



BOONE COUNTY, MISSOURI

Request for Proposal #: 48-15DEC16 – Early Childhood Prevention Programs

ADDENDUM #2 - Issued December 8, 2016

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 response.

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

Question 1: Because we have been so highly encouraged to write this proposal collaboratively, each organization is taking care of an initiative that works with their focus and works towards the group as a whole. Can you please clarify from a salary and administrative cost perspective if each organization can factor those items into their proposal, or if only the group submitting the RFP for the whole has that ability? We obviously don't want this money to get eaten up with administrative costs but I would imagine that each organization has a point person on the project who will need to have salary time/percentages covered, and that each group will have finance or book keepers helping keep things organized etc.

Response: Administrative costs are not billed separately but should be figured into each unit rate in an amount not to exceed 15% of salary expenses only. Please note that organizations may submit separate proposals for a collaborative effort. We expect your project to be a collaborative effort; we do not expect that all organizations contributing to the project submit through a single proposal. The collaborative effort can be demonstrated in the narrative of the application and by developing MOU's.

Question 2: How are groups going to be paid through this RFP if funded? Will the group that wrote the proposal as a whole be the one who is funded by Children's Service Board once each agency has reported the services from the previous month? And then the primary agency will disperse funds amongst all the others? Or will the CSBBC be the one distributing the funding to each participating party? When it comes to a PR campaign, it matters how the marketing firm will be paid, and by whom and in what frequency etc.

Response: The organization that enters into the contract will be responsible for invoicing and will receive the funds. Please note that organizations may submit separate proposals for a collaborative effort. We expect your project to be a collaborative effort; we do not expect that all organizations contributing to the project submit through a single proposal. The collaborative effort can be demonstrated in the narrative of the application and by developing MOU's.

Question 3: In reading the RFP, section 4.3.4 states, "The mandatory requirements of the Request for Proposal shall not be negotiable...." Would you clarify which terms are mandatory requirements? Will there be an opportunity to negotiate any terms the Offeror takes exception to if awarded?


Response: The words **must and shall** are mandatory and mean that the performance of a certain act is a mandatory condition and that there is no choice but to perform the action exactly as described. However, paragraph 4.3.5. does read "The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged **unless the County determines that a change in such requirements is in the best interest of the entities.**"

Question 4: MACC is a non-profit but the articles of incorporation are through the MACC Foundation which has nothing to do with the day to day operations of the college. We are applying for the grant through the college. Will that be a disqualifying factor?

Response: We would need additional information on the MACC Foundation before answering this question.

In addition, the background checks are done only for certain departments of the college, those that come directly in contact with children or those that are required for the profession (such as Early Childhood, Nursing, and Law Enforcement) but not for all employees of the college. Will that be a disqualifying factor as well?

Response: This is not a disqualifying factor.

By: 
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

BIDDER has examined **Addendum #2** to Request for Proposal # **48-15DEC16 – 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: _____