



BOONE COUNTY, MISSOURI

Request for Proposal #: 34-18JUL19 – Purchase of Service Contracts – Boone
County Children’s Services Fund - 2019

ADDENDUM #1 - Issued June 17, 2019

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*.

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 Sign-In Sheet from the pre-proposal conference held on June 10, 2019 is attached for informational purpose.
- II. The Word document for Program Overview under the Section for Individuals Trained says: *“Instructions: If providing training for consumers, please complete the Individuals Trained section. No individual's demographic information will be required. We will only need totals.”*

Apricot says *“Instructions: If providing training for providers, please complete the Individuals Trained section. No individual's demographic information will be required. We will only need totals”*.

Apricot wording is correct. The Word document should read: *“Instructions: If providing training for providers, please complete the Individuals Trained section. No individual's demographic information will be required. We will only need totals”*.

- III. The County received the following questions and is providing a response:

1. Moberly Area Community College’s (MACC) services are generally based upon a school year, rather than calendar year. We’ve made this work for our initial three-year award, but it may be challenging for a one-year contract. Is there any possibility the year of service could be a school year rather than calendar year?

Response: **No, all contracts must run on a calendar year.**

2. Is the coaching rate still capped at \$40 per hour? It is very challenging to hire qualified staff and pay their salaries at this rate, and cost of living continues to increase every year.

Response: There are no caps on what may be proposed as a unit rate.

3. With our initial award of a three-year contract we were able to spread out certain expenses over three years (such as purchases of materials). With a one-year award, we may need to increase the unit cost of some services to have necessary materials. Will this be allowed?

Response: This competitive bid process allows an organization to propose a unit rate to cover the cost of the work.

4. Item 3.5 requires agencies to complete annual background checks for child and neglect. MACC as a whole does not require all employees to do this (as most would not encounter children in the course of their job), but our particular department (Early Childhood) does. Is this acceptable to meet this requirement?

Response: Only employees who are part of the funded program will be required to complete annual background checks.

5. The Salvation Army Harbor House does not shelter unaccompanied youth under the age of 18. May the youth be considered under this grant if they are still residing with their family?

Response: Youth may be considered if they are still residing with their family.

6. Are we required to submit proof of insurance with the application?

Response: No. Please review the insurance requirements to make sure you can meet these. Insurance Certificates will be obtained from awarded offerors.

7. If we submit more than one application, do we need to upload the attachments for each application?

Response: Yes, attachments must be uploaded for each proposal submitted.

8. What type of collaborations is the board looking for in the proposal? Do collaborations need to be with other organizations applying for Children's Services Funding?

Response: Collaborations can be with any organization. However, organizations should not combine two separate programs into one proposal.

9. Is there a minimum or maximum number of proposals an organization can submit?

Response: There are no set limits to the number of proposals that may be submitted or amount that may be requested.

10. The Proposal Cover Sheet asks whether the program is year-round or follows the school-year. Does this determine the time frame the proposal should be written?

Response: The field on the Proposal Cover Sheet asking the program service period is utilized for reporting purposes only, if the program is contracted. All proposals must be for a calendar year.

11. What age category would a teenager fall under if they are not in high school and not a parent/guardian?

Response: Use the age ranges identified in each age category in the demographics section.

12. Do we include revenues in the budget section that do not support the proposed program?

Response: No, the proposed budget should only include revenues and expenses related to the program.

13. Do we collect demographics on professionals that receive training through the program?

Response: No, demographics do not need to be collected for professionals receiving training. The number of professionals to be trained should be listed only in the 'Individuals Trained' section below the demographics.

14. Can you provide more information on unit rates being tied to publicly available rate?

Response: Established unit rates should be utilized and described to justify the proposed unit rate for each program service. If there are no established unit rates available, you should provide information on how the proposed unit rate was determined.

15. Do we include adults that participate in the program?

Response: Yes, adults that participate in the same program should be included in the demographics and total number of unduplicated individuals for each relevant service.

16. Can we charge the cost of child shelter only? Is there a specific unit rate?

Response: If the program relates to the wellbeing of the family, then you can apply for funding.

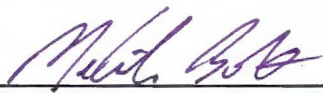
17. Are there any items not eligible for funding? For example, purchasing computers.

