

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 14

In the County Commission of said county, on the 30th day of December 20 14

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby honor Larry Bryson, Associate Circuit Judge of the County of Boone, with this proclamation and recognize him for his outstanding fairness and integrity during his years of service to the residents of the County.

Done this 30th day of December, 2014.

ATTEST:

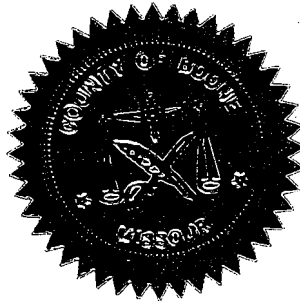
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

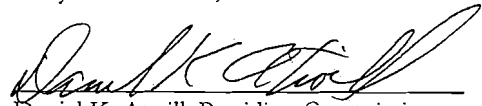
Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner
Karen M. Miller
Karen M. Miller
District I Commissioner
Janet M. Thompson
Janet M. Thompson
District II Commissioner

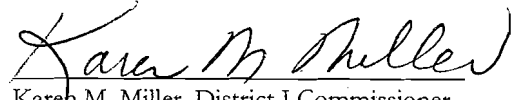
**PROCLAMATION HONORING
LARRY BRYSON, JUDGE
BOONE COUNTY, MISSOURI**

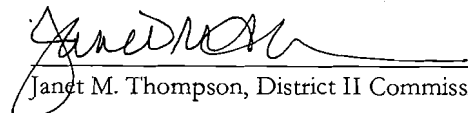
- WHEREAS,** the County of Boone has been privileged to receive the good work and services of Larry Bryson as Associate Circuit Judge of the County since his election in 1986 through December 31, 2014, and in recognition of his years of service and outstanding work; and
- WHEREAS,** Larry Bryson has managed to also live a full life as husband to his wife Patricia, father to his children Amity, Caleb, Lucas, and Matthew; and grandfather to Grace and Evie; and
- WHEREAS,** Larry Bryson has also served the United States of America and is a retired captain of the U.S. Army Artillery Reserve; and
- WHEREAS,** Larry Bryson worked to ensure access to justice through processing thousands of civil, criminal, small claims, and traffic cases a year to ensure the speedy and just resolution of citizens' matters; and
- WHEREAS,** Larry Bryson deserves special recognition for his work building public trust and confidence;
- THEREFORE,** with our best wishes for the future let it be known that Larry Bryson is hereby recognized for his outstanding fairness and integrity during his years of service as Associate Circuit Judge of Boone County, Missouri, for which all Boone Countians have benefitted.

IN TESTIMONY WHEREOF, this 30th Day of December, 2014.

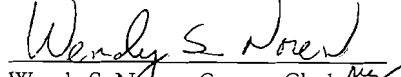



Daniel K. Atwill, Presiding Commissioner


Karen M. Miller, District I Commissioner


Janet M. Thompson, District II Commissioner

ATTEST:


Wendy S. Noren, County Clerk *my*

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

December Session of the October Adjourned

Term. 20 14

In the County Commission of said county, on the 30th day of December 20 14

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby honor Kathy Lloyd, Court Administrator for the 13th Circuit, and recognize her for the outstanding leadership, dedication and work during her years of service to the residents of the County.

Done this 30th day of December, 2014.

ATTEST:

Wendy S. Noren
 Wendy S. Noren
 Clerk of the County Commission

Daniel K. Atwill
 Daniel K. Atwill
 Presiding Commissioner

Karen M. Miller
 Karen M. Miller
 District I Commissioner

Janet M. Thompson
 Janet M. Thompson
 District II Commissioner

Proclamation Honoring
Kathy Lloyd, Court Administrator
Boone County, Missouri

- WHEREAS*, the County of Boone has been privileged to receive the superior work and services of Kathy S. Lloyd for the 13th Circuit between the dates of July 28, 1986 to December 31, 2014, and recognizes her dedication, service and outstanding work; and
- WHEREAS*, Kathy Lloyd has served Boone County in the Juvenile Office from 1986 through 1997, in various positions including Superintendent of the Juvenile Justice Center, Chief Deputy Juvenile Officer, and Juvenile Officer; and
- WHEREAS*, Kathy Lloyd has served Boone County from 1998 through 2014 as Court Services Supervisor, Drug Court Coordinator, Assistant to the Court Administrator and Court Administrator; and
- WHEREAS*, Kathy Lloyd deserves special recognition for her effort in the renovations of the Boone County Courthouse and the Courthouse Plaza, and transitioning the 13th Circuit to eFiling; and
- WHEREAS*, Kathy Lloyd worked tirelessly to continue to improve the court functioning and focused especially on serving the youth in our community, putting their best interests first; and
- WHEREAS*, Kathy Lloyd has managed to also live a full life as wife to her husband Bill and mother to her children Lauren and Graham; and
- THEREFORE*, with our best wishes for the future, let it be known that Kathy Lloyd is hereby recognized for her outstanding leadership, dedication and work during her years of service to Boone County, Missouri, from which all Boone Countians have benefitted.

IN TESTIMONY WHEREOF, this 30th Day of December, 2014.

Daniel K. Atwill, Presiding Commissioner

Karen M. Miller, District I Commissioner

Janet M. Thompson, District II Commissioner

ATTEST:

Wendy S. Noren, County Clerk

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 14

In the County Commission of said county, on the 30th day of December 20 14

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby award bid 51-13NOV14 – Sign Posts Term & Supply to Comade Inc.

The terms of the bid award are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 30th day of December, 2014.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

Boone County Purchasing

Amy Robbins
Senior Buyer



613 E. Ash Street, Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Amy Robbins, Senior Buyer
DATE: December 22, 2014
RE: 51-13NOV14 – Sign Posts Term & Supply

51-13NOV14 – Sign Posts Term & Supply opened on November 13, 2014. Seven bids were received and Public Works recommends award to Comade, Inc. for offering the lowest and best bid for Boone County.

This is a term and supply contract and invoices will be paid from department 2040 – Public Works Maintenance Operations, account 26600 – Street/Traffic/Const. Signs. \$8,000.00 was budgeted for this contract in 2015.

ATT: Bid Tabulation

cc: Chet Dunn, Public Works
Bid File

KTY	QTY (Estimate Per 2.5 of buf)	SIZE	51-13NOV14 - Sign Posts Term & Supply Bld Tabulation		Comade		MD Solutions, Inc.		Lighthouse Enterprises		Vulcan Signs		Custom Products Corp.		Road Runner Safety Services		J&A Traffic Products		
			Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total	Unit Price
4.10.1	178	8 FT	\$10.15	\$1,778.25	\$10.97	\$1,919.75	\$10.82	\$1,911.00	\$10.96	\$1,921.50	\$12.75	\$2,281.25	\$15.07	\$2,672.25	\$14.75	\$2,595.00	\$18.40	\$3,273.20	
4.10.2	125	10 FT	\$12.68	\$1,585.00	\$13.35	\$1,668.75	\$15.65	\$1,706.25	\$13.71	\$1,713.75	\$15.08	\$1,882.50	\$17.57	\$2,196.25	\$18.40	\$2,300.00	\$22.10	\$2,762.50	
4.10.3	301	12 FT	\$15.22	\$4,568.00	\$15.79	\$4,737.00	\$16.38	\$4,914.00	\$18.46	\$5,538.00	\$17.38	\$5,211.00	\$20.07	\$6,021.00	\$22.10	\$6,630.00	\$26.10	\$7,848.00	
4.12	1	% increase 1st Renewal	\$8,323.81	\$8,323.81	7%	\$8,906.29	5%	\$4,857.81	6%	\$9,001.91	5%	\$8,794.14	10%	\$11,939.85	3%	\$11,856.59			
Total Cost of Contract over 2 years:					\$16,250.86		\$17,489.06		\$17,576.16		\$19,121.69		\$22,794.45		\$23,367.84				
4.15		Coop Purchasing? (Y or N)	Y		Y		Y		N			Y							
4.16		warranty info	No warranty implied or written.			Standard			Standard			Upon request we can provide certification that all posts meet required specs from all post mill does not provide any warranty.							
4.17		Online Ordering info	PDF purchase orders to www.sales@comade.com			N/A			None			www.opesigns.com for information, website should be ready for e-commerce Summer 2015							
4.18		Delivery ARO (# days)	14-21 days			30-45 days			30-45 days			2-5 days (Stock post orders typically ship within 24-48 hrs)			30 days				
					Packaged in bundles of 50-lbs per tier. Pre-paid freight 3,000 lbs. Orders under 3,000 lbs will be FOB Franklin, OH									Minimum Order Qty 50 lbs. Minimum order containing bundled pricing and not all sizes quoted are required to meet this minimum.					
COMMENTS																			
No Bids																			
ASI HALL SIGNS AMERICAN TRAFFIC SAFETY MATERIALS, INC.																			

**PURCHASE AGREEMENT
FOR
SIGN POSTS TERM AND SUPPLY**

THIS AGREEMENT dated the 30th day of December 2014 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Comade, Inc.**, herein "Contractor".

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. Contract Documents - This agreement shall consist of this Purchase Agreement for **Sign Posts Term and Supply**, County of Boone Request for Bid number **51-13NOV14 dated October 28, 2014**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, References Sheet, Work Authorization Certification, Debarment Form, Standard Terms and Conditions, any applicable addenda, as well as the Contractor's bid response signed by **George Dobilas**. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, and any applicable addenda shall prevail and control over the Contractor's bid response.

2. Contract Duration - This agreement shall commence on **date of award** and extend through **December 31, 2015** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by the order of the County for **one (1) additional one (1) year period** subject to the pricing clauses in the contractor's RFB response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

3. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with Sign Posts in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by the County.

4. Billing and Payment - All billing shall be invoiced to the Boone County Public Works Department. Billings may only include the prices listed in the Contractor's bid response. No additional fees or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct monthly statements within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. Binding Effect - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

6. Entire Agreement - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

7. Termination - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

COMADE, INC.

by *George Sobieski*
 title *Project MGR*
 address *1920 E. WARNER Ave*
SANTA ANA, CA 92705

BOONE COUNTY, MISSOURI

by: Boone County Commission
Daniel K. Atwill
 Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

[Signature]
 County Counselor

ATTEST:

Wendy S. Noren
 Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

Jane E. Pitchford
 Signature by *eg*

12/18/14
 Date

2040 / 26600 Term/Supply

No Encumbrance Required
 Appropriation Account

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
4. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
9. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
15. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.

16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
19. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.

4. Response Form

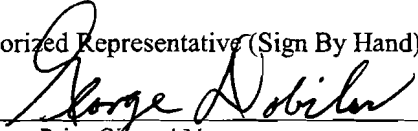
- 4.1. Company Name: Comade, Inc
- 4.2. Address: 1920 E. Warner Ave., Suite N
- 4.3. City/Zip: Santa Ana, CA 92705
- 4.4. Phone Number: 714 389 9600
- 4.5. Fax Number: 714 389 9696
- 4.6. E-Mail Address: sales@comade.com or gdobilas@comade.com
- 4.7. Federal Tax ID: 33-1013311
- 4.7.1. Corporation
 Partnership - Name _____
 Individual/Proprietorship - Individual Name _____
 Other (Specify) _____
- 4.8. Prompt Payment Terms: net 30 days
- 4.9. Will you accept automated clearinghouse (ACH) for payment of invoices? NO

4.10.	POSTS	LENGTH	PRICE EACH
4.10.1	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	8 FT	\$ 10.15
4.10.2	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	10 FT	\$ 12.68
4.10.3	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	12 FT	\$ 15.22

- 4.11.4. 5% % Increase 1st Renewal
- 4.12. **The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.**
- 4.13. Today's Date: 11/12/14
- 4.14. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?
 Yes No
- 4.15. Please Describe Warranty: no warranty implied or written
- 4.16. Please Describe On-Line Order Capability:
PDF purchase orders to sales@comade.com

4.17. Delivery ARO: 14-21 days

4.18. Authorized Representative (Sign By Hand):



4.19. Type or Print Signed Name:

George Dobilas, Project Manager

Comade, Inc.

