



**BOONE COUNTY, MISSOURI**  
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone  
County Community Children’s Services – 2014 Application**

**ADDENDUM #3 - Issued June 2, 2014**

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

The County has received the following questions and is providing a response:

1. If "payment" is after services are rendered on a reimbursement basis, how will billing be handled and how frequently will these transactions occur? With what sort of delay in receipt of funds?

**Response: Billing frequency will be determined as part of the RFP negotiation process. It is anticipated that receipt of funds will occur not more than 30 days after invoicing.**

2. Some of the documents listed in the attachments seem to be irrelevant. For example, we are not expending federal money and my organization does not otherwise receive any federal money, so why should we have to provide the certification indicated in the attachment? Additionally, I am informed by our accountant (who prepares our 990) that a full audit is not required by the IRS for organizations with annual budgets less than \$50,000; do you really expect us to conduct an audit for BCCBS purposes?

**Response: All attachments are relevant; if an attachment does not apply to your organization, please explain this in the Application Narrative. Additionally, if your organization is not required or is exempt from conducting an annual independent financial audit, please explain this in your Application Narrative as well.**

3. Please define "purchase of service" and "pilot project" as intended for this RFP.

**Response: Please reference the “Examples of Types of Funding Classifications Envisioned” section of the BCCSB’s Funding Policy. This section further defines the Purchase of Services and Pilot Project programs. The BCCSB’s Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.**

4. I do not think our organization is required to have any sort of accreditation, so do we need some sort of paperwork stating same?

**Response: If your organization is not required to have any sort of accreditation, please explain this in your Application Narrative.**

5. If the extended deadlines are July 10 at 1:15 for hard copy – when would you like electronic submissions?

Response: **Please submit the electronic copy after 1:30 p.m. and before 5:00 p.m. on July 10.**

6. If a proposal expands a present program in order to serve a population that cannot access services due to federal eligibility requirements, how should Attachment C be completed? For example, if additional staff will be required does that go under Program Expenses on Form C or does that information go into the Budget Narrative?

Response: **The proposed program expenses should be included on Attachment C under Program Expenses. Each line of Attachment C should be explained in the Budget Narrative as requested in section 3.b. of the Application Narrative.**

7. Given your answer to the above question #6, please answer the question below. Also how is #1 and #2 in Program Expenses different from Number of Direct Program Staff?

Response: **Personnel and Non-Personnel under Program Expenses are costs for personnel and non-personnel – this would be a dollar figure. The figures to include in the Number of Direct Program Staff are the number of full/part time staff the budget supports.**

8. Regarding the format of vendor responses, may a cover letter be attached and if so, does that count towards the page limit?

Response: **A cover letter may be attached and will count toward the page limit.**

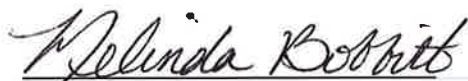

9. Regarding the format of vendor responses, is the budget narrative considered an attachment to the vendor response or is it also included in the page limit?

Response: **The Budget Narrative is part of the Application Narrative and is included in the page limitation.**

10. Regarding the format of vendor responses, if information is provided in a chart format, must the chart be double spaced?

Response: **A chart included in the body of the Application Narrative does not need to be double-spaced.**

By:

  
**Melinda Bobbitt, CPPO, CPPB**   
**Director of Purchasing**

OFFEROR has examined copy of Addendum #3 to Request for Proposal **27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application** receipt of which is hereby acknowledged:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_