Response: There is a development/start-up fund available one time for a program to purchase necessary items. The statute prohibits inpatient treatment and transportation.

18. The statute lists that only children ages 0-19 can be funded. Can we get funding for parenting classes?

Response: Yes, if it promotes wellbeing of children and strengthens families.

By:



Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined **Addendum #1** to Request for Proposal# **34-18JUL19 – Purchase of Service Contracts** 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
RFP 34-18JUL19 – PURCHASE OF SERVICE CONTRACTS –
BOONE COUNTY CHILDREN’S SERVICES FUND – 2019
APPLICATION
6-10-19 – 1:30 P.M.

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Leigh Annettaun	Woodhaven	876-7326
3.	Sanjeet Khanna	Univ. of Missouri	884-9109
4.	Silly Polansky	CCWA	514 4174
5.	Melissa Stone Rogers	Boys & Girls Club	874-1697
6.	Thomeana Torst	Boys & Girls Club	874-1697
7.	Beth Vassler	Central Missouri Community Action	573-443 8700
8.	Phannan Ross	Phoenix Programs	573-875-8880
9.	Julie Seers	Phoenix Programs	573-875-8880 ext 2110
10.	George Scott	Central Missouri Foster Care & Adoption Agency	(573) 616 8658
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PROPOSAL OPENING
RFP 34-18JUL19 – PURCHASE OF SERVICE CONTRACTS –
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APPLICATION
7-18-19 – 1:30 P.M.

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Brenda Overkamp	Job Point	777-1506
3.	Janet Robison	macc	234-1067
4.	Vikki Davolt	SOAR	884-6843
5.	Leslie Duchene	SOAR	884-1230
6.	Becky Mackr	CHA Low-Income SWS	443-2556 x 1250
7.	Kasey Schaubert	First Chance for Children	777-1815 x 209
8.	Jenny Dyson	First Chance For Children	777-1815 x 204
9.	Megan Werker	University of NC student	777-1815 x 204
10.	Brian Martin	Compass Health	636-887-3446
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	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Christine Corcoran	Bethany Christian Services	573-808-0028
3.	Joe Brock	Abundant Life Empowering Agency	(573) 239-8550
4.	STEVE GREENERT	CONF. CONSULTING PROFESSIONALS	(314) 308-7823
5.	Fayyn Griffin	southern Boone area YMCA	(573) 657-9672
6.	Reathne Gerwala	Great Circle	573 999 3607
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	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Sean Spence	KOPN Radio	573-823-1308
3.	Tuyl Huey	MACE	660-263-9107 ext 12153
4.	Kristau Gannaway	The Food Bank	906-781-7909
5.	Kim Harvey	Harrisburg Early Learning Center	573-875-5950
6.	Cindy Coarney	13th Circuit Court	886-4059
7.	Liz Dakota	Presbyterian Children's Homes & Services	442-9916
8.	Bonnie Yantzi	Fun City	256-1436
9.	Cheryl Howard	Nora Stewart	449-5981
10.	Kristy Baresi	Compass Health	573-363-4409
11.	Tec Chapman	JFL	573-874-1646
12.	Karen Washer	BCECC	573-884-4891
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	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Gay Litterken	MLJ LLC	573-449-5600
3.	Dan Williams	The Food Bank	573-447-2790
4.	Judy Aezly-Memora	College of Educa/MU	573-882-8531
5.	Cindy Krone	Cradle to Career	573-999-4358
6.	Heather Wall	LFCS	(573) 815-9955
7.	Katelyn Eichorst	LFCS	314-754-2767
8.	Jessica M. Dickel	LFCS	314-754-2776
9.	Jennifer Graves	True North	573-875-0503
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	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	John Weston	Columbia Golf Foundation	573-356-7059
3.	Anna Wilson	Lawrence, Oliver, & Associates	573-230-2167
4.	Samantha Moog	Heart of Missouri Girls on the Run	573 246 0884
5.	Michelle Shivers	Columbia/Boone PHS	573 874-6331
6.	Saran Varvan	Columbia/Boone PHS	573-874-7741
7.	Kerri Nowell	MU TC	573-884-0228
8.	Kelly Weller	Children's Services	
9.	JoAnne Nelson	Children's Services	
10.	Kristin Gannon	Children's Services	
11.	Megan Corbin	Children's Services	
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