 4411 N Newstead Ave. St. Louis, MO 63119	Amendment 001 Y15708167	Life Skills and Basic Parenting Skills Group Sessions For Department of Corrections Eastern Region

CONTRACT Y15708167 IS HEREBY AMENDED AS FOLLOWS:

Pursuant to paragraphs 3.1.2 and 3.1.3 on page 12, the Missouri Department of Corrections hereby exercises its option to renew the above-referenced contract for the period of September 16, 2016 through September 15, 2017.

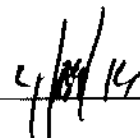
All terms, conditions and provisions of the previous contract period, including prices, shall remain and apply hereto.

Return of this amendment by the contractor is not required.

This amendment is accepted by the Missouri Department of Corrections as follows: **In its entirety.**


Ellis McSwain, Chairman, Board of Probation and Parole

Date



ORIGINAL

INVITATION FOR BID



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

Buyer of Record:
Diana Fredrick, CPPB
Procurement Officer II
Telephone: (573) 526-0591
Diana.Fredrick@doc.mo.gov

IFB 15708167

Life Skills and Basic Parenting Skills
Group Sessions

For

Department of Corrections
Eastern Region

Contract Period: Date of Award through One Year

Date of Issue: June 30, 2015

Page 1 of 52

Bids Must Be Received No Later Than:

2:00 p.m., Thursday, July 30, 2015

Sealed bids must be delivered to the Missouri Department of Corrections, Purchasing Section, 2729 Plaza Drive, Jefferson City, MO 65109, or PO Box 236, Jefferson City, Missouri 65102. The bidder should clearly identify the IFB number on the lower right or left-handed corner of the container in which the bid is submitted to the Department. This number is essential for identification purposes.

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

Company Name: Fathers' Support Center St. Louis

Mailing Address: 4411 N. Newstead Ave

City, State Zip: St. Louis, MO 63119

Telephone: (314) 333-4170

Fax: (314) 333-4322

Federal EIN: 43-1804267

State Vendor #:

Email: hsullivan@fatherssupport.org

Authorized Signer's Printed Name and Title: Halbert Sullivan, President and CEO

Authorized Signature: *Halbert Sullivan*

Date: 07/29/2015

NOTICE OF AWARD:

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

Accepted in its entirety.

Contract No.

Y15708167

Ellis McSwain, Chairman, Board of Probation and Parole

Date *8/14/15*

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

Fredrick, Diana

From: Halbert Sullivan <hsullivan@fatherssupport.org>
Sent: Tuesday, August 04, 2015 10:06 AM
To: Fredrick, Diana
Cc: Mitchell Lee
Subject: RE: IFB 15708167 - Clarification needed

Good Morning Ms. Diana Fredrick,
Thank you for this opportunity.

Pursuant to paragraph 2.2.4, it is the intention of the Fathers' Support Center to provide our presentations in a 2 hour session, once per week and to deliver each 2 hour session weekly.

Pursuant to paragraph 2.2.1, the Fathers' Support Center will present material to participants in an interactive lecture format that will include, participant role playing, powerpoint presentations, videos and handouts; and pre-approved guest speakers where appropriate.

Again, I hope this response is adequate. I am currently traveling. If you prefer something additional please let me know and I will have our Development Associate, Mr. Mitch Lee provide you with any additional information. I have cc'ed him on this email.

Thank you,
Halbert

Sent from my Verizon Wireless 1G LTE smartphone

----- Original message -----

From: "Fredrick, Diana" <Diana.Fredrick@doc.mo.gov>
Date: 08/04/2015 8:56 AM (GMT-05:00)
To: Halbert Sullivan <hsullivan@fatherssupport.org>
Subject: IFB 15708167 - Clarification needed

Mr. Sullivan,

Thank you for your bid response to the above referenced IFB. Pursuant to paragraph 2.2.4 of the IFB, the Department has requested two hour sessions one time weekly. In your bid response, you have indicated three hour sessions one-time weekly. Please clarify your intentions for this requirement.

Pursuant to paragraph 2.2.1 of the IFB, the contractor shall present material to participants in the form of lectures, videos, and guest speakers. This was not addressed in your method of performance. Please clarify.

Thank you,

Diana Fredrick, CPPB

Missouri Department of Corrections, Human Services

FMU/Purchasing

Phone: 573-526-0591

My office hours are from 7:30 a.m. to 4:30 p.m.

For Bidding Opportunities, please click here: http://doc.mo.gov/DHS/Canteen_Resale_Bidding_Opportunities.php

EXHIBIT A
Pricing Page

The bidder shall provide a firm fixed price per 2-hour class session for **Life Skills and Basic Parenting Skills Group Sessions** for the original contract period and a maximum price for each potential renewal period for providing services in accordance with the provisions and requirements specified herein. All costs associated with providing the Life Skills and Basic Parenting Skills Group Sessions shall be included in the stated prices.