1920 E. Warner Ave., Suite N
Santa Ana, CA 92705
(714)389-9600 FAX(714)389-9696



Comade, Inc.
Executed June 17, 2011

Corporate Resolution: 11 :021
**Title: Corporate Binding Authority
& Preference Reciprocity**

HEREBY RESOLVED (Corporate Binding):

The undersigned Corporate Officer of **Comade, Inc.**, by order of unanimous voting quorum of the elected Board of Directors acting on behalf of the Company appoint the positions identified below as having the authority to bind **Comade, Inc.** in the execution of commerce documents - bids, contracts, and solicitations, and to receive and receipt therefore all purchase orders and notices issued pursuant to the provisions of any such bid or contract. This corporation hereby ratifying approving, confirming, and accepting each and every such act performed by said agent acting on behalf of the company.

Corporate Officer –

Chief Executive, President, Vice President, Secretary, Treasurer

Project Manager

Contract Administrator

HEREBY RESOLVED (Corporate Binding):

Comade, Inc. is considered a small business by US Federal business size standards – less than 50 employees.

Comade, Inc. being domiciled in the State of California (Corporation #2419853), County of Orange, City of Santa Ana (License # 337581), is NOT certified with the State of California, County of Orange, or the City of Santa Ana as a small business. We do not singularly qualify, participate, or benefit from any known State, County, or City sponsored small business entitlement program. Moreover, we do not qualify for small business certification based on average annual revenue requirements.

Comade, Inc. does not intend singular corporate participation in California certified small business preference. This resolution is specifically stated to avoid reciprocity with other states and agencies with whom we do or might offer services.

It is hereby certified the foregoing to be a true and correct copy of an excerpt of the minutes of the above dated meeting of the Board of Directors of Comade Inc., and the same has not been revoked or rescinded.

Executed June 17, 2011

Submitted:

A handwritten signature in black ink, appearing to read "C. Schaller", is written over a horizontal line.

Chris Schaller
Chairman of the Board
& Chief Executive Officer

Comade, Inc
1920 E Warner Ave., Suite N
Santa Ana, California 92705

(714) 389-9600
Fax: (714) 389-9696
www.comade.com

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) Comade, Inc.	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶ _____	
	Address (number, street, and apt. or suite no.) 1920 E. Warner Ave., Suite N	Requester's name and address (optional)
	City, state, and ZIP code Santa Ana, CA. 92705	List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)																																					
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																																					
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="9" style="text-align: center;">Social security number</th> </tr> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="9" style="text-align: center;">Employer identification number</th> </tr> <tr> <td style="width: 20px;">3</td><td style="width: 20px;">3</td><td style="width: 20px;">-</td><td style="width: 20px;">1</td><td style="width: 20px;">0</td><td style="width: 20px;">1</td><td style="width: 20px;">3</td><td style="width: 20px;">3</td><td style="width: 20px;">1</td> </tr> </table>	Social security number																		Employer identification number									3	3	-	1	0	1	3	3	1
Social security number																																					
Employer identification number																																					
3	3	-	1	0	1	3	3	1																													

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below).	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.	
Sign Here	Signature of U.S. person ▶ Date ▶ 02/13/13

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Company ID Number: 93079

THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION

MEMORANDUM OF UNDERSTANDING

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Social Security Administration (SSA), the Department of Homeland Security (DHS) and **Comade, Inc.** (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). E-Verify is a program in which the employment eligibility of all newly hired employees will be confirmed after the Employment Eligibility Verification Form (Form I-9) has been completed.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note).

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF THE SSA

1. Upon completion of the Form I-9 by the employee and the Employer, and provided the Employer complies with the requirements of this MOU, SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all newly hired employees and the employment authorization of U.S. citizens.
2. The SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. The SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. The SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by the SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).
4. SSA agrees to establish a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 3 Federal Government work days of the initial inquiry.

Company ID Number: 93079

**INFORMATION REQUIRED
FOR THE E-VERIFY PROGRAM**

Information relating to your Company:

Company Name: Comade, Inc.

Company Facility Address: 17915 Sky Park Circle
Suite B
Irvine, CA 92614

Company Alternate Address: _____

County or Parish: ORANGE

Employer Identification Number: 331013311

North American Industry
Classification Systems Code: 423

Parent Company: _____

Number of Employees: 5 to 9 Number of Sites Verified for: 1

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State.

- CALIFORNIA 1 site(s)

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name: **Christopher A Schaller**
Telephone Number: **(949) 474 - 0160 ext. 702** Fax Number: **(949) 474 - 0161**
E-mail Address: **employment@comade.com**



Request for Bid (RFB)

Boone County Purchasing
613 E. Ash Street, Room 109
Columbia, MO 65201

Amy Robbins, Senior Buyer
(573) 886-4392 – Fax: (573) 886-4390
Email: arobbins@boonecountymo.org

Bid Data

Bid Number: **51-13NOV14**
Commodity Title: **Sign Posts Term & Supply**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **Thursday, November 13, 2014**
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**
Location / Mail Address: **Boone County Purchasing Department
Boone County Annex Building
613 E. Ash Street, Room 109
Columbia, MO 65201**
Directions: The Purchasing office is located on the Southeast corner at 7th Street and Ash Street. Enter the building from the South side. Wheel chair accessible entrance is available.

Bid Opening

Day / Date: **Thursday, November 13, 2014**
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**
Location / Address: **Boone County Annex Building
613 E. Ash Street
Columbia, MO 65201**

Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form
Work Authorization Certification
Debarment Certification
Standard Terms and Conditions
"No Bid" Response Form**

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
- 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:
Purchasing - The Purchasing Department, including its Purchasing Director and staff.
Department(s) or Office(s) - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.
Designee - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
- 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.
Bidder - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.
Contractor - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
Supplier - All business(s) entities which may provide the subject goods and/or services.
- 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. Please check for any addenda in advance of the bid deadline. Bids, addendums, bid tabulations and bid awards are posted on our web site at: www.showmeboone.com. Note: written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to award this bid on an item by item basis, or an "all or none" basis, whichever is in the best interest of the County. The County also reserves the right to not award any item or group of items if the services can be obtained from cooperative MMPPC or other governmental entities' contracts under more favorable terms.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.

- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
 - 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
- 1.6. **CONTRACT PERIOD** – Any Term and Supply Contract resulting from this Bid will have an initial term from **date of award through December 31, 2015** and may be automatically renewed for **up to an additional one (1) one-year period** unless canceled by the Purchasing Director in writing prior to a renewal term.
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

- 2.1. **ITEMS TO BE PROVIDED** – For a Term and Supply contract for the Furnishing and Delivery of **Sign Posts** as detailed in the Response Form, Section 4 of this Request for Bid.
- 2.2. The unit prices identified on the Response Form shall remain fixed for the identified original contract period. If the County exercises the option for renewal, the contractor shall agree that the prices for the items listed on the Response Form shall not increase by more than the maximum percent proposed on the Response Form.
 - 2.2.1. If renewal percentages are not provided, then prices during any renewal period shall be the same as during the original contract period.
- 2.3. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.4. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.5. **QUANTITY** – Orders will be made on an “as needed basis.” Quantities are estimated based on past usage for a 12-month period. The County reserves the right to increase or decrease quantities as requirements dictate. On average the County orders approximately 600 sign posts per year. Historical averages show the following approximate order quantities:
 - 12’ Posts – 300
 - 10’ Posts – 125
 - 8’ Posts - 175
- 2.6. **SAMPLES** - Boone County reserves the right to request samples after bids are opened and before the award is made. When samples are called for, they must be furnished free of expense and if not destroyed in testing will, upon request, be returned at the bidder’s expense. A request for the return of samples must be made within ten days following opening bids. Each individual sample must be labeled with the bidder’s name and manufacturer’s brand name and number.
- 2.7. **PRICING** – All prices shall be as indicated on the Response Form. The County shall not pay nor be liable for any other additional costs including but not limited to: taxes, packing, handling, shipping and freight, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc. Additionally, the County shall not be subject to any minimum order quantities or total prices.
- 2.8. **MINIMUM TECHNICAL SPECIFICATIONS** - All signs and materials for this bid are required to meet the Manual on Uniform Traffic Control Devices (MUTCD) standards and specifications. Upon request by Boone County, Bidder shall supply Test Reports to the Boone County Public Works Department, Operations Division.
 - 2.8.1. **U-Channel Post Material and Finish:** Steel U-Channel Posts shall conform to the standard specification for hot rolled carbon steel, structural quality, ASTM designation A570, Grade 50. Yield strength after cold-forming shall be 60,000 psi minimum. Finish shall be baked green enamel paint. Holes will be 3/8 inch with one inch spacing. 2 pound / foot weight.
 - 2.8.2. **Length Tolerance:** The length of each post shall have a permissible length tolerance of + or – ¼”.
 - 2.8.3. **Delivery requirement:** Posts must be palletized or delivered via flat-bed trailer for efficient unloading. **There is no loading dock at Public Works, all deliveries are unloaded from the ground. Shipments should be packaged/loaded with that in mind.**
- 2.9. **DEVIATION(S)** - It is the bidder’s responsibility to submit a bid that meets all mandatory specifications stated within. The bidder must compare their product bid with the required listed minimum specifications and identify any deviations along with the specific section deviated from. Failure to properly identify deviations may render the bidder’s proposal non-responsive and not capable of consideration for award.
- 2.10. **DELIVERY** – Delivery shall be to the Boone County Public Works Department, Maintenance

Operations Division. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges. All orders shall be delivered within 30 days after receipt of an order.

- 2.11. **DESIGNEE** - Boone County Public Works Department, 5551 Highway 63 South, Columbia, Missouri 65201. Telephone: (573) 449-8515.
- 2.12. **BID CLARIFICATION** - Any questions or clarifications concerning bid documents should be addressed to Amy Robbins, Senior Buyer, 613 E. Ash Street, Room 109, Columbia, Missouri 65201. Telephone (573) 886-4392 Fax (573) 886-4390, E-mail: arobbins@boonecountymo.org.
- 2.13. **BILLING AND PAYMENT** - Payment will be made within 30 days from receipt of a correct Monthly Statement. Invoices and Monthly Statement to be mailed to the Designee.
- 2.13.1. **ACH Payment** - Bidder may agree to accept automated clearinghouse (ACH) payment of invoices and monthly statements. Payment terms are Net 30 upon receipt of an accurate monthly statement, although the Bidder may offer additional discounts for early payment on the Response Form.
- 2.14. **DESCRIPTIVE LITERATURE** - Bidders proposing to furnish items other than specified must submit complete descriptive literature with bid. Bids received without descriptive literature are subject to rejection.
- 2.15. **METHOD OF ORDERING** - Orders will be requested via telephone, fax or on-line. The Contractor shall be required to confirm receipt of each request.
- 2.16. **EQUAL** - Items quoted to be as indicated or approved equal where equivalency is allowed in specifications.

