



BOONE COUNTY, MISSOURI

Request for Proposal #: 30-20JUL17 – *Purchase of Service Contracts for the Boone County Children's Services Fund*

ADDENDUM #1 - Issued June 26, 2017

This addendum is issued in accordance with the RFP Response Page in 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 Form*. Signed addendums should be uploaded in the Required Documents section of the Proposal Cover Sheet.

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 deadline for additional questions regarding this RFP is 5:00 p.m., July 6, 2017.
- II. Sign-In Sheets from the pre-proposal conference on June 21 are attached for informational purpose.
- III. The County received the following questions and is providing a response:
 - a. May Offerors submit multiple proposals if they are for different types of programs? For instance, if the programs are meant to target different audiences or offered in different settings via different delivery protocol? Or, if one might be a program that's a part of a coalition of service providers to the community at large, while the other would be a program the offeror provides directly in schools?

Response: Multiple proposals may be submitted for different programs. Programs should be differentiated by services and outcomes.

- b. As a small organization with less than \$50,000 a year in income, will a financial review performed by a CPA be acceptable along with a 990 Long Form instead of a CPA audit as evidence of good fiscal responsibility?

Response: The Organization Profile/Financial Information requires that an organization uploads their most recently completed Financial Statement and corresponding communications (required for audited statements). Financial Statements must be reviewed by a qualified third party and be accompanied by a letter or report of assurance (compilation, review, or audit). All applicable state and federal laws must be followed.

- c. Will we have to provide proof of worker's compensation insurance since we don't have five (5) employees?

Response: Yes

- d. Does accepting the grant, change the status of our board members from volunteer advisory members, to employers and supervisory members?

Response: The County does not issue grants. Entering into a contract with the County does not change the status board members. The status of your board members should be in compliance with state and federal laws.

- e. If we don't use all the funds in one year, can they be carried over to the next year?

Response: No

- f. Can we see how previous proposals have been prepared?

Response: Request for Proposal 25-15JUN15 – Purchase of Service Contracts was awarded in 2015. To make an appointment to view this file with the proposal responses received, contact the Boone County Clerk's office, Mike Yaquinto, Phone: (573) 886-4297 or e-mail: MYaquinto@boonecountymo.org.

- g. Can we see how to prepare a service unit cost plan? (We have been grant funded to date so this is our first experience in applying in this arena?) Can we receive schooling in how to do this?

Response: Conduct a time and resource study for each service and assign an overall cost to each service. Divide the overall cost by the anticipated number of units to be delivered.

Example

SERVICE: Parenting Skills Training

UNIT MEASUREMENT: One hour

PROGRAM EXPENSES:

4 staff x .25 FTE= \$50,000

Materials= \$2,500

Indirect Expenses = \$7,500 (rent, telephone, utilities, human resources, etc.)

TOTAL PROGRAM EXPENSES= \$60,000

TOTAL # OF ANTICIPATED UNITS= 1,500

TOTAL # OF UNDUPLICATED INDIVIDUALS TO BE SERVED: 500

UNIT OF SERVICE RATE= \$60,000 ÷ 1,500= \$40/per hour

The unit rate shown above is an examples only, this is not a recommended unit rate. Unit rates will vary depending on type of service, duration of service, level of qualification to provide service, etc. An explanation and justification for proposed Unit Rates should be provided in Apricot/Program Service under the Outputs section for each proposed service. Please note that reimbursement will only be given for services actually provided.

Refer to the Boone County Children's Services Board Funding Policy on the Boone County website at:

<https://www.showmeboone.com/CommunityServices/common/pdf/BCSSBFundingPolicy.pdf>

- h. Are there public records or resources we can find to help guide us in preparing an excellent proposal to the RFP?

Response: Review the Apricot Instructions/Proposal Submission Instructions. These instructions can be found in Apricot under the Shared Files tab.

- i. What does it mean for Offeror to state validity of proposals beyond 120-day minimum?

Response: We request your proposal response be valid for a minimum of 120 days since it takes several months for evaluation and award of contract(s). If your proposal response is valid (does not expire) for a period of time beyond 120 days, please note this period in your proposal response.

- j. If the organization has never received federal funds (or had any employees), how do they complete Attachment B and Attachment C?

Response: In regard to Attachment B, the County is seeking to verify that any organization we enter into a contract with has never been debarred from doing business with the Federal government. Please complete and return Attachment B. For Attachment C, awarded contractors will have to complete and return at time of contract.

- k. If administrative office is not ADA accessible, but access to meeting room is, do we say yes we are ADA accessible?

