



## COUNTY OF BOONE - MISSOURI

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**REQUEST FOR PROPOSAL (RFP) #: 53-20DEC16  
SSI/SSDI Outreach, Access, and Recovery (SOAR)  
Boone County Community Health Fund  
2016 Application**

### **RFP TIMELINE:**

<b>Important Events</b>	<b>Location</b>	<b>Dates</b>
Issue - Release Date	Boone County Purchasing 613 E. Ash St, Room 110 Columbia, MO 65201	<b>November 16, 2016</b>
Written Questions Due By	<a href="mailto:mbobbitt@boonecountymo.org">mbobbitt@boonecountymo.org</a>	<b>November 29, 2016 5:00 p.m. Central Time</b>
Pre-Proposal Conference - Information Session	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	<b>December 1, 2016 10:00 a.m. Central Time</b>
Response Submission Deadline	Boone County Purchasing Office Boone County Purchasing 613 E. Ash Street, Room 110 Columbia, MO 65201	<b>December 20, 2016 8:30 a.m. Central Time</b>
Proposal Opening – Names of Offerors Read Aloud	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	<b>December 20, 2016 9:30 a.m. Central Time</b>

### **CONTACT INFORMATION:**

Boone County Purchasing  
Boone County Annex  
613 E. Ash, Rm. 110, Columbia, MO 65201

Melinda Bobbitt, CPPO, CPPB  
Director of Purchasing  
Phone: (573) 886-4391 Fax: (573) 886-4390  
Email: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)

## **NOTICE OF REQUEST FOR PROPOSAL**

Boone County is accepting Request for Proposals for the following:

**BID #: 53-20DEC16 – SSI/SSDI Outreach, Access, and Recovery**

A pre-proposal conference has been scheduled for **December 1, 2016 at 10:00 a.m.** central time in the Boone County Commission Chambers, 801 E. Walnut Street, Columbia, Missouri.

Proposals will be accepted until **8:30 a.m. central time on December 20, 2016** in the Boone County Purchasing Office, Boone County Purchasing, 613 E. Ash Street, Room 110, Columbia, MO 65201.

The Request for Proposal is scheduled to be **opened shortly after 9:30 a.m. on December 20, 2016** in the Boone County Commission Chambers, 801 E. Walnut St., Columbia, Missouri.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: [mbobbitt@boonecountymmo.org](mailto:mbobbitt@boonecountymmo.org). A copy may also be downloaded from our web page at [www.showmeboone.com](http://www.showmeboone.com). Select Purchasing / Current Bids / 53-20DEC16

Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPO, CPPB

Director, Boone County Purchasing

Insertion: November 18, 2016

COLUMBIA MISSOURIAN

## **1. INSTRUCTIONS AND GENERAL CONDITIONS**

### **1.1 Delivery of Proposals:**

Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing Office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- a) If you have obtained this RFP document from our web page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addendums if we do not have you on our Vendor list for this RFP.
- b) The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- c) Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.
- d) No negotiations, decisions, or actions shall be initiated by any agency as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Boone County reserves the right to select the Offeror which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.

### **1.2. Ambiguity, Conflict, or Other Errors in the RFP:**

- a) If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, they shall immediately notify the Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.
- b) The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the RFP prior to submitting the proposal or it shall be waived.
- c) Implied Requirements: Products and services that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Offeror, shall be included in the proposal.
- d) The County will not be liable in any way for any costs incurred by any Offeror in the preparation of their proposal in response to this RFP, nor for the presentation of their proposal and/or participation in any discussions or negotiations.

**1.3. Rejection of Proposals:**

The right is reserved to accept or reject in whole or in part any or all proposals submitted, to waive technicalities, and to accept the offer the County considers the most advantageous to the County. Further, the County shall reject the proposal of any Offeror that is determined to be non-responsive. The unreasonable failure of an Offeror to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsiveness.

**1.4. Acceptance of Proposals:**

The County will accept for evaluation all proposals that are submitted properly and are responsive to the RFP. However, the County reserves the right to request clarifications or corrections to proposals.

