



BOONE COUNTY, MISSOURI

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

ADDENDUM #5 - Issued July 9, 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 new date and time to receive questions by is **Thursday, July 11, 2019, 5:00 p.m. central time.**
- II. The County received the following questions and is providing a response:
 1. How would we bill for Community Outreach if no children are present? An example would be if we are talking about our programs with business owners or providing counseling to families.

Response: Community Outreach is not a service. Thoroughly read the Taxonomy of Services and choose the service and definition that best fits the overall description of the proposed service.

Would this be billing for the time of the “outreach-er” (aka: our staff time) OR those reached/served? Example would be that we provide a seminar and 10 people attend. Would be bill for the 1 person facilitating or the 10 people attending?

Response: Billing would be dependent on the type of service being provided. Community Outreach is not a service. Based on your example, trainings are typically bill per individual.

Should Community Outreach be its own service OR should it be a component of each of the other proposed services (since all of them will require some degree of outreach)?

Response: Community Outreach is not a service. Thoroughly read the Taxonomy of Services and choose the service and definition that best fits the overall description of the proposed service.

If it is its own service, how do we define an “unduplicated individual”?

Response: Each individual may be counted only once for a service.

2. Definition of duplicated vs. unduplicated

Response: Unduplicated individual means that individuals may be counted only once for a service.

3. I had a question concerning a potential collaboration between us and Lincoln University. A vital part of BGC’s Behavioral Health Program is having student interns from the School of Social Work at MU providing programming and services. We are hoping to expand our service offerings to Club Members, in turn, expanding the number of intern placements. As mentioned, we have partnered the MU’s School of Social Work for bachelor and master’s students and are also hoping to partner with the Counseling Psychology Department. In our plans to have more bachelor level students, we were hoping to partner with Lincoln University, as they are the next closest Bachelor of Social Work program. Since this grant is county funded, we did not know if there would be any issue collaborating with Lincoln University, since they are outside of Boone. Of course, all services provided by these students would be within Boone County, at each of our programming sites. Any thoughts or clarification you can provide is appreciated.

Response: There is not a requirement that providers be Boone County residents, only that the recipients of services are Boone County residents.

4. Clarification of what a unit of service is (the formula).

Response: A unit of service is the measurement that will be used to invoice for and track the delivery of the service. e.g. 15 minutes, one hour, one individual.

There is a “Developing Unit of Service Rate” handout in Apricot. This handout will provide clarification on developing a rate for a unit of service. Follow the directions to view this handout:

- Login to Apricot
- Click on the Menu
- Click on My Apricot Tools
- Click on “My Shared Files”
- Click on the triangle next to the Boone County Documents
- Click on Actions to download the document titled, “Developing a Unit of Service Rate”

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>

5. We are including in our proposal support for teachers, administrators and staff in a school. Services are to be offered to children and parents of minor children. Is it acceptable to request funding for adults working in an elementary school setting if the target is reducing stress for those adults who are working with children? Do those adults have to be parents of minors themselves or can we offer it to any adult working within that school?

Response: Funds may be requested for services for adults working in an elementary school setting if there is a direct and measurable benefit to the child/children.

6. There are some forms that I am not familiar with and we had not submitted for a previous funding request. These are: **Certification Regarding Debarment, Suspension, Ineligibility, and Volunteer Exclusion; Work Authorization Certification; Signed addendums.** Are these required and if they are can you direct me to a definition of each? We are a small nonprofit, so I am not familiar with these forms/terms.

Response: **The Certification Regarding Debarment** is an affidavit that you complete that certifies that you have not been debarred from doing business with any federal government agency. While not statutorily required for this RFP, the County does check to ensure no vendor we are doing business with is debarred.

The Work Authorization Certification- House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Addendum – an addition or supplement to a document, for example, items or information added to a procurement document. For this RFP, we use an addendum to clarify information, to answer questions we receive or to change, add or delete information to the RFP document.

7. I have received several notifications of questions that were posed to you and answered and there is a place to sign at the bottom of those. Are those signed documents to be turned in somehow?

Response: Yes. Scan and upload as an attachment into Apricot.

8. When we applied for funding in 2017, we completed an E-Verify with the county treasurer. Do we need to do that again this year or is what we have on file from 2017 still sufficient?

Response: The E-Verify form is not a document filed with the County Treasurer's office. Upload your E-Verify MOU with the Work Authorization Certification attachment.

9. SF&C is planning to change how the program is managed, recognizing that our board is made up largely of working folks who do not have the time to actively engage in program management. Further, we want to start recognizing the staff at the Market who have been doing most all the record keeping since the program started WITHOUT compensation. So, our outcomes will include objectives/outputs for each hire. Therefore, should I develop a section—say, #2 through #4 recognizing that each person hired will have a different pay rate?

Response: Outputs and outcomes should be developed based on the service provided. Unit rates should be developed per service not per individual providing the service.

By:



**Melinda Bobbitt, CPPO, CPPB
Director of Purchasing**

OFFEROR has examined **Addendum #5** 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: _____