3. Response Presentation and Review

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, you must submit your Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in your Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A" or "No Bid." Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. We are not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- 3.2.1. **Submittal Package** - Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, the proposal number and the due date and time.
- 3.2.2. **Advice of Award** - A Bid Tabulation of responses received as well as Award status can be viewed at www.showmeboone.com.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening," all Responses will be opened in public. Brief summary information from each will be read aloud.
- 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** - We reserve the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.4.1. **Rejection or Correction of Responses** - We reserve the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** - Our sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 3.5.1. **Method of Evaluation** - We will evaluate submitted responses in relation to all aspects of this Bid.
- 3.5.2. **Acceptability** - We reserve the sole right to determine whether goods and/or services offered are acceptable for our use. We also reserve the right to request samples of any and/or all equivalent products bid in order to ensure comparative quality.
- 3.5.3. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
- 3.5.4. **Endurance of Pricing** - Your pricing must be held until contract execution or 60 days, whichever comes first.
- 3.5.5. In the cost evaluation, a unit price conversion will be done to fairly evaluate bid prices. However, for any resulting contract, the unit of measure bid will be the unit of measure awarded. The bidder is cautioned that the County reserves the right to clarify the unit of measure modification or to disqualify the bid for that line item if the unit of measure modification is not deemed appropriate or in the best interests of the County.

4. **Response Form**

4.1. Company Name: _____

4.2. Address: _____

4.3. City/Zip: _____

4.4. Phone Number: _____

4.5. Fax Number: _____

4.6. E-Mail Address: _____

4.7. Federal Tax ID: _____

4.7.1. () Corporation

() Partnership - Name _____

() Individual/Proprietorship - Individual Name _____

() Other (Specify) _____

4.8. Prompt Payment Terms: _____

4.9. Will you accept automated clearinghouse (ACH) for payment of invoices? _____

4.10.	POSTS	LENGTH	PRICE EACH
4.10.1	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	8 FT	\$
4.10.2.	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	10 FT	\$
4.10.3.	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	12 FT	\$

4.11.4. _____ % Increase 1st Renewal

4.12. **The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.**

4.13. Today's Date: _____

4.14. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?
 _____ Yes _____ No

4.15. Please Describe Warranty:

4.16. Please Describe On-Line Order Capability:

4.17. Delivery ARO: _____ days

4.18. Authorized Representative (Sign By Hand):

4.19. _____
Type or Print Signed Name:

**WORK AUTHORIZATION CERTIFICATION
PURSUANT TO 285.530 RSMo
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of _____)
)ss
 State of _____)

My name is _____. I am an authorized agent of _____
 _____ (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

Affiant	Date
Printed Name	

Subscribed and sworn to before me this ___ day of _____, 20__.

 Notary Public

Attach to this form the *E-Verify Memorandum of Understanding* (or the first and last page) that you completed when enrolling that verifies proof of enrollment.

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- _____ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver’s license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- _____ 2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.

- _____ 3. I have provided a completed application for a birth certificate pending in the State of _____ . Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

AFFIDAVIT
(Only Required for Individual Bidder Certification Option #2)

State of Missouri)
)SS.
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Notary Public

My Commission Expires:

(Please complete and return with Contract)

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.

Name and Title of Authorized Representative

Signature

Date

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
4. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
9. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
15. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate

that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.

18. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
19. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.



"No Bid" Response Form

Boone County Purchasing
613 E. Ash Street, Room 109
Columbia, MO 65201

Amy Robbins, Senior Buyer
(573) 886-4392 – Fax: (573) 886-4390

"NO BID RESPONSE FORM"

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO SUBMIT A BID

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list for this service/commodity, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this "No Bid" Response Form to our office, the FAX number is (573) 886-4390.

Bid: 51-13NOV14 – Sign Posts Term and Supply

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:



Secretary of State Administration Elections **Business Programs** Political Reform Archives Registries

Business Entities (BE)

Online Services

- **E-File Statements of Information for Corporations**
- **Business Search**
- **Processing Times**
- **Disclosure Search**

Main Page

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Customer Alerts

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Business Entity Detail

Data is updated to the California Business Search on Wednesday and Saturday mornings. Results reflect work processed through Tuesday, November 25, 2014. Please refer to **Processing Times** for the received dates of filings currently being processed. The data provided is not a complete or certified record of an entity.

Entity Name:	COMADE, INC.
Entity Number:	C2419853
Date Filed:	06/13/2002
Status:	ACTIVE
Jurisdiction:	CALIFORNIA
Entity Address:	1920 E. WARNER AVENUE, BUILDING 3N
Entity City, State, Zip:	SANTA ANA CA 92705-5547
Agent for Service of Process:	CHRISTOPHER ANTHONY SCHALLER
Agent Address:	1920 E. WARNER AVENUE, BUILDING 3N
Agent City, State, Zip:	SANTA ANA CA 92705-5547

* Indicates the information is not contained in the California Secretary of State's database.

- If the status of the corporation is "Surrender," the agent for service of process is automatically revoked. Please refer to California Corporations Code **section 2114** for information relating to service upon corporations that have surrendered.
- For information on checking or reserving a name, refer to **Name Availability**.
- For information on ordering certificates, copies of documents and/or status reports or to request a more extensive search, refer to **Information Requests**.
- For help with searching an entity name, refer to **Search Tips**.
- For descriptions of the various fields and status types, refer to **Field Descriptions and Status Definitions**.

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USER NAME

PASSWORD

LOG IN

[Forgot Username?](#)

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Entity Dashboard

COMADE, INC.

DUNS: 809123961 CAGE Code: 0X416

Status: Active

1920 F WARDER AVE STE 10
SANTA ANA, CA, 92705-0547
UNITED STATES

Expiration Date: 08/13/2015
Purpose of Registration: All Awards

Entity Overview

Entity Information

Name: COMADE, INC.
Business Type: Business or Organization
POC Name: Chris Schaller
Registration Status: Active
Activation Date: 08/13/2014
Expiration Date: 08/13/2015

Exclusions

Active Exclusion Records? No

- ▶ [Entity Overview](#)
- ▶ [Entity Record](#)
- ▶ [Core Data](#)
- ▶ [Assertions](#)
- ▶ [Reps & Certs](#)
- ▶ [POCs](#)
- ▶ [Reports](#)
- ▶ [Service Contract Report](#)
- ▶ [BioPreferred Report](#)
- ▶ [Exclusions](#)
- ▶ [Active Exclusions](#)
- ▶ [Inactive Exclusions](#)
- ▶ [Excluded Family Members](#)

[RETURN TO SEARCH](#)

SAM | System for Award Management 1.0

IBM v1.P.22.20141105-1505

WWW8

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 14

In the County Commission of said county, on the 30th day of December 20 14

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby award bid 48-17OCT14 – Photogrammetric Products & Services to Surdex Corporation.

The terms of the bid award are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 30th day of December, 2014.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

[Signature]
Daniel K. Atwill
Presiding Commissioner

[Signature]
Karen M. Miller
District I Commissioner

[Signature]
Janet M. Thompson
District II Commissioner

Boone County Purchasing

Amy Robbins
Senior Buyer



613 E. Ash St., Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Amy Robbins
DATE: December 19, 2014
RE: RFP Award Recommendation: *48-17OCT14 – Photogrammetric Products & Services*

The Request for Proposal for *48-17OCT14 – Photogrammetric Products & Services* closed on October 17, 2014. Three proposal responses were received.

The evaluation committee consisted of the following:

- **Boone County:** Jason Warzinik-GIS Manager
- **Callaway County:** Jody Paschal-Assessor
- **Cole County:** Melissa Johnson-GIS Manager
- **Cooper County:** James Lachner-Assessor
- **Howard County:** Woody McCutcheon-Assessor
- **Moniteau County:** Ken Kunze-Commissioner
- **City of Columbia:** Matthew J. Gerike, PhD-Geospatial Services Manager
- **Jefferson City:** Greg Resz-GIS Manager
- **University of Missouri:** Brian Comer-Sr. GIS Specialist

The evaluation committee recommends award to Surdex Corporation per their attached Evaluation Report.

Item I-A. Option 1 – Orthophotography	\$ 60,919.25
Item I-A. Option 1 Optional Deliverable A – Color-IR Deliverable	\$ 500.00
Item I-A. Option 1 Optional Deliverable B – Ground Control Targets	\$ 0.00
Item I-A. Option 1 Optional Deliverable C – Digital file format MrSID Photomosaic Deliverable (cost list per County party to PAQ)	\$ 500.00
Item II – Boone County LiDAR A. Option 1	\$122,375.00
Total	\$184,294.25

Invoices will be paid from Department 2010 –Assessment, Account 71101 – Professional Services.

ATT: Evaluation Report
cc: Proposal File / Evaluation Committee

Evaluation Report for Request for Proposal

48-17OCT14 – PAQ Request for Photogrammetric Products & Services In Reference to State of Missouri Contracts #C201306001-4

OFFEROR #1: Surdex Corporation

It has been determined that **Surdex Corporation** has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

It has been determined that **Surdex Corporation** has submitted a **non-responsive** proposal.

Method of Performance

Strengths:

- Timely capture of Ortho – planning to use 2 planes for ortho
- Local vendor – able to mobilize and be on site quickly and at lower cost
- Using ADS100 for Ortho - The newest generation of Leica's line scanner; results in reduced seam lines. Superior image sensor technology (Leica ADS100). Smallest pixels, wider flight paths, better quality
- Using Leica ALS 70 HP SP3 Aerial LiDAR Sensor for LiDAR w/ 500kHz
- Photo-identifiable points as well as paneled targets. Will work with entities to coordinate ground control points.
- Entities participate in desired appearance of Orthos before final production using pilot data set.
- Web-based QC and Orthos acceptance tool.
- Increased side lap for areas with tall features. Good for MU buildings.
- Provide seam line shapefile for QC of mosaic seams.
- Quality image processing tools. More state of the art.
- Surdex has the technical skill, experience, and equipment to complete the aerial imagery, lidar, and topographic and planimetric aspects of the project.
- Surdex has an Orthophoto delivery date of May 2015 and Lidar completion data of August 2015.
- Very good grasp of the project specifications and detailed explanation of how our project would be handled
- They seem to have the resources needed to complete the project in the short window of time we have
- Work with entities to develop ground control

Concerns:

- Surdex's options for new or updated planimetrics is based on land use types (urban, suburban & rural) rather than by square mile; pricing could be affected based on the different methodology

Experience/Expertise of Offeror

Strengths:

- MO Impact - Office and Staff in STL
 - Local vendor
 - Satisfactory company experience and staff expertise.
 - Similar projects for local governments in the Midwest and nearby areas; Currently contracts with all levels of government entities
-
- Projects for other local governments and college towns included topographic and planimetric components.
 - Surdex has experience repeatedly flying and updating data for communities.
 - Seem to have numerous experienced staff
 - 60 years in business
 - They noted challenges with some of their projects; speaks to their experience working with overcoming challenges and working with their customers on issues

Concerns:

- Listed a low number of projects using less than 6" resolution on experience list.

OFFEROR #2: Woolpert, Inc.

 X It has been determined that **Woolpert, Inc.** has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

 It has been determined that **Woolpert, Inc.** has submitted a **non-responsive** proposal.