Line Item #	SERVICE DESCRIPTION	Original Contract Period <i>Firm Fixed Price</i>	First Renewal Period <i>Maximum Price</i>	Second Renewal Period <i>Maximum Price</i>
001	Life Skills and Basic Parenting Skills Group Sessions	\$ <u>75</u> Per 2 hour class session	\$ <u>75</u> Per 2 hour class session	\$ <u>75</u> Per 2 hour class session

Payment Terms:

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

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

_____ days after effective date of contract award.

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

Company Name: Fathers' Support Center, St. Louis

Authorized Signature:  Printed Name: Halbert Sullivan

Date: 07/29/15 Email Address: hsullivan@fatherssupport.org

EXHIBIT B

Bidder Information

a. Brief Company History

Fathers' Support Center, founded in December 1997, began operation in 1998 as a small service agency dedicated to helping fathers who were disengaged from their children's lives to transform into nurturing parents, ready to support their children emotionally and financially. In over 17 years of operation, FSC has reached over 12,000 fathers and made a difference for over 30,000 children.

Recognition. FSC has been participating in a national study of responsible fatherhood programs conducted by Mathematica, the preliminary results of which show FSC as a model program of its type. Also, FSC is in the final stages of achieving full accreditation from the National Council of Accreditation.

Community Impact. Every father who gains employment and supports his family represents a significant change which has profound implications for the children, the family and the community. For example, in 2013:

- 308 enrolled in the Family Formation Program with 223 completing: a **73% completion rate**
- Of 223 completions, 173 gained employment: a **78% placement rate**
- Those employed had an average annual income of \$17,909: **\$3,098,257 into the local economy**
- The average monthly child support paid per father was \$255.10: **\$529,588 to directly support children**
- 80% of fathers completing program report increased interaction with their children during one year of follow-up.

Considering the social costs of the alternatives to responsible parenthood - unemployment, prison, poverty, welfare dependency, the impact on both the family and community are even more profound. Furthermore, by engaging fathers in the lives of their children, we dramatically increase the probability that those children will lead healthier lives, will stay in school, will become employed, make healthy life choices and become contributing citizens to the community.

b. The nature of the bidder's business, type of services performed, etc.

Mission: To foster healthy relationships by strengthening families and communities

Our Services

- Family Formation, the core program of FSC, is a rigorous, six-week, "full immersion" experience for men. Arriving at 7:45 each weekday, participants develop parenting skills, for nurturing their children's personal, spiritual and emotional development and for the prevention of both child and substance abuse. Graduates receive follow-up services and support for at least one year.
- Fathers' Rap meets after usual work hours and uses the Family Formation Curriculum.
- Employment/Mentoring is available to participants in our reentry services programs. The focus is on developing job readiness and retention skills, culminating in job placement. Additionally, FSC provides training and employment services for 200 inmates annually, helping them to attain industry-recognized credentials for jobs in demand industries.
- Youth Leadership & Development works with young men and women, most of whom do not have an active father in their lives, encouraging them to become responsible persons. The program focuses on how to avoid high risk situations and behaviors such as gang involvement, drug/alcohol use and unhealthy relationships. We help prepare them for college and careers and to make healthy decisions for themselves, their families and their communities.
- Legal Clinic offers high quality affordable legal services in family law. The men receive much-needed legal services in the areas of child support payment modifications, legal visitation, child custody, and more.

Our goal is to break the cycle of poverty, child neglect and abuse, and welfare dependence by educating and preparing fathers to become responsible parents with the financial stability to support their children.

Our website is www.fatherssupportcenter.org

c. Provide a list of and a short summary of information regarding the bidder's current contracts/clients. List, identify and provide reasons for each contract/client gained and lost in the past 3 years.

- Administration for Children & Families Office of Family Assistance (OFA) - Responsible Fatherhood, Marriage Education/Healthy Relationship, Economic Stability
- Children's Trust Fund - Family Formation: Child Abuse and Neglect prevention
- City of St. Louis Mental Health Board - Family Formation Parenting Skills
- DOL/ETA Training to Work - Adult Reentry (FSC T2W)
- DOL/ET Training to Work (2) - Adult Reentry
- DOJ/OJJDP FY 2014 Second Chance Act - Strengthening the relationships between young fathers and their children.
- Missouri Department of Corrections - Life Skills and Basic Parenting Skills Group Sessions

No contracts lost in the past 3 years.

d. Describe the structure of the organization including any board of directors, partners, top departmental management, corporate organization, corporate trade affiliations, and/or any parent/subsidiary affiliations with other firms, etc.

Fathers Support Center (FSC) is governed by a self-perpetuating board of directors (see attached list) made up of prominent business and civic leaders who volunteer time and talent to provide leadership and support for the long-term sustainability of the agency. The overall management of the agency is handled by an executive team consisting of Halbert Sullivan, President and CEO; Cheri Tillis, Executive Vice President; Destini Goodwin, Director of Social Services; Shirley Dees-Gray, Fiscal Manager; and Stephen Knapp, Senior Development Officer. Frank Bell, Quality Assurance Manager provides data management and reporting functions for the agency.