Response: No, administrative and program facilities must both be accessible. If the administrative offices are not accessible, upload an Americans with Disabilities Act (ADA) Plan of Accommodation and a Transition Plan.

- l. Does the 3rd party financial audit have to be done by July 19th? If we have been reviewed by HMUW for four years by their financial committee, is that considered a third-party review? Along with a CPA review letter and a long form 990 for less than \$50K a year? Would that enable us to meet the minimum eligibility requirements?

Response: No, the audit does not need to be finished by July 19th. No, the HMUW Financial Committee's review does not count as a third-party review. At a minimum, all applicable state and federal laws must be followed.

- m. If we are funded, would we place future fees for audits into the budget request for FY2018?

Response: The cost of the audit should be included in the unit rate for services.

- n. If we are to match each one of our program services to one of the Boone County taxonomy then what taxonomy service would we use for daily grant coordination needs (i.e., data administration /collection and entry, report writing, program meetings, program recruitment, community meetings and awareness of the program, etc.)

Response: The Boone County Children’s Board Funding Policy states that indirect expenses/administrative cost must be limited to 15% of salary expense only (salary does not include benefits). Indirect/administrative expenses include general organizational expenses such as management time, finance, human resources, or other support services effort, liability insurance, facility rent/lease, postage, telephone, utilities, etc. These costs should be figured in the unit rate for the service(s). There will not be a separate percentage paid for indirect/administrative costs. 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. Click on the attached link to review:
<http://www.showmeboone.com/CommunityServices/common/pdf/BCSSBFundingPolicy.pdf>

- o. Does each program service have to of been one of described taxonomy?

Response: The directions under each service state the you should “choose the service and description that best fits the overall description of the proposed service.”

- p. Does the board have interest in funding programs that will be training others in the community? If so, what competencies are they intending to build up?

Response: Yes, this Request for Proposal is seeking to invest in meaningful services to children, youth, and families that utilizes multiple effective strategies. Proposals will be accepted for any statutorily eligible service area.

- q. If we had a funded program last year and are re-applying do you want outcome data for 2016 only or for 2017 (up to June 30th)?

Response: We need clarification for this question. Is there a specific question that this is referencing? Please submit this question to Melinda Bobbitt at mbobbitt@boonecountymo.org.

- r. If a program educates and coaches one group of consumers (early childcare providers) that serves another group of consumers (children in preschool settings), which group would be considered the “Program Consumers” as well as which group would consumer demographics be collected? Or would both groups be “Program Consumers.”

Response: In this example, the program consumers would be the early childhood care providers and would be listed under the Individuals Trained section.

- s. The RFP states to be eligible for funding from the Children’s Services Fund organizations must: “Require annual background checks, including child abuse and neglect screenings on all employees and volunteers”.

At The Food Bank, all new employees have a criminal background check.

Volunteers who are completing community service, work study and service learning programs are screened. We don't have a screening procedure for general volunteers. We are using an online program (C.E.R.V.I.S) that allows volunteers to set up a profile and schedule their time. However, none of our employees or volunteers work directly with children. Children who receive food at one of our pantries are represented by a parent or guardian and Buddy Packs are distributed by schools. Could you please let me know if this requirement presents us from being eligible to apply?

Response: Any paid employees funded with Children's Services Fund must receive a criminal background check.

- t. Can applications use special reports from WE CCAN?

Response: No, the WE CCAN special reports were draft forms and no longer available.

- u. Do consumer demographics need to be for all program consumers or only Boone County consumers?

Response: Yes, the consumer demographics need to be for all program consumers. The total number of consumers in each demographic section must equal the total number of unduplicated individuals served by the proposed program.

- v. What is the amount of time the proposal should cover?

Response: The proposal should cover January 1 through December 31, 2018.

- w. Do you enter volunteers in the "Program Personnel" section if they are unpaid?

Response: No, volunteers are not considered personnel.

- x. How should staff from another organization be included in Program Personnel if the program is collaborating with another program or organization?

Response: Staff from other organizations should not be included in Program Personnel. If you're collaborating to the point of having a MOU with another provider, the information about the subcontracted or partner's organization needs to be included in the MOU. Any MOUs should be reflective of the information expected in the proposal.

- y. How do you clarify more than one staff member with the same position in the Program Personnel section?

Response: The number of FTE is adjusted to equal the number of staff for that position.

- z. Can you use multiple services in the taxonomy?

Response: Yes, multiple services can be used from the taxonomy.

- aa. If a program is using volunteers, does the unit of service rate factor in what the cost would be if volunteers were paid personnel?

Response: No, service unit rates should be reflective of the actual cost to deliver the services.

bb. Can we access the Developing Unit of Service Rate instructions?