Method of Performance

Strengths:

- Using Leica’s line scanner; results in reduces seam lines
- 60% Side lap for taller features.
- Web-based QA/QC tool for project tracking and ortho review.
- Pilot project to assure client approval.
- Radial displacement reduction.
- Woolpert has the technical skill, experience, and equipment to complete the aerial imagery, lidar, and topographic and planimetric aspects of the project.
- Woolpert has “confirmed our ability to meet the required schedule.”
- Woolpert offers additional land cover mapping.
- Seem to have a good plan for imagery capture and seem to understand the small window to capture our imagery.
- Seem to have the assets needed to do the job

Concerns:

- Using ADS80 (not the latest camera) for Ortho - Leica’s line scanner; results in more seam lines than ADS100
- Timely capture of flights – only planning to use 1 plane for ortho
- No targeted panels for ground control, only photo identifiable points. Worried MU existing plan data will not overlay closely.
- Topographic and planimetric lidar-based options have the note “include land cover validation.” Unsure if this will be done without creating the entire land cover dataset.
- Woolpert does not offer a square mile option for updating planimetrics with lidar data.
- Not a local provider
- Proposal doesn’t specify information regarding sensor technology for LiDAR

Experience/Expertise of Offeror

Strengths:

- Satisfactory company experience, qualifications and staff expertise.
- Experience with statewide and regional imagery programs in the Midwest.
- Experience with photo, lidar, and feature extraction for large college towns in the Midwest.
- Experience with municipal impervious surface mapping programs.

Concerns:

- Missouri projects; mentioned multiple MO projects within proposal (St. Louis Co., MO-DOT, etc.) but not listed as references

OFFEROR #3: Fugro EarthData, Inc.

 X It has been determined that **Fugro EarthData, Inc.** has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

 It has been determined that **Fugro EarthData, Inc.** has submitted a **non-responsive** proposal.

Method of Performance

Strengths:

- Timely capture of Ortho – planning to use 1 or 2 planes for ortho due to weather or other factors
- Use of target panels for ground control.
- Will work with entities to coordinate ground control points.
- Web-based project QA/QC and tracking software.
- Fugro has the technical skill, experience, and equipment to complete the aerial imagery, lidar, and topographic and planimetric aspects of the project.
- Fugro has a orthophoto delivery date of October 2015 and Lidar completion data of up to 300 days.
- Offers optional oblique imagery.
- Company seems to have the resources needed
- Using Leica's line scanner; results in reduces seam lines

Concerns:

- Estimated delivery date listed for LiDAR is 300 days.
- Not clear if they understand the potentially small window for capture
- Not a local company (Missouri)
- Timely capture of Ortho – planning to use 1 or 2 planes for ortho subject to availability of 2nd plane; didn't fully commit to 2nd plane
- Never state which model camera will be used (100 vs. 80)
- Proposal doesn't specify information regarding sensor technology for LiDAR

Experience/Expertise of Offeror

Strengths:

- Using ADS Leica's line scanner for Ortho
- Satisfactory company experience and staff expertise; Seem to have many years of experience
- Fugro has completed a variety of similar projects for regional and coastal areas.
- Experience developing planimetric data within broader projects regions.
- Company has done other large projects

Concerns:

- Fugro does not provide a detailed example of similar work completed within midwest; Limited past or current Missouri projects

Summary: The evaluation committee initially met on October 29, 2014. At this meeting the committee noted strengths and weaknesses of each proposal based on the specifications within the County's Project Assessment Quote (PAQ) request. Once all proposals were evaluated, the Committee scored each based on the Method of Performance and Experience/Expertise criteria and decided to short list to Surdex for the following reasons:

- Best image sensors for Ortho and LiDAR
- Local company with more local work referenced
- Will use 2 planes for Ortho
- Will use targeted and existing ground control
- Turnaround time period was short
- Based on overall cost of preferred deliverable

Based on the Committee's previous scores they unanimously decided to draft a Best and Final Offer (BAFO) to Surdex Corporation to clarify their topographic and planimetric offerings for the City of Columbia. During the interim, Purchasing checked references on each vendor and provided that information to the committee. Upon receipt and evaluation of Surdex's BAFO response, the Committee found that their response was acceptable and awarded the contract to Surdex Corporation.

Recommendation for Award:

This evaluation report represents our subjective opinion of each Offeror's strengths and concerns and is based upon our analysis of the relevant facts, as contained in each Offeror's proposal.

We recommend that the County of Boone – Missouri award the contract for Photogrammetric Products and Services to Surdex Corporation of Chesterfield, MO in the amount of \$184,294.25.

2015

To: County Clerk's Office
Comm Order # 601-2014

Please return purchase req with
back-up to Auditor's Office.

12/19/14

**REQUEST
DATE**

**PURCHASE REQUISITIC
BOONE COUNTY, MISSOURI**

5406

VENDOR NO.

Surdex Corporation

VENDOR NAME

48-17OCT14

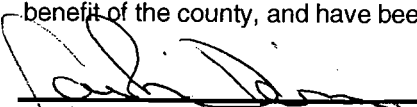
BID NUMBER


Ship to Department # 1176

Bill to Department # 2010

Department	Account	Item Description	Qty	Unit Price	Amount
2010	71101	Photogrammetric Products & Services	1	184294.25	\$184,294.25
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
GRAND TOTAL:					184,294.25

I certify that the goods, services or charges above specified are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.


Approving Official


Prepared By

12/19/14

601-2014

**PURCHASE AGREEMENT
FOR
PHOTOGRAMMETRIC PRODUCTS & SERVICES**

THIS AGREEMENT dated the 30th day of December 2014 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Surdex Corporation**, herein "Vendor."

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for Photogrammetric Products & Services, Request for Proposal number **48-17OCT14**, State of Missouri Contract C213036001-4, any applicable addenda, the Vendor's proposal response dated October 17, 2014 and response to Best And Final Offer #1 dated November 4, 2014 all executed by **Tim Donze** on behalf of the Vendor. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with proposal response may be permanently maintained in the County Purchasing Office contract file for this proposal if not attached. In the event of conflict between any of the foregoing documents this Purchase Agreement, the Request for Proposal and any applicable addenda shall prevail and control over the Vendor's proposal response.

2. **Purchase - The County of Boone agrees to purchase from the Vendor** and the Vendor agrees to supply the County with Photogrammetric Products and Services as follows:

	<u>Unit Price</u>
Item I-A. Option 1 – Orthophotography	\$ 60,919.25
Item I-A. Option 1 Optional Deliverable A – Color-IR Deliverable	\$ 500.00
Item I-A. Option 1 Optional Deliverable B – Ground Control Targets	\$ 0.00
Item I-A. Option 1 Optional Deliverable C – Digital file format MrSID Photomosaic Deliverable (cost list per County party to PAQ)	\$ 500.00
Item II – Boone County LiDAR A. Option 1	\$122,375.00
Total	\$184,294.25

Regional Entity Products & Services Availability – Additional Photogrammetric Products and Services available to those regional entities participating in the original Project Assessment Quote (PAQ) Request and other regional entities as approved by the Vendor are as specified in the Vendor Response Pricing provided herein.

3. **Delivery** – Vendor agrees to deliver products and/or services no later than six (6) months after imagery collection and as specified in the Vendor's response to Section 6.1.5. *Delivery Dates* of the RFP Response Pricing Page. Delivery shall be to the Boone County GIS Department, Attn: Jason Warzinik, 801 E. Walnut, Rm. 220, Columbia, MO 65201.

4. **Billing and Payment** - All billing shall be invoiced to the Boone County GIS Department and billings may only include the prices listed in the vendor's proposal response. No additional fees for labor or taxes shall be included as additional charges in excess of the charges in the Vendor's proposal response to the specifications. The County agrees to pay all invoices within thirty days of receipt. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Vendor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

601-2014

6. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

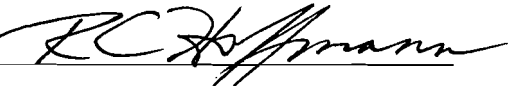
7. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

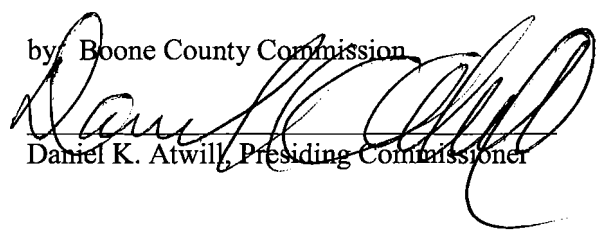
- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

SURDEX CORPORATION

BOONE COUNTY, MISSOURI

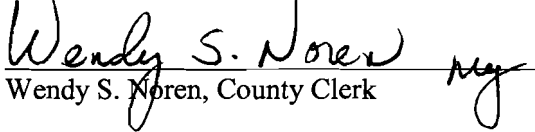
by 
title PRESIDENT

by Boone County Commission

Daniel K. Atwill, Presiding Commissioner

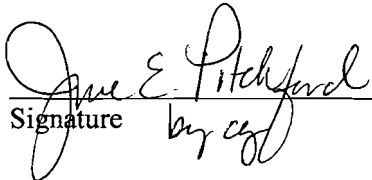
APPROVED AS TO FORM:


C.J. Dykhouse, County Counselor

ATTEST:


Wendy S. Noren, County Clerk

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)


Signature by ceo

12/19/14
Date

2010-71101 - \$184,294.25

Appropriation Account

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
 2. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
 3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
 4. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
 5. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
 6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
 7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
 8. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
 9. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
 10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
 11. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
 12. No bid transmitted by fax machine or e-mail will be accepted.
 13. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
 14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
 15. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
-

16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
 17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
 18. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
 19. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.
-

**#48-17OCT14 – PROJECT ASSESSMENT QUOTATION (PAQ) REQUEST
VENDOR RESPONSE PRICING**

Item I – Orthophotography (See Attachment A) (referencing PAQ response dated 10/17/14)

A. OPTION 1 – Orthophoto Regional Flight

1. Cost for 4.8 sqmi - 3" Color Orthophotography	<u>\$ 5,984</u>
2. Cost for 1,340 sqmi - 6" Color Orthophotography	<u>\$ 109,426</u>
3. Cost for 2,287 sqmi - 12" Color Orthophotography	<u>\$ 44,795</u>
Total	<u>\$160,205</u>

Item I – A. OPTION 1 County-Level Orthophoto Regional Flight Cost Detail

Boone	\$60,919.25
Callaway	\$24,769.99
Cole	\$34,706.01
Cooper	\$12,911.90
Howard	\$10,669.07
Moniteau	\$10,244.79
University of Missouri	\$5,984.00
	\$160,205.00

Color-IR (cost list by County party to PAQ)

\$500/county

Ground control targets (cost list by County party to PAQ)

Included in Orthophoto Pricing

Optional digital file format MrSID photomosaic (cost list per County party to PAQ)

\$500/county

Alternate Bids

B. OPTION 2 – Alternate Pricing Per Square Mile Matrix

Square Miles	3"	6"	12"
30 to 100	\$400	\$150	\$50
101 to 800	\$300	\$100	\$35
801 to 2000	\$255	\$85	\$29
2001 to 4000	\$240	\$80	\$27
4001+	\$225	\$75	\$25

Item II – Boone County LiDAR (referencing PAQ response dated 10/17/14)

Commission Order # _____

A. OPTION 1 – Classifying Bare-Earth LiDAR: County-wide Flight and Processing

(See Attachment B)

1a.	Cost for 432 sqmi- 0.7m County LiDAR (bare earth and hydro flatten to USGS spec)	\$ 72,835
1b.	Cost for 264 sqmi- 0.7m Metro LiDAR (bare earth and hydro flatten to USGS spec)	\$ 49,540
1c.	Other Additional Costs _____	\$0
Total		\$ 122,375

Item III – Topographics / Planimetrics (referencing BAFO #1 dated 10/31/14)

A. Topographics Deliverables: Orthophotography & LiDAR Based

Option 1 (See Attachment C)

1. Cost for 264 sqmi - Metro Area New 2' Contours (Level 3)	\$24,010
Total	\$24,010

B. Planimetrics Deliverables: Orthophotography & LiDAR Based

Option 3 (See Attachment D)

1. Cost for 19 sqmi – New Planimetrics	\$ 100,590
2. Cost for 5.5 sqmi – Updated Planimetrics	\$ 9,420
Total	\$ 110,010

Option 6 Topographics / Planimetrics Price Matrix

NOTE FROM SURDEX:

We have provided two charts below. The first Chart A is provided as requested to make sure we comply with your format and request fully.