FSC is a member agency of the United Way of Metropolitan St. Louis.

FSC is in the final process of accreditation by the Council on Accreditation which is set to be completed in August 2015.

EXHIBIT C

Current/Prior Experience Verification

The bidder should copy and complete this form documenting the bidder and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the bidder is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Bidder Name or Subcontractor Name: <u>Fathers Support Center St. Louis</u>	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company:	MO Dept of Probation and Parole
Address of Reference Company <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	220 S. Jefferson St. Louis, MO 63103
Reference Contact Person Information: <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone # <input checked="" type="checkbox"/> E-mail Address	Andre Pike (314) 877-1000
Dates of Services:	5/2011 - currently
If service/contract has terminated, specify reason:	
Dollar Value of Services	\$75 per group session
Description of Services Performed	Life Skills and Basic Parenting Skills Group Sessions

Bidder Name or Subcontractor Name: <u>Fathers Support Center St. Louis</u>	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company:	ACF Program Office
Address of Reference Company ✓ Street Address ✓ City, State, Zip	ACF/Office of Family Assistance TANF.HQ Aerospace 901 D St. SW Washington, DC 20447
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Tanya Howell (202) 205-8714; Tanya.Howell@acf.hhs.gov
Dates of Services:	9/11/2011 – 9/22/2015
If service/contract has terminated, specify reason:	
Dollar Value of Services	\$1,530,190 per year
Description of Services Performed	Responsible Fatherhood, Marriage Education/Healthy Relationship, Economic Stability interventions and training.

Bidder Name or Subcontractor Name: <u>Fathers Support Center St. Louis</u>	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company:	DOL/Employment and Training Administration
Address of Reference Company ✓ Street Address ✓ City, State, Zip	Constitution Avenue, NW, Room N4716, Washington, DC 20210.
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Brinda Ruggles, Grants Management Specialist (202) 693-3437 ruggles.brinda@dol.gov
Dates of Services:	6/2013 – current
If service/contract has terminated, specify reason:	
Dollar Value of Services	\$75 per group session
Description of Services Performed	Adult re-entry and employment services

EXHIBIT D

Expertise of Key Personnel

(Copy and complete this table for each key person proposed)

Title of Position: <u>President and CEO</u>	
Name of Person:	Halbert Sullivan
Educational Degree (s): include college or university, major, and dates:	Washington University: M.S.W. from George Warren Brown School of Social Work , December 1997
License(s)/Certification(s), #(s), expiration date(s), if applicable:	Washington University: Certification in Business Management from George Warren Brown School of Social Work, December 1997.
Specialized training completed: include dates and documentation of completion:	
# of years experience in area of service proposed to provide:	20 years
Describe person's relationship to bidder. If employee, # of years. If subcontractor, describe other/past working relationships:	Employee, President and Chief Executive Officer
Describe this person's responsibilities over the past 12 months:	Provides overall agency leadership and promotes the sustainable development of the agency
Previous employer(s), positions, and dates:	
Identify specific information about experience in: (clearly identify the experience, provide dates, describe the person's role and extent of involvement in the 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
Describe this person's experience in presentation of curriculum to groups:	Extensive experience presenting course materials to agency clients
Describe this person's experience in working with offenders under supervision:	Extensive experience working with target population

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Overall oversight and agency support
Specify the approximate number of hours per month this person is proposed for services:	2

EXHIBIT D

Expertise of Key Personnel

(Copy and complete this table for each key person proposed)

Title of Position: Executive Vice President	
Name of Person:	Cheri Tillis
Educational Degree (s): include college or university, major, and dates:	MS, Human Resource Management - Lindenwood Univ 2006 BS, Criminal Justice - Jackson State Univ 1997
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized training completed: include dates and documentation of completion:	
# of years experience in area of service proposed to provide:	16
Describe person's relationship to bidder. If employee, # of years. If subcontractor, describe other/past working relationships:	Oversees the day-to-day operations of the agency and assures program achievement of goals and objectives. Nov 2003-Present – Executive Vice President
Describe this person's responsibilities over the past 12 months:	Manage Directors and Staff. Maintain relationships and communication with stakeholders, partners, governing board and staff. Assure implementation of Center values and Program goals. Facilitate staff meetings, develop and present in-service training. Initiate grant writing efforts. Assist in management of garnered funds via proposals, grants, and other resources. Responsible for oversight and development of Center Programs, recruitment activities, events and public relations materials, etc. Manage Data Team and Program Directors.
Previous employer(s), positions, and dates:	
Identify specific information about experience in: (clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience)	
Describe this person's experience in presentation of curriculum to groups:	Extensive experience presenting course materials to agency clients
Describe this person's experience in working with offenders under supervision:	Extensive experience working with target population

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Project Director overseeing the performance of the program including staffing and assuring achievement of program objectives.
Specify the approximate number of hours per month this person is proposed for services:	4