**1.5. Requests for Clarification of Proposals:**

Requests by the Purchasing Department for clarification of proposals shall be in writing.

**1.6. Validity of Proposals:**

Offeror should state how many days or months proposals remain valid beyond the 120 days minimum.

**1.7. Receipt and Opening of Advertised, Sealed Proposals:** The Offeror(s) and public are invited, but not required, to attend the formal opening of proposals. Offeror(s) names only will be read aloud to the public. No decisions related to an award of a contract or creation of any contractual or lease relationship, or purchase order will be made at the opening.

- a) Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful organization's proposal will become public record after its acceptance by the County Commission. All proposals and tabulation sheets are kept by the County for a period of time established by regulation or statutes after the award is made and are available for inspection at any time during regular working hours.
- b) Offeror's names will be read aloud during the Boone County Commission meeting in the Boone County Commission Chambers, 801 E. Walnut Street, Columbia, MO 65201, December 20, 2016 at 9:30 a.m. Central Time. RFP opening listing proposer's names will be posted on the County web page following the opening at [www.showmeboone.com](http://www.showmeboone.com). Select "Purchasing", then "2016 Bid Tabulations".
- c) Proposal responses are due by December 20, 2016 at 8:30 a.m. No late proposals will be accepted.

**1.8. Withdrawal of Proposals:**

Proposals may be withdrawn without prejudice any time before the deadline for receipt of proposals. If a mistake or error is discovered by the Offeror or by the County after the proposal opening, the County has the right to call this error to the Offeror's attention and request verifications of the proposal. If the Offeror acknowledges the mistake and requests relief, the County will proceed in the following manner:

- a) **Withdrawal:** Permission to allow an Offeror to withdraw their proposal without prejudice may be given when clear and convincing evidence supports the existence of an error. If there is a significant and obvious disparity between the prices of the lowest Offeror and of the other Offerors, an Offeror may be permitted to withdraw without prejudice, upon submission of evidence that a non-intentional error occurred.

## **2. INTRODUCTION AND GENERAL INFORMATION**

### **2.1 Introduction:**

- 2.1.1. This document constitutes a request for competitive, sealed proposals for the furnishing of mental health services to address community health needs.
- 2.1.2. Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following sections:
- 1) Instructions and General Conditions
  - 2) Introduction and General Information
  - 3) Project Information and Requirements
  - 4) Application Information
  - 5) Organization Information – on-line
  - 6) Attachment A - Agency Assurance Sheet
  - 7) Attachment B - Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
  - 8) Attachment C - Work Authorization Certification

### **2.2. Guideline for Written Questions:**

- 2.2.1. All questions regarding this Request for Proposal should be submitted in writing, prior to the pre-proposal conference, no later than November 29, 2016 at 5:00 p.m. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPO, CPPB, Director of Purchasing. All such questions will be discussed at the pre-proposal conference and answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet and register as a Vendor for this RFP.

Melinda Bobbitt, CPPO, CPPB  
Director of Purchasing  
613 E. Ash Street, Room 110  
Columbia, Missouri 65201  
Phone: (573) 886-4391 Fax: (573) 886-4390  
E-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)

**2.3. Pre-Proposal Conference**

- 2.3.1 To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference has been scheduled for December 1, 2016 at 10:00 a.m. Central Time in the Boone County Commission Chambers, 801 E. Walnut Street, Columbia, Missouri 65201.
- 2.3.2. All potential Offerors are **strongly** encouraged to attend this conference in order to ask questions and provide comment on the Request for Proposal. Attendance is not mandatory to submit a response; however, Offerors are encouraged to attend since information relating to this RFP will be discussed in detail. Minutes of the pre-proposal conference will not be recorded or published. Offerors should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference.
- 2.3.3. Offerors are strongly encouraged to advise the Purchasing Department of Boone County within five (5) days of the scheduled pre-proposal conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.