Chart B is showing the format we initially provided. We believe the Urban, Suburban, Rural planimetric pricing is a better reflection of how we typically price planimetric work and believe it best represents the cost of this type work.

We have provided a plan density map (Exhibit A-Plan Density Map) and shapefiles of metro Columbia that delineates Urban, Suburban, and Rural areas. This should aid the city in estimating what their cost would be to map specific areas.

Chart A

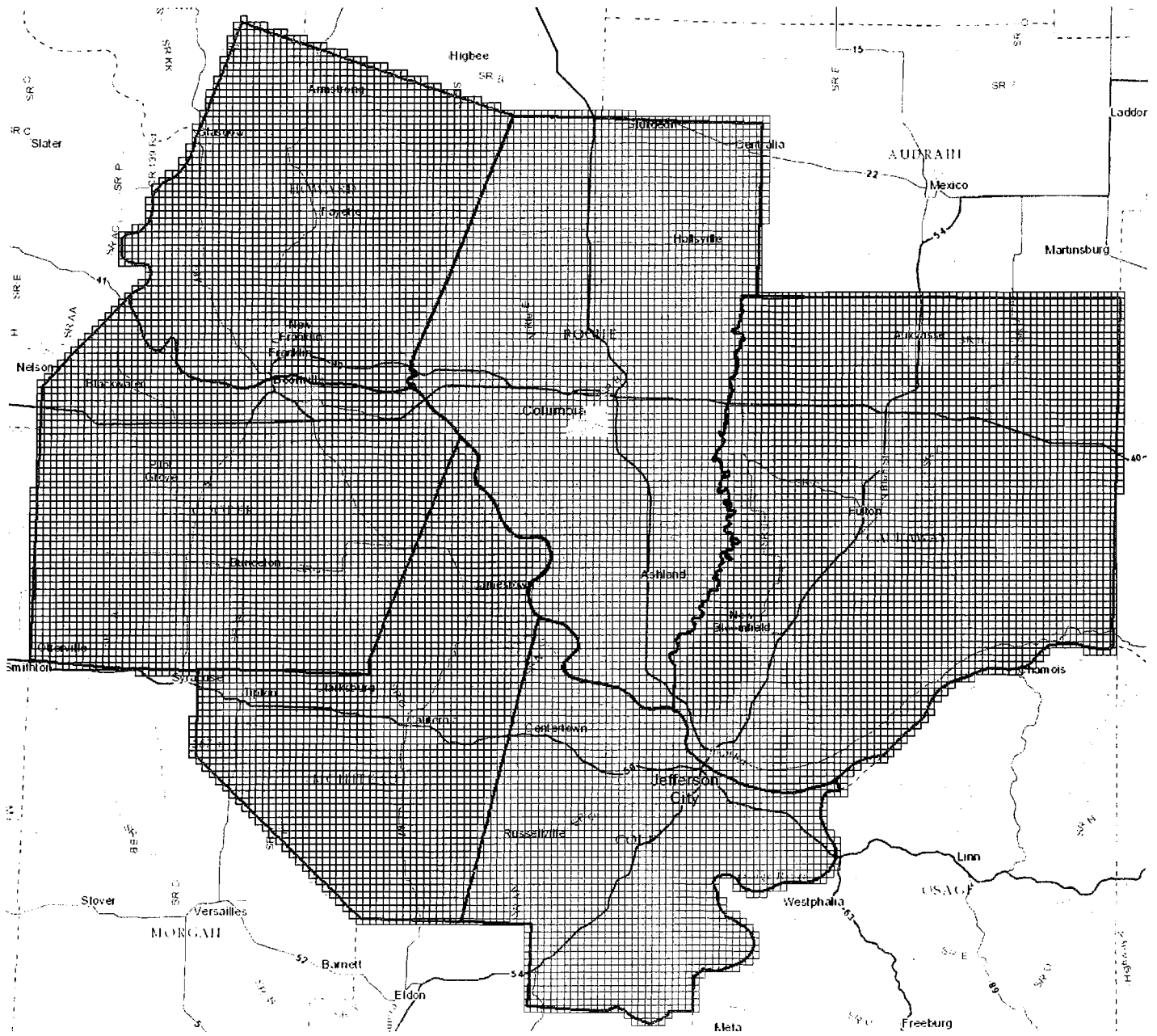
Cost Per Sq. Mile	New Planimetrics	Updated Planimetrics	New 2' Contours	Impervious Surface
1 to 30	\$7,325	\$5,130	\$91	\$6,595
31 to 100	\$5,110	\$3,830	\$91	\$4,565
100 to 300	\$2,815	\$2,175	\$91	\$2,470

Chart B


Cost Per Sq. Mile	New Planimetrics	Updated Planimetrics	New 2' Contours	Impervious Surface
Urban	\$7,325	\$5,130	\$91	\$6,595
Suburban	\$2,880	\$2,530	\$91	\$2,530
Rural	\$1,290	\$1,075	\$91	\$1,075

Attachment A:

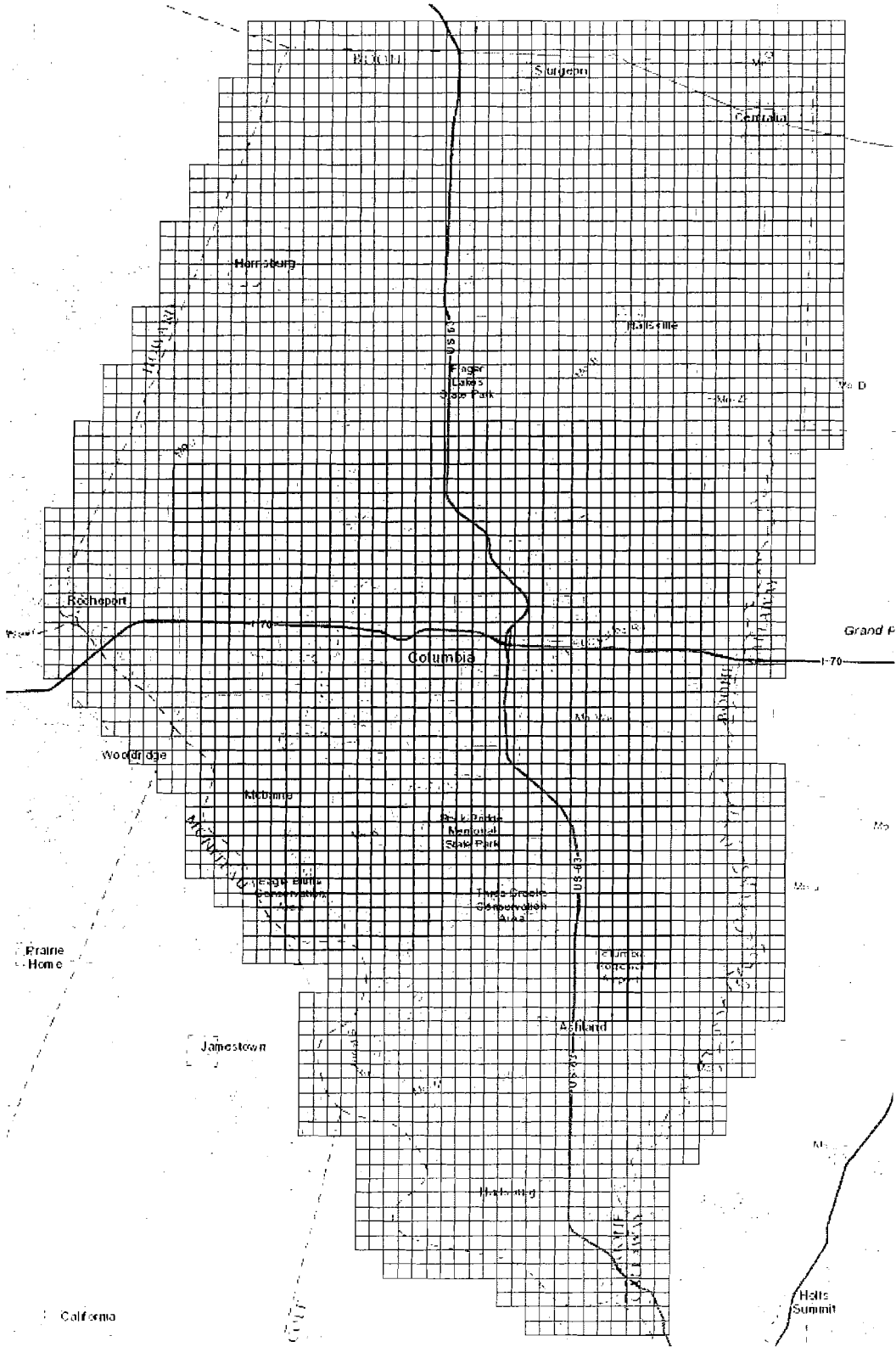
Orthophoto Regional Flight – Option 1



Resolution

	3	4.8
	6	1,340.0
	12	2,287.0
	Total	3,631.8

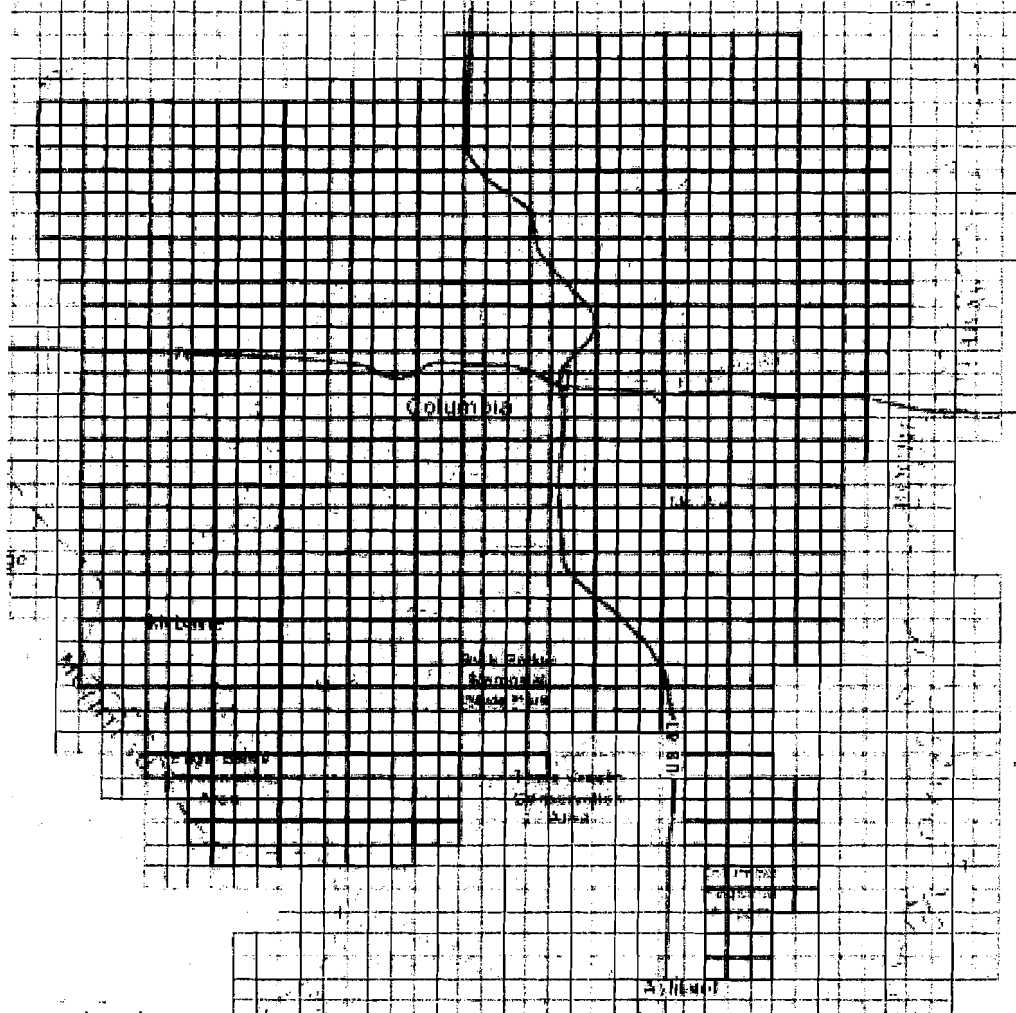
LiDAR Flight Areas



County-wide LiDAR flight area: 691 square miles.
City of Columbia metro area (shown in red): 264 square miles.