EXHIBIT D

Expertise of Key Personnel

Title of Position: Director of Social Services	
Name of Person:	Destini Goodwin
Educational Degree (s): include college or university, major, and dates:	May 2016 (pending) MPPA-Human Resources University of Missouri- St. Louis BSW 2004 Delta State University Cleveland, MS (MS Licensed, June 2004)
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized training completed: include dates and documentation of completion:	Citigroup Financial Education Facilitator Training (07/2005, 07/2006, 07/2007) Successful Grant Proposal Writing Certification and Effective Federal Grant Proposals Certification -University of Missouri-St. Louis (06/2006) Parenting Facilitator Training- Strengthening Multi-Ethnic Families and Communities: A Violence Prevention Parent Training Program (07/2006) G.R.E.A.T. Families Curriculum co-facilitator training (02/2008)
# of years experience in area of service proposed to provide:	12 years
Describe person's relationship to bidder. If employee, # of years. If subcontractor, describe other/past working relationships:	Employee for 12 years
Describe this person's responsibilities over the past 12 months:	Manage the Social Service Department; Reviews grants related to the Family Formation Program; Prepares reports; Provides orientation on reporting; Facilitates Social Service team and Case Management meetings; Identifies community resources for clients; Reviews program budgets; Oversees the coordination of projects; Manages budgets
Previous employer(s), positions, and dates:	
Identify specific information about experience in:(clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience)	
Describe this person's experience in presentation of curriculum to groups:	Extensive experience presenting course materials to agency clients
Describe this person's experience in working with offenders under supervision:	Extensive experience working with target population

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Project Manager overseeing the implementation of the curriculum, records maintenance and reporting.
Specify the approximate number of hours per month this person is proposed for services:	6

EXHIBIT DExpertise of Key Personnel

(Copy and complete this table for each key person proposed)

Title of Position: Fiscal Manager	
Name of Person:	Shirley Dees-Gray
Educational Degree (s): include college or university, major, and dates:	MS - Management - Fontbonne Univ - St. Louis, Missouri BS in Business Admin. concentration in Accounting - Alabama A&M University - Normal, Alabama
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized training completed: include dates and documentation of completion:	
# of years experience in area of service proposed to provide:	20
Describe person's relationship to bidder. If employee, # of years. If subcontractor, describe other/past working relationships:	Employee for 7 years
Describe this person's responsibilities over the past 12 months:	Manage yearly budget over \$4M. Manage the accounting staff. Prepare monthly financial statements; Oversee accounts receivable and accounts payable. Update and review payroll data for third party processing. Provide HR support for health benefits, 403(b) benefits and other employee deductions. Coordinate budget activities and prepare the agency's annual budget. Perform monthly account and bank reconciliations. Maintain financial records for each contract and grant compliance.
Previous employer(s), positions, and dates:	
Identify specific information about experience in: (clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience)	
Describe this person's experience in presentation of curriculum to groups:	
Describe this person's experience in working with offenders under supervision:	

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Maintain fiscal oversight and billing processes
Specify the approximate number of hours per month this person is proposed for services:	4

EXHIBIT D

Expertise of Key Personnel

(Copy and complete this table for each key person proposed)

Title of Position: Quality Assurance Manager	
Name of Person:	Frank Bell
Educational Degree (s): include college or university, major, and dates:	M.S. Educational Leadership and Policy Studies, Iowa State University, Ames Iowa. August 1999
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized training completed: include dates and documentation of completion:	
# of years experience in area of service proposed to provide:	10
Describe person's relationship to bidder. If employee, # of years. If subcontractor, describe other/past working relationships:	Employee for one year
Describe this person's responsibilities over the past 12 months:	Provides leadership for Council on Accreditation process. Leading organizational change process that includes leadership development and training for directors and coordinators and utilizing performance and quality improvement principles. Monitors and reports outcomes of contracts and grants and compares them to the organizational mission and goals. Oversees all data collection, entry and analysis. Manages all performance management systems of the organization.
Previous employer(s), positions, and dates:	Wesley Wesley House Association (WHA), St. Louis Missouri September 2012 – February 2013 United Way of Central Iowa – Asst. V. Pres – Community Impact 2008-2009
Identify specific information about experience in: (clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience)	Experience in program development and evaluation, process improvement and research methods.
Describe this person's experience in presentation of curriculum to groups:	Extensive experience presenting course materials to agency clients
Describe this person's experience in working with offenders under supervision:	Extensive experience presenting to target population

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Assuring quality of internal electronic data records on client participants and supervising reporting functions
Specify the approximate number of hours per month this person is proposed for services:	2

EXHIBIT E

Expertise of Personnel

Personnel	Background and Expertise of Personnel and Planned Duties
1. Chester Deanes _____ (Name) Vice President for Community Outreach (Title) Presenter/Coordinator (Proposed Role/Function)	Presenter with over 17 years' experience in program delivery. Certified Instructor-Strengthening Healthy Families Program 06/06 Instructor Qualification Record, ILLINOIS STATE BOARD OF EDUCATION 05/94 Certificate-Group Dynamics, St. Louis Community College Florissant Valley 09/94 Associate of Arts Degree, St. Louis Community College Florissant Valley 12/78 NDT Certificate (390 hr.), US Air Force – Chanute AFB Rantoul, IL, 09/67
2. _____ (Name) _____ (Title) _____ (Proposed Role/Function)	
3. _____ (Name) _____ (Title) _____ (Proposed Role/Function)	
4. _____ (Name) _____ (Title) _____ (Proposed Role/Function)	
5. _____ (Name) _____ (Title) _____ (Proposed Role/Function)	