**2.4. Term; Termination of Contract Agreement:**

- 2.4.1. The initial term of the resulting contract agreement from this Request for Proposal for a Purchase of Service program will be negotiated. The negotiated contract may have an option for renewal.
- 2.4.2. The resulting contract agreement may be terminated by the County upon 15 days prior written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In addition, the contract agreement may be terminated at will by the County upon at least 30 days prior written notice to the Contractor.

**3. PROJECT INFORMATION AND REQUIREMENTS**

**3.1. Project Description:**

The County of Boone – Missouri, hereafter referred to as the *County*, hereby solicits formal written proposals from eligible organizations for the provision and delivery of a SSI/SSDI Outreach, Access, and Recovery (SOAR) program developed by SAMHSA.

**3.2. Background:**

As part of an amendment to the lease agreement between Boone County Hospital and Barnes Jewish Christian dated December 27, 2006, the County of Boone receives \$500,000 annually for the purposes of addressing community health needs, as determined by the Boone County Commission.

**3.3. Purpose Statement:**

The County desires to increase access to SSI/SSDI and Medicaid/Medicare for eligible adults who are homeless or at risk of homelessness and have a mental illness and other co-occurring disorders.

**3.4. Minimum Eligibility Requirements:**

Agencies must, at a minimum, meet the following criteria to be eligible for funding:

- Any tax-exempt, not organized for profit agency or governmental entity
- Be in good standing with the state of Missouri
- Conduct an annual independent financial audit

- File a Federal 990 annually
- Be certified, accredited or licensed in the services for which funds are requested
- Require annual background checks, including child abuse and neglect screenings on all employees and volunteers if the employees or volunteers work directly with children
- Refrain from discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, genetic information, and familial status and comply with all applicable provisions of Federal and State laws which prohibit discrimination in employment and the delivery of services
- Comply with RSMo §285.530 in that they shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri

### **3.5. Funding Available**

There is a total of \$75,000.00 available for start-up of a SSI/SSDI Outreach, Access, and Recovery (SOAR) program. The SOAR program shall also include a Peer Specialist to enhance the SOAR effort. It is expected that after the initial start-up of the SOAR program, including a Peer Specialist, through this RFP, the organization receiving funds will sustain the SOAR program.

### **3.6. Scope of Work and Deliverables:**

Offeror shall demonstrate in their proposal response how they propose to deliver each of the following criteria:

#### **3.6.1. SOAR Program Overview and Timeline:**

3.6.1.1 Overview: Describe in detail, how your organization will implement SOAR in Boone County, Missouri to increase access to SSI/SSDI for eligible adults who are experiencing or at risk of homelessness and have a mental illness, medical impairment, and/or co-occurring substance use disorder. In your description, include the following:

- Whether your organization is eligible to utilize the SOAR model, if not, how your organization will become eligible.
- How eligible adults will be prioritized to participate in SOAR.
- How the SOAR program will collaborate with existing efforts including the Stepping Up Initiative and the Functional Zero Task Force.
- How a Peer Specialist will be utilized to enhance the SOAR program. Include which populations will be more effectively served with a Peer Specialist as a component of the program and what kind of training your peer specialist receives.
- Responsibilities of all personnel contributing to the SOAR program. At a minimum a SOAR-trained caseworker's responsibilities should include:
  - Serve as appointed representative for the purpose of applying for SSI/SSDI. Representation includes "standing in" for the applicant, responding to questions, receiving copies of all mail sent to the applicant, and communicating back and forth with SSA and DDS
  - Complete all required SSA forms for SSI and SSDI, submit online whenever possible
  - Collect medical records from providers who have treated the applicant

- Write a comprehensive SOAR Medical Summary Report that includes psychosocial, treatment, and functional information that is co-signed, if at all possible, by a physician or psychologist who has seen the individual.
- Conduct ongoing outreach and engagement with the individual to stay connected throughout the process
- Collaborate with the peer specialist to enhance client engagement in this process.
- Track applications and outcomes, including number of applications completed, approvals/denials, and time to decision
- Report outcomes on at least an annual basis
- Actively collaborate with Local SOAR Leads

3.6.1.2. **Timeline:** Describe the timeline for implementing the SOAR program.