Response: Yes, the Developing Unit of Service Rate instructions were added as an addendum and uploaded under My Shared Files on Apricot.

cc. What do you enter for Program Personnel if volunteers run the program?

Response: Nothing, volunteers are not considered personnel.

dd. Does money from another source for a different program need to be included in the Other Funders Chart?

Response: No, the Other Funders Chart should only include funds that are currently paying for services in the proposed program from the City, County, and/or Heart of Missouri United Way.

ee. Please clarify what you mean by “currently” in the amount received from other funders.

Response: “Currently” refers to funds contracted at this time

ff. Please clarify on the difference between collaboration and subcontracting.

Response: Collaboration enhances and increases access of services for clients between organizations. Subcontracting allows an external organization to provide services.

gg. Can you list more than one service from the taxonomy in one service name?

Response: No, each service must be entered separately.

hh. Can an application have more than 10 services?

Response: Yes, upon request to the Boone County Community Services Department.

ii. How can outcomes be written for assessments and screenings?

Response: Assessments and screenings are evidence based tools defined in the taxonomy. Please, differentiate screenings for program intake from evidence based screening tools. Screenings for program intake would not be a separate service and should be included in the unit rate of the actual service.

jj. Are there any significant format changes in the application from previous RFPs?

Response: Yes, format changes can be compared to previous applications.

kk. Do previous applicants have an advantage over first-time applicants?

Response: No, every applicant is utilizing the same, updated forms on Apricot.

ll. Can previous applications be viewed?

Response: Yes.

mm. How do we contact the Boone County Community Services Department?

Response: Contact information can be found in the RFP.

nn. What questions can be answered directly?

Response: Questions pertaining to the RFP must be submitted in writing to Melinda Bobbit, CPPS, CPPB, Director of Purchasing. Contact information can be found in the RFP. Technical questions related to Apricot can be answered directly by the Boone County Community Services Department.

oo. What is required for a renewal?

Response: Compliance with the contract and performance of proposed outcomes and deliverables.

pp. Can the sign-in sheet from the Information Session be accessed for collaboration purposes?

Response: Yes, the sign-in sheet is attached to this addendum.

qq. How do you apply if services are subcontracted?

Response: The lead applicant would enter MOUs with organizations they plan to collaborate or partner with.

rr. Regarding 3.5 Minimum Eligibility Requirements:

This states that agencies must, at a minimum meet the following criteria to be eligible for funding and lists the following requirement.

- Be certified, accredited or licensed in the services for which funds are requested

If there is no certification, accreditation or licensing in the services for which funds are requested how can this minimum be met; and/or would an agency be allowed to work toward this if one does not possess at the current time?

Response: We anticipate that some services do not need certification, accreditation, or licensing. For other services, all State and Federal laws and requirements must be followed.

ss. We are a non-profit but have just achieved that status in September 2016. Since we have been under \$50,000 in income we have not filed a 990. Also, we have not yet had a financial audit. Is this something we will need to have completed before we can submit a bid?

Response: No, these items can be uploaded to the Apricot at a later date since the organization hasn't been required by law to have these items ready.

By: Melinda B. Bobbitt
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined **Addendum #1** to Request for Proposal# **30-20JUL17 – Purchase of Service Contracts for the Boone County Children’s Services Fund**, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

PRE-PROPOSAL CONFERENCE SIGN IN SHEET
13-20JUL17 – Depository of County Funds

	Representative Name	Business Name	Telephone Number	Fax Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391	886-4390
2.	David Collier	Hardy Bank	419-9933	419-3077
3.	Teresa Maledy	Commerce Bank	886-5361	886-5326
4.	Jack Smith	Commerce Bank	886-5213	886-5233
5.	Cindy Whaley	Central Bank B.C.	874-8518	877-8432
6.	Judy Starr	Central Bank C.C.	874-8506	874-8432
7.	Jody Munson	Central Bank K.C.	874-8506	874-8432
8.	Bob Hull	US Bank	446-3394	446-2061
9.	Joe Ritter	Landmark Bank	441-2878	
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PRE-PROPOSAL CONFERENCE SIGN IN SHEET
13-20JUL17 - Depository of County Funds

23.	Bonnelayler	Central Bank		874-8501
24.	Jennifer Heckman	US Bank		446 6736
25.	Erin Wright	US Bank		683-231-5902
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PRE-PROPOSAL CONFERENCE SIGN IN SHEET
13-20JUL17 - Depository of County Funds

46.	Julia Lutz	IT		
47.	Aron Gas	IT		
48.	John	COLLECTOR		
49.	Denise Abney	Collector		
50.	TOM DARROU	TREAS		
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