EXHIBIT F**METHOD OF PERFORMANCE**

1. Plan for performing the requirements of the IFB.

Fathers Support Center (FSC) proposes to offer a Life Skills and Basic Parenting Program for the Board of Probation and Parole. FSC has extensive experience in offering such programming to this target population and will work closely with Probation and Parole to provide outstanding services to clients in the program.

Basic Overview:

- 1.) FSC will receive referrals from the Board of Probation and Parole.
- 2.) Services will be provided by FSC to Board of Probation and Parole participants in a group format with group size not to exceed twenty participants per session.
- 3.) Workshop sessions will be held once weekly for three hours per session. See the outline below that details how the requirement will be met.
- 4.) Persons entering after the first session will be permitted to continue and complete the program in the next six-week session.
- 5.) FSC will refer clients to other services as appropriate.
- 6.) FSC will track clients for one year following completion of the program.

FATHERS' SUPPORT CENTER CURRICULUM TOPICS**WEEK 1****PERSONAL RESPONSIBILITY**

- Your values and goals
- Life Circles
- What gets in the way/what are the barriers to being a parent?
- My Life as a Father
- Checking out your health
- Sex, Alcohol and drugs: Fact and Feelings
- Managing situations

WEEK 2**COMMUNICATION**

- Active listening
- Understanding stress/Stress break
- Coping strategies
- She's a Trip
- Anger Clues/Maintaining your cool
- Strategies for managing anger in the workplace

WEEK 3**MANHOOD & RELATIONSHIPS**

- What is a Man?
- Relationship roadblocks
- What's important in Relationships
- The relationship scale
- Redefining Manhood
- How self-sufficient am I?

FATHERHOOD

- The Father with the most potential
- Facts about child support/paying child support
- How well do I know my child?
- My life as a Father
- Father knows best
- The weekend Father

WEEK 5

JOB READINESS

- Work culture/ethic
- What does my employer expect of me
- Completing application/resume' preparation
- How to look for a job
- Dressing and presenting yourself for an interview

WEEK 6

EMPLOYMENT & PUTTING IT TOGETHER

- Relationship skills
- Asking for support
- Declaring paternity
- Lining up job interviews or advanced training
- Final reflections
- One year goal plan
- Evaluation and Graduation

Project Description (How goals are achieved)

The essential components needed for the successful implementation of any Life Skills and Basic Parenting program is trained and experienced staff who know the challenges clients face as they face re-entry. The Executive Director of the agency has shaped a nationally-recognized fatherhood curriculum. This curriculum has recently been evaluated by Mathematica and found to be among the most highly effective for programs of its type in the nation. The Executive Director holds a Master's Degree from Washington University School of Social Work with 16 years' experience working with dis-engaged fathers and the chronic unemployed. The Executive Vice President who serves as the Project Director holds a Bachelor of Science degree in Criminal Justice & Corrective Services from Jackson State University with 9 years' experience working with the target population. The Director of Social Services who serves as Project Manager, holds a BSW in Social Work and is near completion of a MPPA. The Day Report Life Skills and Parenting Program provided by FSC to DOC Board of Probation and Parole will provide instruction to help fathers become more effective parents. It also will provide basic life skills instruction in communication and in job readiness. FSC will provide referrals for educational and/or vocational skills training. Activities will include mock interviews, resume preparation, and job searching skills, career planning, and will address self-esteem issues and anger management/conflict resolution skills.

Presenters are experienced, well-prepared and familiar with the curriculum and are accustomed to documenting participation and achievements along the way. A 30 question Pre-test and Post-test will gauge client needs and progress and will assist in determining the need for curriculum adjustments. The Quality Assurance Manager will maintain records of clients and develop reports that help the agency determine the effectiveness of the program.

The Project Manager has developed a simple participant checklist for each participant which documents client activity. This checklist identifies class participation, grasp of material, attentiveness, responsiveness, and timeliness. In addition to submitting this information weekly to Department staff, this data will be captured in the agency's own client data management tool, Apricot, which is used to track

clients as well as to assist in program research and evaluation.

As clients of FSC, program participants will be tracked for one year following completion of the program. They will have access to referral and follow-up services.

For placement of the Life Skills and Basic Parenting program within the FSC management structure, please see the Attached Organizational Chart.