Attachment C:

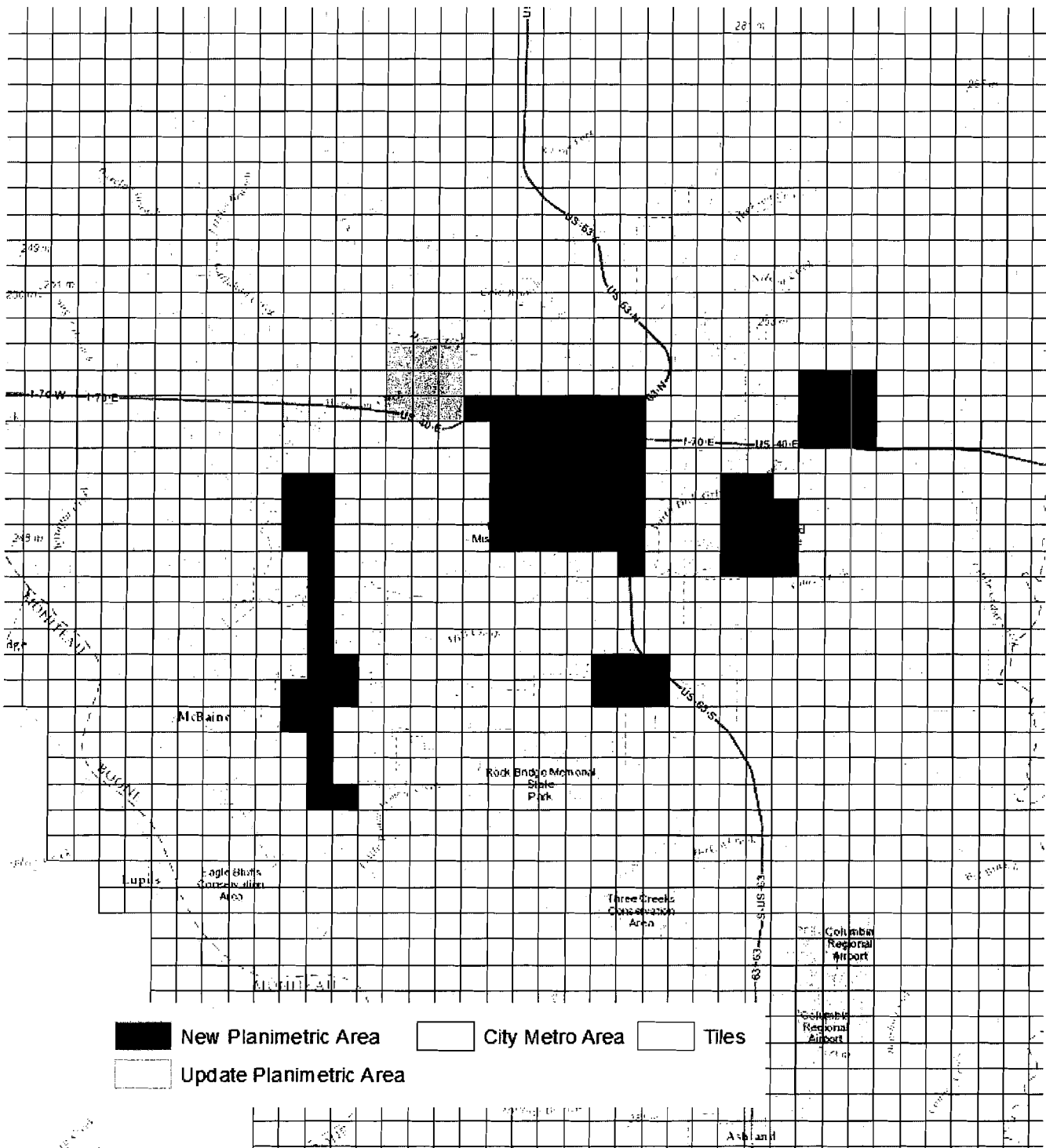
City of Columbia Topographics Deliverable:
Orthophotography and LiDAR Based – A Option 1



City of Columbia metro area new 2' contours area (shown in red): 264 square miles.

Attachment D:

City of Columbia Planimetrics Deliverable:
Orthophotography and LiDAR Based – B Option 3



City of Columbia metro area new 2' contours area (shown in red): 264 square miles. New planimetric area (shown in purple): 19 square miles. Updated planimetric area (shown in orange): 5.5 square miles.



PROPOSAL FOR DIGITAL ORTHOIMAGERY ACQUISITION

DUE DATE: OCTOBER 17, 2014, 1:30 P.M.



Amy Robbins
Senior Buyer
613 E. Ash Street, Room 109
Columbia, Missouri 65201
Phone: (573) 886-4392
E-mail: arobbins@boonecountymo.org

Surdex Corporation
520 Spirit of St. Louis Blvd.
Chesterfield, MO 63005-1002 United States

Tim Donze, Vice President Business Development, Midwest Region
Email: TimD@surdex.com
Direct: 636-368-4424
Mobile: 314-422-7616

www.surdex.com



Cover Letter



October 17, 2014

Amy Robbins
Senior Buyer
Boone County Purchasing Department 613 E. Ash Street, Room 109
Columbia, Missouri 65201-4460

Dear Ms. Robbins:

On behalf of our Team, Surdex is pleased to provide this fully-compliant response to the Project Assessment Quotation “#48-17OCT14, County of Boone, Missouri” under the State of Missouri Contract C213036001-4, Photogrammetric Products and Services.

Surdex brings numerous advantages to this project:

- Our Chesterfield, Missouri headquarters is less than 100 miles from the project area, providing quick response for field and aerial acquisition operations, as well as availability to our staff and facilities at any point during the project.
- Only US Labor will be used on this project. Nearly all of the acquisition and processing will be performed with Missouri labor, bolstering the State’s employment and tax base.
- We have performed numerous projects in the State of Missouri at the State, Federal, and Local government level and are familiar with weather conditions and ground cover.
- Our state-of-the-art Leica ADS100 digital pushbroom cameras are ideally suited for orthoimagery projects as well as planimetric and topographic mapping. Surdex’s four (4) ADS100 systems represent the largest installation of this technology in the United States.
- We have provided LiDAR acquisition and processing for large areas of the State of Missouri over the last several years and bring the necessary expertise to perform on this project.
- We bring more than sufficient resource capacity to acquire and process the orthoimagery, LiDAR, planimetric, and topographic products for this project.
- We have a wealth of experience in “doing the job right” and have a strong reputation for delivering successful projects on time and providing superior customer service in the process.
- We treat our clients as partners, allowing us to overcome unexpected challenges by keeping our clients in the loop at all times to ensure issues are resolved in an efficient and wise manner.
- Our Team includes David Mason & Associates of St. Louis (MoDOT Certified DBE) to assist with the ground survey operations.

Since acquiring the first two ADS100 systems in the summer of 2013 – the first such installation in the United States – Surdex-lead teams have acquired, processed, and delivered over 1,000 hours of acquisition with these sensors.

Surdex-lead teams have acquired and processed over 20,000 square miles of LiDAR data in the State of Missouri and surrounding areas over the last few years.



Surdex provides a high level of technical detail in our proposal responses so that our clients are able to assess our design and technical approach. In the case of this response, some portions of our proposal are general in nature due to a variety of options that can be selected by the FlyMidMo partners.

- The orthoimagery portion of this project is well defined and thus our design and approach are discussed thoroughly and in detail.
- The LiDAR portion of the project has several options in terms of area and product scope and our response is thorough.
- Topographic contours are less defined and dependent upon the options selected by FlyMidMo. For example, contours can be done from new LiDAR acquisition if this option is selected, but would have to be done photogrammetricly if the LiDAR option is not selected.
- Planimetric extraction and impervious surface scopes are still to be determined to some degree and our treatment of these is general in nature.

Once the final project scope is more defined and the options known, Surdex would be glad to provide more detail in our methodology. Similarly regarding delivery dates, we have given our best estimate on realistic delivery dates. The options selected for the final scope of work will likely effect the delivery dates. For instance, if LiDAR is selected, we will want to delay ortho production for the LiDAR areas to produce the new DEM before producing orthos. We will work with the partners during final scoping of the project to optimize the delivery schedule. We will do our best to work with your needs and priorities to make this a successful endeavor for everyone.

We acknowledge and support the plan to have individual contracts written for each partner of your consortium. Surdex often has regional projects executed in this manner with more than a dozen potential partners. We also will continue to help identify and support additional potential partners joining your consortium.

We have placed a number of sample 6" and 1' GSD orthoimages on our ftp site for use by the reviewers of this submission. The details for the login are below. Please note that the login and password are case-sensitive.

ftp: ftp://ftp.surdex.com/flymidmo_samples/
Login: sdxguest
Password: Sdx2012

If you have any questions or comments, do not hesitate to contact me directly at any point in the evaluation process.

Sincerely,

SURDEX CORORATION

Tim Donze
Vice President Business Development, Midwest Region

Direct Tel: 314-422-7616
Email: TimD@surdex.com



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Section 1: Proposal Forms

1.1 STATEMENT OF RESPONDENT’S QUALIFICATIONS

(File with Response Form)

1. Number of years in business: 60 If not under present firm name, list previous firm names and types of organizations.

None

2. Contracts on hand: (Complete the following schedule)

Item	Purchaser	Amount of Percent Contract Completed
NAIP	USDA	90%
One-foot imagery, state of KS	State of KS	90%
Wisconsin digital orthophotos	Northeast Wisconsin Consortium	55%
Mo LIDAR	US Army Corps of Engineers	70%
ILGS LiDAR	University of Illinois	76%
NM LiDAR	US Army Corps of Engineers	5%
Municipal mapping update	City of Maryland Heights, MO	10%
Fall foliage contract	MN DNR	85%
Fall foliage contract	WI DNR	20%
Iowa LIDAR	Iowa DOT/Iowa DNR	80%
2014 Piedmont Mtn orthophotos	State of NC	98%
NC LiDAR	ESP Associates	95%

3. General type of product sold and manufactured:

Photogrammetric Mapping Services

4. There has been no default in any contract completed or un-completed except as noted below:

(a) Number of contracts on which default was made: None

(b) Description of defaulted contracts and reason therefore:

5. List banking references:

Jefferson Bank & Trust, Mr. Darryl Dickerhoff, Vice President (314) 624-0100

2301 Market Street, St. Louis MO 63103



6. Upon request will you within 3 (three) days file a detailed confidential financial statement?

Yes X NO

Dated at 520 Spirit of St. Louis Blvd., Chesterfield, MO 63005

This 16 day of October, 20 2014.

