



BOONE COUNTY, MISSOURI
Request for Proposal #: 28-24JUN14 – Pilot Programs that Provide Innovative Service - Boone County Community Children’s Services

ADDENDUM #1 - Issued **May 23, 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:

- I. If any Offeror is interested in obtaining a copy of the RFP in Word format and the Budget Worksheets in Excel, please e-mail request to mbobbitt@boonecountymmo.org.
- II. The County has received the following questions and is providing a response:
 1. Can our organization apply as a lead organization with community collaborations as long as MOU’s are in place?

Response: Preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies. The contracting agency must comply with terms for entering into subcontracts with other agencies.

2. Is there a length of service established for both RFP’s?

Response: The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.

3. Are there parameters around levels of funding? How much is available for each RFP? Funding ceiling or floor?

Response: Parameters around levels of funding have not been established at this time.

4. How are Innovative Pilot Services defined?

Response: Further information regarding Pilot Programs may be found in the Boone County Community Service Board’s (BCCSB) Funding Policy.

- a. Would an evidence-based program already in place in another location, qualify for this RFP if we are adapting and implementing the program for the first time in Boone County?

Response: All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy.

5. Will evidence-based program training be funded under both of the RFP's?

Response: Evidence-based program training may be considered for funding, provided the program training complies with the BCCSB's Funding Policy and the parameters established for funding by the Request For Proposal.

- a. Are there any restrictions on the % of training costs?

Response: No restrictions have been established at this time.

- b. Are there any restrictions on the % of administration costs?

Response: Administration costs/indirect expenses will be considered up to a maximum of 15% of salary expense only.

7. Can funding be used for rent or the purchase of a physical building (i.e. a community center) in either RFP?

Response: All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy. For Pilot Program proposals these expenses fall under indirect expenses. See above answer regarding allowance of indirect expenses.

8. Can you explain the indirect cost 15% of salary expense that is allowable on pilot programs?

Response: Agencies may be funded for indirect expenses up to 15% of the total salary expenses for direct staff positions for the project.

9. Does the general liability insurance requirement and worker's compensation insurance requirement need to be in place before applying for the grant? Can this be an allowed expenditure in the budget of the request for funding proposal or is this at the expense of the organization? Do applicants need to provide an indemnity clause with their application, or only if selected for an award?

Response: Insurance certificate does not have to be provided to submit a proposal response. It will be required at contract execution. The Offeror has discretion as to whether to itemize this expense or include it in their overall unit pricing. Indemnity clause may be provided with application or after selected for award.

10. Can you clarify what specifically you are seeking in the anticipated outcomes, outcomes, indicators, and measurement sections (or how these differ)? Some of this information seems repetitive – is that okay?

Response: **There are excellent resources available on-line that provide detailed explanations of these terms. One resource to find this information is <http://www.cdc.gov/eval/resources/index.htm>.**

11. May we submit letters of support with our proposals?

Response: **Letters of support are not required. Letters of support will be considered as part of the Application Narrative. Consideration should be given to page limitations outlined in the Request for Proposals.**

12. Are the awarded contracts going to be fee for services (we get reimbursed for the services we provide) or cost-based? If they are fee for service, how are the rates determined?

Response: **For pilot program proposals, funding terms will be established during contract negotiation.**

13. Attachment B - Our fiscal year runs from July to June. With that in mind, here is how I feel the years should run: Prior Year- July 2012- June 2013, Current Year July 2013-June 2014, and Proposed Year July 2014-June 2015. Is this correct? If so, our July 2013- June 2014 information will be incomplete (missing May and June numbers), should we project those numbers to show 12 months? Our agency wide budget is not completed for the upcoming year (July 2014-June 2015). Should we provide a preliminary budget?

Response: **As the contract term has not yet been established, agencies may use the agency's fiscal year budget to fill out the worksheets. Agencies should project for a full fiscal year for the current year. When an agency budget has not been completed for the proposed year a preliminary or anticipated budget should be provided. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

14. Attachment C - Where do we include the funding we are requesting from the Children's Service Funds?

Response: **The amount requested from the Children's Services Fund should not be included on Attachment C.**

15. Attachment C - In the bottom box, what is the difference between "Actual" and "Current"?

Response: **The bottom box should read from left to right, "Prior Actual Year", "Current Year", and "Proposed Year". An amended Attachment C is attached.**

16. What is the maximum amount of funds that can be requested for each RFP? Is there a range of funding for each project/RFP that the evaluation/reviewers desire?