To the extent practical, FSC will provide reasonable accommodation to the specific and unique needs of participants identified with mental illness, borderline intellectual functioning, or mild retardation. Clients with needs in reading (including illiteracy), written, spoken, or receptive language, learning disabilities, hearing, vision, and/or physical disabilities of any type will be referred as well to appropriate services. **ow services of the contract will be managed, controlled, and supervised in order to ensure satisfactory contract performance.**

The Project Director will oversee the overall performance of the program including staffing and assuring fulfillment of program objectives. The Project Manager will oversee the routine operations of the project, supervision, and reporting to the Department. The Quality Assurance Manager will oversee the maintenance of internal records for clients served. Records include demographic information, case notes, test scores and follow-up. The Fiscal Manager will oversee financial reporting and billing for services and will maintain records appropriate to the project.

With 50 full time-employees, FSC has the capacity to adequately serve this project and others under its management. Furthermore, because of in-place accountability systems and resources available to the agency, participants in this project with the Department of Probation and Parole can be assured access to the best service of its type available anywhere. FSC has a total agency commitment to quality programming and client success.

Economic Impact to Missouri

Fathers' Support Center has a significant economic presence within the State of Missouri. With an annual budget of \$4,858,500, all of which is earmarked for services delivered in the State of Missouri, in the St. Louis metropolitan area. With three current sites and a fourth opening in early 2016, FSC is well known in its service and is easily accessible. FSC has currently has 46 full-time employees and 4 half-time employees, approximately 90% of whom reside in Missouri.

Further economic impact is realized through the efficacy of FSC programs. When former prisoners become gainfully employed and are retained, they are less likely to return to prison, and they become contributors to society. If they have children, they can begin paying child support. Furthermore, because FSC equips clients to become responsible parents, they are prepared to support their children both financially and emotionally. Every father who gains employment and supports his family represents a significant change which has profound implications for the children, the family and the community.

For example, in 2013:

- 308 enrolled in the Family Formation Program with 223 completing: a **73% completion rate**
- Of 223 completions, 173 gained employment: a **78% placement rate**
- Those employed had an average annual income of \$17,909: **\$3,098,257 into the local economy**
- The average monthly child support paid per father was \$255.10: **\$529,588 to directly support children**
- 80% of fathers completing program report increased interaction with their children during one year of follow-up.
-

Considering the social costs of the alternatives to responsible parenthood - unemployment, prison, poverty, welfare dependency, the impact on both the family and community are even more profound. Furthermore, by engaging fathers in the lives of their children, we dramatically increase the probability that those children will lead healthier lives, will stay in school, will become employed, make healthy life choices and become contributing citizens to the community.

EXHIBIT I, (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, as President and CEO, first being duly sworn on my oath, to affirm Fathers' Support Center St. Louis 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 St. Louis 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

Printed Name
Halbert Sullivan

Title
President and Chief Executive Officer

Date
7/29.2015

618883

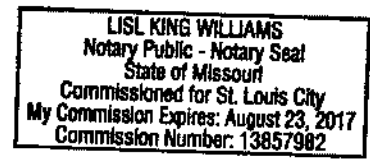
E-Mail Address
hasullivan@fathersupport.org

E-Verify Company ID Number

Subscribed and sworn to before me this 29th of July, 2015. I am

commissioned as a notary public within the County of St. Louis, State of

Missouri, and my commission expires on 08/23/2017.



Lisl King Williams
Signature of Notary

7-29-2015
Date

EXHIBIT J
Miscellaneous Information

If any services offered under this IFB are being 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 any of the bidder's proposed services being performed at sites outside the United States?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, do the proposed services satisfy the conditions described in section 4 1., 2., 3., or 4. of Executive Order 04-09? (see the following web link: http://www.sos.mo.gov/library/reference/orders/2004/eo04_009.asp)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If YES, mark the appropriate exemption below, and provide the requested details:</p> <p><input type="checkbox"/> 1. Unique service.</p> <ul style="list-style-type: none"> • EXPLAIN: _____ <p><input type="checkbox"/> 2. Foreign firm hired to market Missouri services to a foreign country.</p> <ul style="list-style-type: none"> • Identify foreign country: _____ <p><input type="checkbox"/> 3. Economic cost factor exists</p> <ul style="list-style-type: none"> • EXPLAIN: _____ <p><input type="checkbox"/> 4. Vendor/subcontractor maintains significant business presence in the United States and only performs trivial portion of contract work outside US.</p> <ul style="list-style-type: none"> • Identify maximum percentage of the overall value of the contract, for any contract period, attributed to the value of the services being performed at sites outside the United States: _____% • Specify what contract work would be performed outside the United States: 		

Employee Bidding/Conflict of Interest:

<p>Bidders who are elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the bidder or any owner of the bidder's organization is currently an elected or appointed official or an employee of the State of Missouri or any political subdivision thereof, please provide the following information:</p>	
Name and title of elected or appointed official or employee of the State of Missouri or any political subdivision thereof:	
If employee of the State of Missouri or political subdivision thereof, provide name of Department or political subdivision where employed:	
Percentage of ownership interest in bidder's organization held by elected or appointed official or employee of the State of Missouri or political subdivision thereof:	_____ %

EXHIBIT J continued on the next page

EXHIBIT J (Continued)