Surdex Corporation
Name of Organization(s)

By 
(Signature)

President
(Title of person signing)



WORK AUTHORIZATION CERTIFICATION

PURSUANT TO 285.530 RSMo

(FOR ALL BIDS IN EXCESS OF \$5,000.00)

County of St. Louis)

)SS.

State of Missouri)

My name is Robert Berger. I am an authorized agent of Surdex Corporation (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the Agency. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1 and shall not thereafter be in violation. Alternatively, a subcontractor may submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

Robert H. Berger 10/17/2014

Affiant

Date

ROBERT H. BERGER

Printed Name

Subscribed and sworn to before me this 16 17th day of October, 2014.


[Signature]
Notary Public

Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling for proof of enrollment.





1.2.1 Last page of the E-Verify Memorandum of Understanding

E-Verify 

Company ID Number 183675

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Surdex Corporation

Robert Berger
Name (Please Type or Print) Title

Electronically Signed 01/23/2009
Signature Date

Department of Homeland Security – Verification Division

USCIS Verification Division
Name (Please Type or Print) Title

Electronically Signed 01/23/2009
Signature Date

Page 11 of 11 | www.dhs.gov/e-verify | www.e-verify.com



**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 quotation, 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 quotation.

Ronald C. Hoffmann, President

Name and Title of Authorized Representative



Signature

October 16, 2014

Date



Section 2: References

2.1 SUMMARIES OF SIMILAR PROJECTS

Surdex is providing several projects that are relevant to this project. The following table summarizes these, with the details for each following.

Relevance of Similar Projects				
Project	Year	Resolution	Sensor	Project Manager
A. City of Roswell, GA	2014	6" GSD	DMC	Cornell Rowan
B. Collier County, FL	2014	6" GSD 2' GSD	ADS100	Wade Williams
C. City of Raleigh, NC	2014	6" GSD	DMC	Cornell Rowan
D. East-West Gateway	2012	6" GSD	DMC	Dan Martin
E. Missouri LiDAR Partners USACE – St. Louis District	2013		Leica ALS50-II Leica ALS70	Wade Williams
F. Adams County, IL	2012	6" GSD	DMC	Cornell Rowan



A. CITY OF ROSWELL, GEORGIA

Surdex performed a mapping project for a collection of five Georgia communities in the Roswell, Georgia area: established control survey and collected 4-band color aerial photography, color digital orthophotography, and LiDAR data for the cities of Alpharetta, Dunwoody, Roswell, Sandy Springs and Brookhaven, Georgia. The imagery was acquired at 4800' AGL to produce 0.5' GSD orthophotography with a mapping scale of 1"=100'. In addition, the LiDAR data was used to for planimetric and topographic mapping for several participating communities.

Five Cities in Georgia (Alpharetta, Dunwoody, Roswell, Sandy Springs and Brookhaven)		Point of Contact Scott Huffman City of Roswell, Georgia Tel: 770-594-6270 SHuffman@roswellgov.com 38 Hill Street Roswell, GA 30075	Surdex Project Manager Cornell Rowan
		Contract Value \$154,304	
		Approximate Square Miles 132	AGL 4,800
Project Deliverables		<ul style="list-style-type: none"> • 0.5' natural color and 4-band orthoimagery • LiDAR for five cities in GA • 1"=100' planimetric mapping for City of Dunwoody • Planimetric mapping and 2' contours for the City of Brookhaven 	
Scheduled / Actual Completion		<ul style="list-style-type: none"> • 1/2013 – 1/2014 	

B. COLLIER COUNTY, FLORIDA

Surdex has flown this project annually since 2006. The purpose of the project was to collect multiple scales of DMC imagery over the entire county and create digital orthophotos at 2' and 6" resolution. A complete planimetric update is also done at 1" = 100' in the urban areas.



In 2006, we generated the datasets in color from color aerial film. In 2007 the datasets were produced from the Digital Mapping Camera. The data sets consisted of 400-scale color digital orthophotos with a 2-foot pixel resolution covering 2,850 square miles and 100-scale color digital orthophotos with a 0.5-foot pixel resolution covering 630 square miles. In addition, 100-scale and 400-scale planimetric features were updated for the appropriate areas of the County. The same data was produced and delivered in May of 2008.

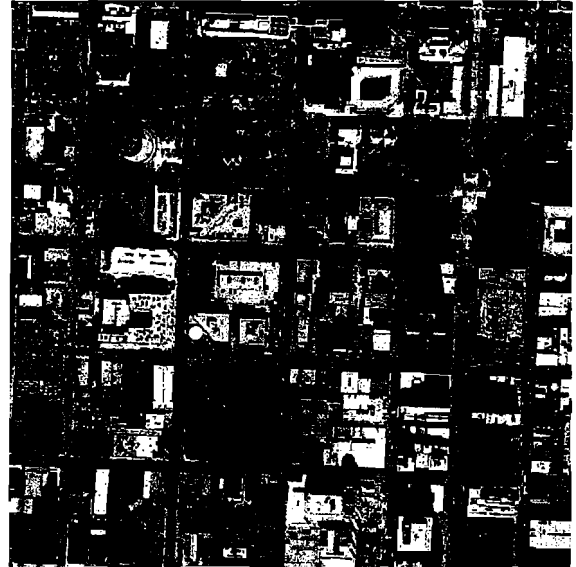
In 2009 we provided the 100-scale planimetric features and in 2010 we are providing a full update. For the 2013 project (concluded in 2014) we again provided the annual digital orthophoto updates at the same resolution and 100'/400' planimetric updates.

<p>Digital Orthophotography, Collier County, Florida</p>		<p>Point of Contact</p> <p>Vickie Downs, GIS Director Tel: 239-774-8147 vdowns@collierappraiser.com Collier County 3950 Radio Road Naples, FL 34104</p>	<p>Surdex Project Manager</p> <p>Wade Williams</p>
		<p>Contract Value</p> <p>\$521,000</p>	
		<p>Approximate Square Miles</p> <p>2,850 at 2' GPR 630 at 6" GPR</p>	<p>Camera</p> <p>DMC ADS100</p>
<p>Project Deliverables</p>		<ul style="list-style-type: none"> • 6" GPR color digital orthophotography • 2' GPR color digital orthophotography • 1"=100' scale planimetric mapping in urban areas • 1"=400' scale planimetric mapping 	
<p>Scheduled / Actual Completion</p>		<ul style="list-style-type: none"> • 2014 	



C. CITY OF RALEIGH, NORTH CAROLINA

Surdex has updated digital orthoimagery for the City of Raleigh every year since 2002. We are currently in the first year of another five-year contract to update 100% of the City's orthoimagery and 20% of the mapping annually. We used the DMC digital mapping camera to acquire color digital orthophotos at 1"=100' with 0.5' ground pixel resolution. Fully analytical aerial triangulation met all requirements to produce 1"=100' mapping. Surdex updated the 2' DTM and contours, and produced 1,037 tiles of digital orthophotography. Surdex provided a project-wide map that denoted the areas of change as compared to the previous project. Surdex also updated 2' contours and DTM. All photogrammetric mapping products met NMAS for 1"=100' mapping and 2' contours. Originally acquired using film, beginning in 2008 the imagery was acquired digitally. This project required ground control, aerial photography, fully analytical aerial triangulation, change detection, planimetric updates, topographic updates, digital orthophotography.



<p>Annual Orthophotography and Planimetric Mapping Update for the City of Raleigh, NC</p>		<p>Point of Contact</p> <p>James Alberque GIS Manager City of Raleigh Information Services Dep't #1 Exchange Plaza, Suite 807 Raleigh, NC 27602 Tel.: (919) 996-2520 james.alberque@raleighnc.gov</p>	<p>Surdex Project Manager</p> <p>Wade Williams</p>
		<p>Contract Value</p> <p>\$321,000 (2014-2017)</p>	
		<p>Approximate Square Miles</p> <p>2,032 orthos annually 40 miles mapping annually</p>	<p>Camera</p> <p>DMC</p>
<p>Project Deliverables</p>		<ul style="list-style-type: none"> • Ground control • Aerial photography • Planimetric updates • 2' Topographic updates • 6" GPR color digital orthophotography 	
<p>Scheduled / Actual Completion</p>		<ul style="list-style-type: none"> • 2014 	

D. EAST-WEST GATEWAY

This project was for the East-West Gateway and the St. Louis Area Regional Response System (STARRS). Surdex provided 2012 (leaf-off) color digital orthorectified aerial photography of the St. Louis Urban Area at a resolution of 6" and a specified altitude above ground not to exceed 4,800'. This project encompasses approximately 4,503 square miles.

The East-West Gateway and the St. Louis Area Regional Response System (STARRS) intent and objective of this project was develop and implement a regional map for the Enhanced 911 systems in seven counties located in the St. Louis Urban Area plus the City of St. Louis. In addition, the data was shared with a variety of other end users. Surdex has developed a scope of work and services designed specifically to meet the needs of the Council's project.



East-West Gateway Coordinating Council 7 county base mapping				Point of Contact		Surdex Project Manager	
				Jenny Reiman GIS Manager (314) 421-4220 jennifer.reiman@ewgateway.org		Dan Martin	
Year	Sensor	GSD	Approximate Square Miles	Acquisition Conditions		Notes	
2012	DMC-1	6- inch	4,503	Leaf-off (spring 2012)		Natural color orthoimagery	
Project Deliverables				<ul style="list-style-type: none"> 6" GPR color digital orthophotos at a map scale of 1"=100' Use existing LiDAR Digital Elevation Model (DEM) Generation of new Digital Elevation Model (DEM) suitable for orthomosaics in areas without LiDAR 			
Subcontractors and Roles				<ul style="list-style-type: none"> David Mason & Associates, survey 			
Challenges				<ul style="list-style-type: none"> Small amount of reflight due to motion Minor delay due to weather; all imagery captured leaf-off 			
Scheduled / Actual Completion				<ul style="list-style-type: none"> October 2012 / October 2012 			

Note: East-West Gateway is finalizing a similar project for 2015 and the technical committee has recommended to their board that Surdex perform this project as well.



E. MISSOURI LIDAR PARTNERS USACE – ST. LOUIS DISTRICT

Surdex Corporation was contracted through the Corps of Engineers-St. Louis District to provided LiDAR data. This project consisted of LiDAR data collected for 29,000+ sq. miles across Missouri meeting the USGS Specification and the NDEP Guidelines for Digital Elevation data. The project required deliverables that were tested for and met vertical and horizontal accuracy that would support 2' contours. The digital terrain data was hydro-enforced using photographic methods and included breaklines. Partners include: MO NRCS, USGS, MO DNR and others.

