



BOONE COUNTY, MISSOURI

Request for Bid #: 29-15JUN16 – Early Childhood Prevention Programs

ADDENDUM #5 - Issued June 3, 2016

This addendum is issued in accordance with the Request for Bid Response Page in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Bidder's Response Form.

Specifications for the above noted Request for Bid 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 below:

Question 1: Can Presbyterian Children's Homes and Services of Missouri, a non-profit, subcontract with an entity that is currently a LLC but has applied for non-profit status?

Response: Yes, contracted organizations may enter into subcontracts for components of the contracted services as the contracted organization deems necessary within the terms of the contract. All such subcontracts require the written approval of the Boone County Children's Services Board or their designated representative. In performing all services under the resulting contract agreement, the contracted organization shall comply with all local, state, and federal laws. Any subcontractor shall be subject to the audit/monitoring requirements of the contracted organization and all other conditions and requirements of the contract agreement.

Question 2: How can we break down a multi-faceted project concept into units of service?

Response: First, each component of the project should be broken down into a service. For example:

Service
Training
Assessment
Coaching

Second, determine the unit of service, this is the unit measure. The unit measure for trainings should be per individual, the unit measure for assessments or screenings should be per individual, the unit measure for coaching should be in an increment of time. For example:

Service	Unit Measure
Training	1 individual
Assessment	1 individual
Coaching	15 minutes

Next, determine the unit rate for a unit of service. The unit rate should cover all of the costs to deliver a unit of service, including, but not limited to, salary, mileage, materials, etc. For example:

Service	Unit Measure	Unit Rate
Training	1 individual	\$500.00
Assessment	1 individual	\$100.00
Coaching	15 minutes	\$15.00

The above unit rates are provided as examples only, these are not recommended unit rates. Unit rates will vary depending on type of service, duration of service, level of qualification to provide service, etc. A justification of the unit rate should be provided in the Service – Output Narrative section of the Project Information. Please note that reimbursement will only be given for services actually provided.

The amount requested for a service should be the unit rate multiplied by the number of units proposed to be delivered. For example:

Service	Units	Unit Measure	Unit Rate
Training	50	1 individual	\$500.00
Assessment	1000	1 individual	\$100.00
Coaching	2000	15 minutes	\$15.00

Training: $50 \times \$500.00 = \$25,000.00$

Assessment: $1000 \times \$100.00 = \$100,000.00$

Coaching: $2000 \times \$15.00 = \$30,000.00$

The amount requested for the project should be the combined total of the services. Using this example, the total amount requested for the project would be \$155,000.00.

Question 3: Could we see a grant application from a previous year that was either chosen or received the funds the Boone County Early Childhood Prevention Programs funding?

Response: This is the first time there has been an Early Childhood Prevention Program funding opportunity, therefore, there are no applications from previous years.

Question 4: Will there be another date for questions beyond the June 8, 2016 deadline at 5:00 p.m.?

Response: The due date for questions is extended until June 22, 2016 at 5:00 p.m.


Question 5: If we as a 501 © (3) were awarded \$\$\$ for a program, could we then sub-contract with an agency that is not a non-profit yet, but has applied for 501 © (3) status? And if not sub-contract, purchase a service/training from that agency?

Response: Please see response to Question 1.

Question 6: Will there be another pre-proposal conference before proposals are due?

Response: No.

By:



 Melinda Bobbitt, CPPO, CPPB
 Director of Purchasing

BIDDER has examined **Addendum #5** to Request for Bid # **29-15JUN16 – Early Childhood Prevention Programs**, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____