Missouri Secretary of State/Authorization to Transact Business

In accordance with section 351.572.1, RSMo, the Department is precluded from contracting with a vendor or its affiliate who is not authorized to transact business in the State of Missouri. Bidders must either be registered with the Missouri Secretary of State, or exempt per a specific exemption stated in section 351.572.1, RSMo. (<http://www.moga.mo.gov/mostatutes/stathtml/35100005721.html>)

If the bidder is registered with the Missouri Secretary of State, the bidder shall state legal name or charter number assigned to business entity

Legal Name: Fathers' Support Center St. Louis
 Missouri State Charter # N00057886

If the bidder is not required to be registered with the Missouri Secretary of State, the bidder shall state the specific exemption stated per section 351.572.1, RSMo.

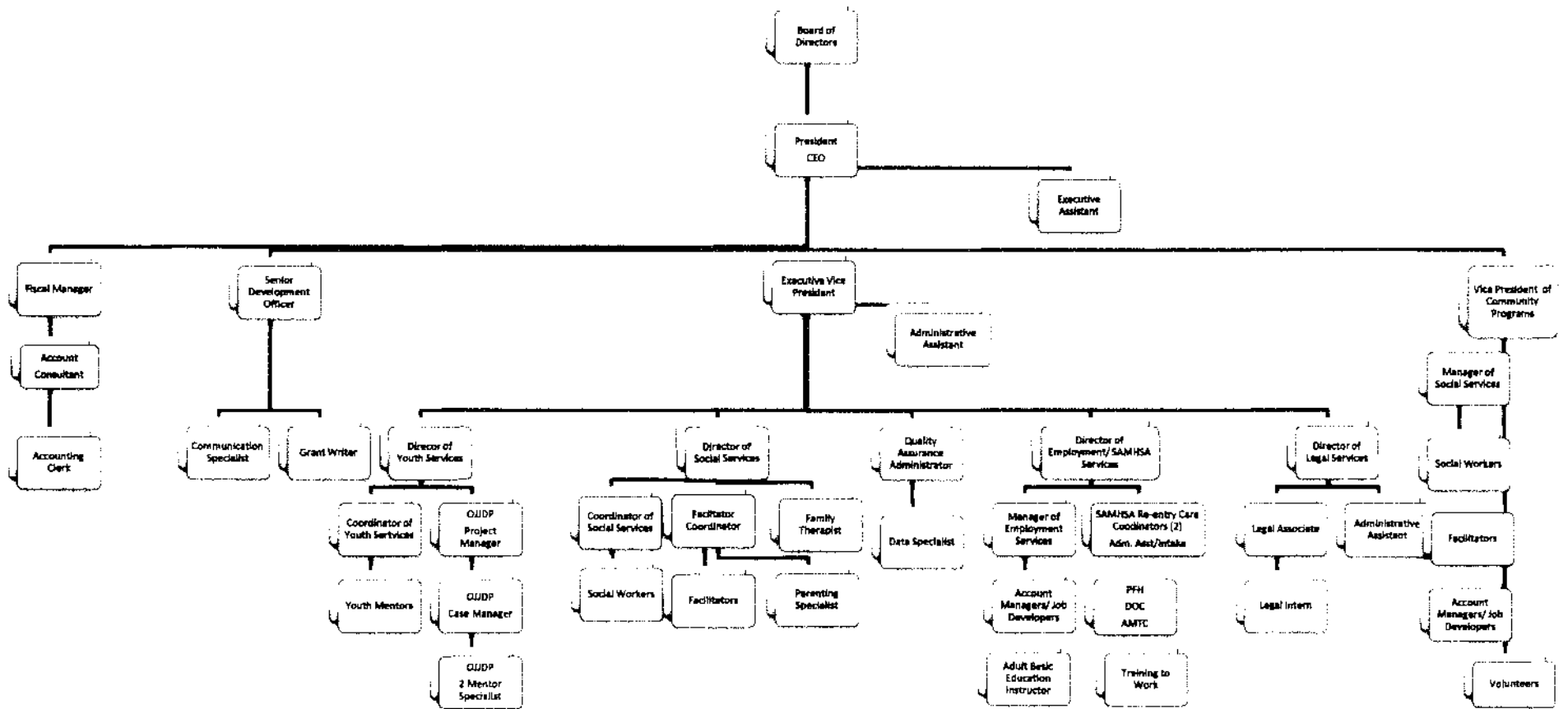
State specific exemption stated in section 351.572.1 RSMo: _____
 (List section and paragraph number)

 (State Legal Business Name)



Fathers' Support Center, St. Louis

Organizational Chart



**Fathers Support Center St. Louis
Board of Directors**

Jonathan Dobson- Chairman
Director, Wells Fargo
Senior Foreign Exchange Specialist

Jefferson Miller- Vice Chairman
Principal, Confluence Marketing

Deborah C. Smith- Secretary
VP, Citi Mortgage, Inc

Ray Hemann - Treasurer
Aerostructures Controller, LMI Aerospace

James Buford – Board Member-at-Large
President-Urban League

William K. Delabar, CPA
Director, Deloitte Tax. LLP

Don D. Durham
President/Owner
City Wide Maintenance

David B. Ellis
Market Vice President
Konica Minolta

Jesse S. Harper, Attorney
Armstrong Teasdale, LLP

Joseph Goldkamp
Director, Bring me A Book

Robert Jones, President & CEO
Central Trust & Investment CO

Shelia Jones
Key Acct Executive
Ameren MO

Lee E. Lewis, Jr.
Corporate Diversity Manager
Enterprise Holdings

Ryan Munro, Attorney
Paule, Camazine & Blumenthal, P.C.