3.6.2. **Program Budget Worksheet and Narrative:** Provide information and narrative on the Revenue and Expenses for implementation of a SOAR program, including the Personnel and Non Personnel Costs and the Number of Direct Program Staff to be utilized. Also include, any contributions that will be made by your organization or any other funding source for the implementation of a SOAR program.

3.6.3. **Sustainability:** Describe how your organization will sustain the SOAR program beyond funds received through this RFP. Include whether your organization is eligible to receive any reimbursement for SOAR services through the Missouri Department of Mental Health and if so, describe the reimbursement opportunities.

3.6.4. **Program Consumer Demographics:** Provide demographic information of the SOAR program consumers, including information on Residence, Race/Ethnicity, Gender, Income, and Age.

3.6.5. **Program Performance Measures Information Section:** Provide information on the SOAR program services, include the Outputs, Outcomes, Indicators, and Method of Measurement for each service.

**3.7. Contractor Agency Requirements:**

3.7.1. **Boone County Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide.

**Compensation Insurance:** The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor.

Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit.



**Comprehensive General Liability Insurance:** The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 per limit for any one occurrence covering both bodily injury and property damage, including accidental death. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included. **Proof of Coverage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name **the County of Boone – Missouri as additional insured** in an amount as required in this contract and requiring a thirty (30) day mandatory written cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.

The Contractor shall provide the County with proof of General Liability and Property Damage Insurance with the County as additional insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum limit of such insurance will be \$1,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply. Coverage wording shall include hold harmless agreement as written below, subrogation waiver and protection against third party suits to further protect Boone County from liability belonging to the Contractor.

The Contractor is required to carry Professional Liability Insurance with a limit of no less than \$1,000,000.00 and naming Boone County as additional insured.

**Commercial Automobile Liability:** The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

- 3.7.2. **Indemnity Agreement:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by Contractor, or of anyone for whose acts the Contractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.
- 3.7.3. **Subcontracts:** The Contractor may enter into subcontracts for components of the purchase of service as the contract as the Contractor deems necessary to comply with the terms of the contract. All such subcontracts require the prior written approval of the County or their designated representative.

- 3.7.4. In performing all services under the resulting contract agreement, the Contractor shall comply with all local, state and federal laws.

#### **4. APPLICATION INFORMATION**

##### **4.1. Submission of Proposal**

- 4.1.1. When submitting a proposal, the Offeror should include the original and seven (7) additional copies (total of 8).

- 4.1.2 The Offeror shall submit the proposal to:

Boone County Purchasing Department  
Attn: Melinda Bobbitt, CPPO, CPPB, Director of Purchasing  
613 E. Ash Street, Room 110  
Columbia, MO 65201

- 4.1.3 The proposal response must be delivered no later than 8:30 a.m. on December 20, 2016. Proposals will not be accepted after this date and time and the County will return such late proposals to the Offeror.
- 4.1.4. To facilitate the evaluation process, the Offeror must complete each of the distinctive sections of the RFP described herein.
- 4.1.5. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the RFP sections, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.
- 4.1.6. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. The Offeror may contact the Community Services Department for assistance with the on-line application system. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

##### **4.2. Competitive Negotiation of Proposals:**

The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

- 4.2.1. Negotiations may be conducted in person, in writing, or by telephone.

- 4.2.2. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.
- 4.2.3. Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- 4.2.4. 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.
- 4.2.5. The County may request presentations or interviews by Offerors, and carry out negotiations for the purpose of obtaining best and final offers. Attendance cost for presentations/interviews at the Boone County designated location shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.
- 4.2.6. The County reserves the right to contact any references to obtain without limitation, information regarding the Offeror's performance on previous projects.

## ATTACHMENT A

**(Please complete and return with Proposal Response)**

Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR  
CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Name and Title of Authorized Representative

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Signature

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Date