Response: **There is no funding cap established at this time for either the pilot program or purchase of services contracts.**

17. Can funding be used to support services, or supportive services/wrap-around services to children and youth who are currently enrolled in a residential chemical dependency program?

Response: All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy.

18. Should all proposals be for a twelve month period? I see that there is the option for negotiation to renew funded proposals, but in our original design for programming, should we limit programming to twelve months?

Response: The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. Agencies should define proposed program terms in the application and budget narratives.

19. How many times can organizations re-apply? Is it on an Annual basis? If you receive funding one year, can you submit renewals annually or is there a limit?

Response: The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.

20. When is the start date and end date of the funding?

Response: The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.

21. If a new non-profit organization has applied for their 501(3)(c) designation but it is still pending by the deadline date of the grant, will some consideration be given to the non-profits as long as they can document their application for 501(3)(c)?

Response: Consideration may be given to a non-profit organization that has not yet obtained a 501(c)(3) designations; however, an organization must have obtained the 501(c)(3) designations prior to entering into a contract.

22. Can an organization submit more than one pilot program?

Response: Yes

23. Can an organization apply for the pilot program and the purchase for services contracts?

Response: Organizations may apply for both the pilot program and purchase of services contracts.

24. What is the funding cap request per proposal for the pilot program? Is it a set amount or is it variable?

Response: There is no funding cap established at this time for either the pilot program or purchase of services contracts.

25. Is there a list of “allowable expenditures” of what can be requested for the proposal? Or a list of things that are “not allowable”? That would be helpful to have if it is available.

Response: **There is not currently a list of “allowable” or “not allowable” expenditures.**

26. For the pilot program, can participants/subjects in the research pilot be paid for their participation for completing surveys, classes, etc. as part of the funding? For example, “each participant who completes the pre- and post surveys and the classes on advocacy will have their name entered into a drawing to win a \$100.00 gift card to _____.”

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB’s’s Funding Policy.**

27. If a new non-profit has just been certified the state and Jason Kander’s office sent a letter stating that their independent audit is not due to the state until August of 2015, is this letter allowable to present in lieu of doing an independent audit prior to submission as required by the grant?

Response: **Yes.**

28. Section I - Overview:

Must offerors submit proposals providing services throughout Boone County, or may proposals focus on certain geographic areas such as the City of Columbia?

Response: **Please reference the “Beneficiaries and Outcomes” section of the BCCSB’s Funding Policy.**

29. Attachment C Program Budget Worksheet

- a. Because Section VII - Term; Termination of Contract Agreement indicates that the initial term of contract will be negotiated, should the offeror assume that the Program Budget Worksheet is to be filled out on a calendar year basis?

Response: **As the contract term has not yet been established, agencies may use the agency’s fiscal year budget to fill out the worksheets. Agencies should project for a full fiscal year for the current year. When an agency budget has not been completed for the proposed year a preliminary or anticipated budget should be provided. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

- b. The Worksheet requires Program Revenue and Expenses for Prior (2013), Current (2014), and Proposed Year (2015). Because revenue from certain sources (such as United Way) are contractually committed on calendar year basis, some revenue shown for Current year may not be available for Proposed Year. How should offerors treat this type of revenue on Exhibit C?


Response: **See above.**

30. My question is about the kinds of services that are eligible for funding. We would like to know whether funds could be awarded to a program that identifies key community-level student outcomes (such as kindergarten readiness and psycho-social well-being at the transition out of middle school), identifies local data with which to measure progress on those outcomes, and

assembles collaborative action networks of public and private entities to improve those community outcomes. We would apply under the RFP for pilot projects as a collaborative effort that will make a meaningful impact on children by fostering revision of existing services that target and building the capacity of local providers to use data in their decision-making. To you more detail, the collaborative action networks will collect, share, and analyze data on local newborn, child, and youth outcomes in order to identify local root causes, promising leverage points for improving youth outcomes, and strategies that are especially effective locally. The networks will create action plans based on that data and will measure the impact of their plans on student success to determine whether those strategies should be expanded, refined or replaced.

Our question is whether the organization that convenes these networks, provides the data assistance needed for the networks to do data-based decision-making, and publishes annual community report cards is eligible for partial funding, assuming that the proposal is otherwise meritorious?

Response: **The offeror should thoroughly explain how the organization's proposed pilot program falls under a statutorily eligible service area in order for the BCCSB to make an informed decision.**

By: 
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Proposal **28-24JUN14 – Pilot Programs that Provide Innovative Service - Boone County Community Children's Services** receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____