Reuben Shelton
Senior Counsel-Litigation
Monsanto Company

Timothy Slater
President, New Horizons

Daniel Speciale
Manager of Technical Acctg, Mallinckrodt

André Stevens
Senior Consultant
Daugherty Business Solutions

Doris Stoechner, RN
BJC Hospital-Comm. Health Coord

Thomas K. Wilcher
CEO- Soft Surroundings

Price Woodward
Principal, Edward Jones

Missouri Department of Corrections
Purchasing Section

DECLARATION OF CONFIDENTIALITY, NON-DISCLOSURE,
AND NO CONFLICT OF INTEREST

IFB 15708167 entitled Life Skills and Basic Parenting Skills Group Sessions

I acknowledge the importance of confidentiality, non-disclosure and no conflict of interest in the abovementioned procurement. I affirm that I will maintain confidentiality and not divulge any information concerning this procurement to any person who has not similarly executed a declaration, including number of bids received, the names of bidders and all evaluation discussions, until after the award of contract.

DECLARATION

I understand that a copy of this Declaration will be placed in the bid file.

I also certify that, to the best of my knowledge, I do not have a conflict of interest, as:

- No member of my immediate family, including my spouse/partner, has any substantial direct or indirect financial interest in the contract or any of the bidders (listed below).
- I have not sought employment by, nor am I being considered for employment by, the bidders or its affiliates or subcontractors.
- I will not solicit or accept gifts, gratuities, favors or anything of monetary value from the bidders, its affiliates or subcontractors, and will abide by Chapter 34, RSMO.

[Handwritten Signature] 9-10-15
Signature Date

Andie Pike Unit Supervisor DEC
Print Name and Title

- List of firms that submitted an offer:
1. Father's Support Center St. Louis

Fredrick, Diana

From: Fredrick, Diana
Sent: Wednesday, August 05, 2015 10:56 AM
To: Pike, Andre
Subject: Declaration of Confidentiality, Non-Disclosure, and No Conflict of Interest
Attachments: NDAandNCOIDeclaration.docx

Importance: High

Andre,

Please complete and return this form to me by the end of the day so I can send you the bid document, evaluation form, etc.

Thank you,

*Diana Fredrick, CFPB
Missouri Department of Corrections, Human Services
FMU/Purchasing
Phone: 573-526-0591
My office hours are from 7:30 a.m. to 4:30 p.m.*

For Bidding Opportunities, please click here: http://doc.mo.gov/DHS/Canteen_Resale_Bidding_Opportunities.php

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Part 9 158297-01 012 0915 22

SHIP DATE: 07JUL15
CITY: ST LOUIS MO
DIRS: ONWARD IN
BILL: SENDER

UNITED STATES US
TO PURCHASING DIVISION
MO DEPT OF CORRECTIONS
2729 PLAZA DR

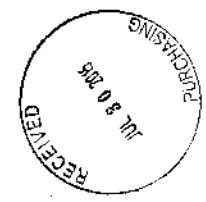
JEFFERSON CITY MO 65109



THU - 30 JUL 10:30A
PRIORITY OVERNIGHT
DSR 65109
MO - US STL
59 JEFA



RECEIVED
MO DEPT. OF CORRECTIONS
PURCHASING SECTION
7/30/2015 10:26 AM



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FedEx.COM 1800.GoFedEx 1800.463.3339

FedEx NEW Package Express US Airbill 8081 7751 6812

1 From
Date: 7-29-15
Sender's Name: Mitchell Lee
Company: Fathers Support Center
Address: 4411 N. Newstead
City: St Louis Mo 63115

2 Your Internal Billing Reference

3 To
Recipient's Name: MO Dept. of Corrections
Company: Purchasing Division
Address: 2729 Plaza Drive
City: Jefferson City Mo 65109

4 Express Package Service
Next Business Day
FedEx First Overnight
FedEx Priority Overnight
FedEx Standard Overnight
FedEx 2Day AM
FedEx 2Day
FedEx Express Saver

5 Packaging
FedEx Envelope
FedEx Pad
FedEx Box
FedEx Tube
Other

6 Special Handling and Delivery Signature Options
SATURDAY Delivery
No Signature Required
Direct Signature
Indirect Signature

7 Payment: All in
Sender: Recipient
Total Packages: Total Weight
644



8081 7751 6812

FFB 15708167