Missouri LiDAR Partners USACE – St. Louis District			Point of Contact	Surdex Project Manager
			Ted Stanton, Tel: 314-331-8389 U.S. Army Corps of Engineers— St. Louis District 1222 Spruce Street St. Louis, MO 6310	Wade Williams
				Contract Value \$4.0M
Year	Sensor	Approximate Square Miles	Acquisition Conditions Notes	
2011 2014	Leica ALS50-II Leica ALS70	29,000+	Vertical Accuracy 18.5 cm (2011 & 2012) 15 cm (2014)	
Project Deliverables			<ul style="list-style-type: none"> • 6" GPR color digital orthophotos at a map scale of 1"=100' • Use existing LiDAR Digital Elevation Model (DEM) • Collected with 0.7, 1.0 meter average ground point density • Hydrographic data, breaklines were added to the bare-earth LiDAR surface • Bare-earth LiDAR elevation data was provided in LAS & ESRI Grid DEMs 	
Scheduled / Actual Completion			<ul style="list-style-type: none"> • 2011 and 2014 	



F. ADAMS COUNTY, IL

Surdex Corporation developed 2' contours from existing LiDAR Data. Surdex flew new imagery this last season and produced 6" ortho imagery county-wide.

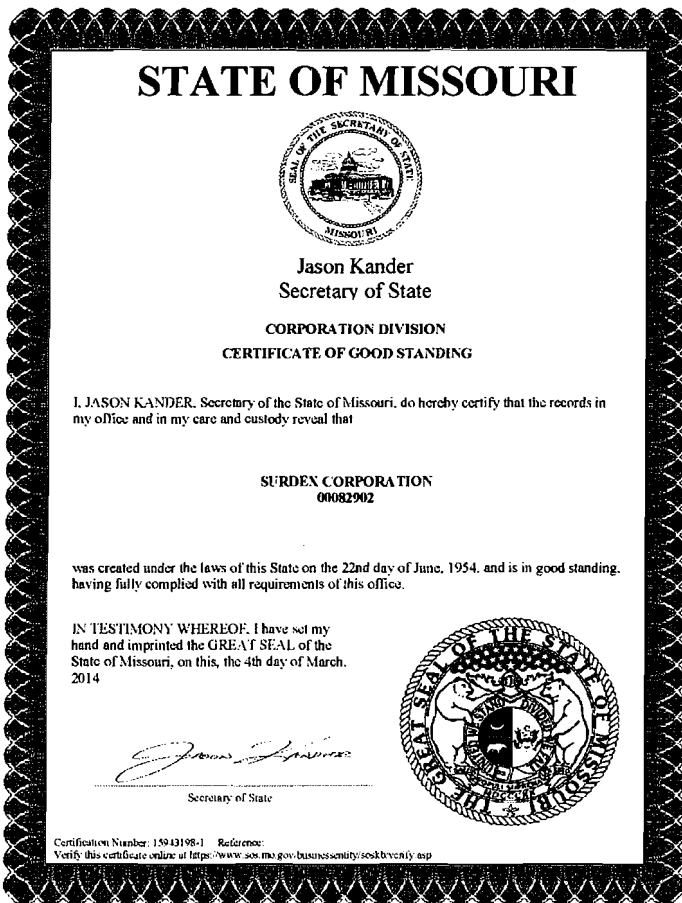
Adams County, Orthophotography Project				Point of Contact		Surdex Project Manager	
				Joye Baker Tel: (217) 223-0614 Email: adamsgis@adams.net Adams County, IL 101 N 54th Street Quincy, IL 62301		Cornell Rowan	
						Contract Value	
		\$71,245					
Year	Sensor	GSD	Approximate Square Miles	Acquisition Conditions		Notes	
2012	Vexcel	6-inch	5,692.2	Leaf-off (spring 2012)		Natural color orthoimagery	
Project Deliverables				<ul style="list-style-type: none"> County wide project for all deliverables 6" GPR color digital orthophotos at a map scale of 1"=100' Use existing LiDAR Digital Elevation Model (DEM) Generation of 2' contours from existing LiDAR Data 			
Challenges				<ul style="list-style-type: none"> Flooding issues were overcoming during the flight season 			
Scheduled / Actual Completion				<ul style="list-style-type: none"> October 2012 / September 2013 			

Section 3: Licenses, Certifications, Accreditation, and/or Permits

Name of Firm	Surdex Corporation
Business Address	520 Spirit of St. Louis Blvd. Chesterfield, MO 63005-1002 United States
Contact	Ron Hoffman, President

3.1 CERTIFICATE OF GOOD STANDING

Missouri Incorporation No.	0082902
Type Ownership	S-Corporation
FEIN	43-0690641
Year Established	Est. 1954, Missouri



Section 4: Staffing

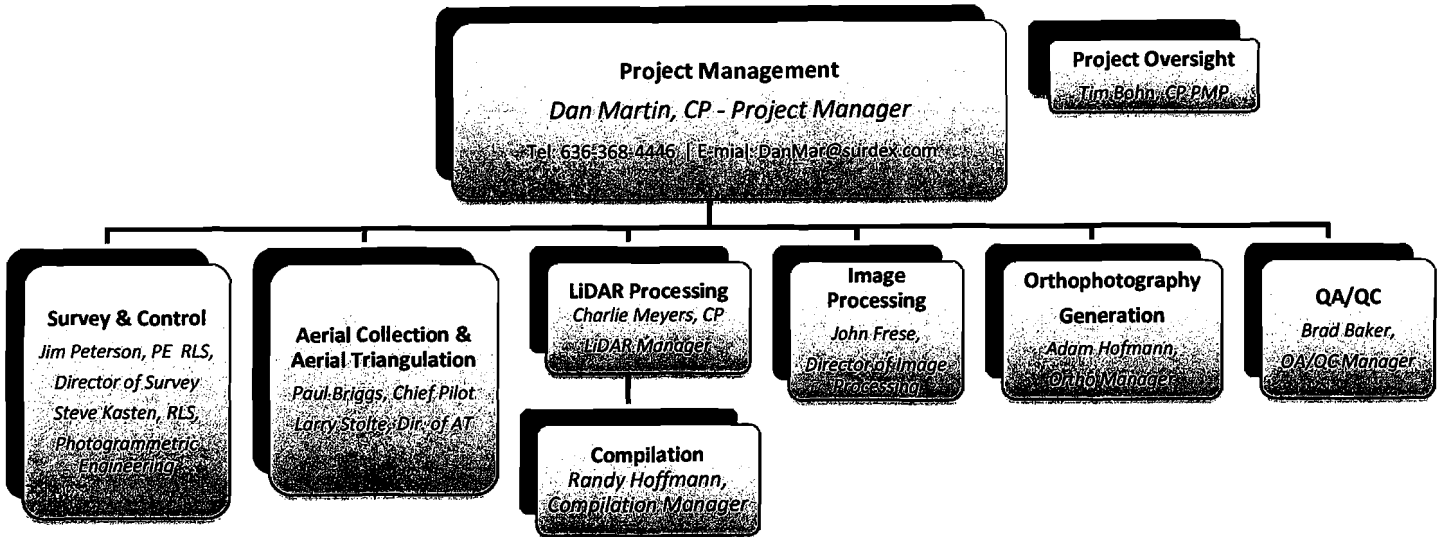
Surdex believes that there is no substitute for experience; workers' experience on previous projects, resolving difficulties and streamlining processes, will enable them to apply their knowledge on the project, thereby saving time, avoiding potential problems, and improving quality. We have assigned key technical staff to this project, with an average of 22 years of experience.

Project Staff Experience		
Name	Years Exp.	Role
Dan Martin, CP	14	Project Manager
Jim Peterson, PE, PLS	25	Director of Survey
Steve Kasten, CP, PLS	27	Photogrammetric Control
John Boeding, CP, RLS	27	Senior VP, Operations
Charlie Meyer, CP	18	LiDAR Manager
John Frese	12	Director of Image Processing
Paul Briggs	27	Chief Pilot
Larry Stolte	29	Director of Aerial Triangulation
Brad Barker	15	QA/QC Manager
Adam Hoffmann	8	Digital Orthophotography Manager
Randy Hoffmann	40	Compilation Manager

In addition, Surdex has 10 photogrammetrists certified with the American Society of Photogrammetry and Remote Sensing. The following is a synopsis of these individuals and their certification numbers.



ASPRS Certified Photogrammetrists					
Name	Years Experience	Certification/Registration	Name	Years Experience	Certification/Registration
Dave Beattie	15	2009, #1417	Scott Merritt	18	2010, #1444
John Boeding, PLS	27	1997, #1043	Charles Meyers	18	2007, #1329
Tim Bohn	19	2002, #1207	Karl North	17	1998, #1122
Steve Kasten, PLS	27	1997, #1040	Cornell Rowan	25	1997, #1055
Dan Martin	14	2012, #1530	Wade Williams	18	2006, #1290

4.1 ORGANIZATION CHART



4.2 RESUMES

Surdex has provided the resumes for the key staff that will work directly on your project.

<p>DAN MARTIN, CP PROJECT MANAGER</p> <p>Project Management, Assigned Project Manager</p> <p>Experience</p> <ul style="list-style-type: none"> ■ Experience: Professional: 16 years, Company: 4 years ■ ASPRS Certified Photogrammetrist #1530 (2012) ■ BS, Cartography and GIS, Salem State College, Massachusetts ■ Lean Steering Committee Leader ■ AAIM Supervisory Certification ■ Project Management Development Training Program <p>Cornell oversees assigned projects and manages the scopes of work for various clients. He is responsible for managing As a Project Manager; Dan oversees projects and manages the scopes of work for various clients. He is responsible for managing in-house communications regarding all aspects of project execution including client communication, project planning, surveying, aerial photography acquisition, scanning, aerial triangulation, LiDAR processing, planimetric/topographic feature collection and digital ortho-imagery production. Dan has vast experience with the oversight and management of many various sized digital imagery projects. He has worked as the operations manager on projects outside of the United States. Working on the Lean Steering Committee, Dan works as part of a geospatial solutions team, and has been instrumental in the reengineering of production workflows for efficiency and productivity gains.</p>	 
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JOHN BOEDING, CP

SENIOR VICE PRESIDENT, PRODUCTION AND OPERATIONS



Operations/Production

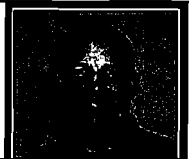
Experience

- Experience: Professional: 27 years, Company: 27 years
- BS, Cartography/Mapping Technology, Southwest Missouri State University
- Professional Photogrammetric Land Surveyor: South Carolina, North Carolina, Virginia, Oregon
- ASPRS Certified Photogrammetrist #1043 (1997)
- American Society for Photogrammetry and Remote Sensing
- Society of American Military Engineers
- American Society of Quality
- Adoption of ISO 9000 Quality Assurance Standards

As senior vice president of production and operations for Surdex Corporation, John directly supervises and coordinates all phases of production of every project. He is responsible for survey; aerial photography; fully analytical aerial triangulation (FAAT); stereo mapping; digital imaging; systems management; GIS and GIS data conversion; estimating; and R&D. John also is responsible for resource allocation and scheduling. He uses Microsoft Project software to track resources and progress of each project, including equipment, personnel and cost. John personally reviews quality control reports after each phase of a project, including flight, survey, triangulation, photo lab, digital mapping, digital imaging and GIS development. John has been instrumental in Surdex's adaptation of ISO 9000 Quality Assurance Standards. He builds the corporate environment for quality, maintains the procedures manual and evaluates suggestions for continuous improvement. He provides a single point of contact for all departments and is an information hub for crews in the field. He works closely with the project manager to assure clients' needs are met for every project.

PAUL BRIGGS

CHIEF PILOT



Flight Operations

Experience

- Experience: Professional: 27 years, Company 1 year
- Bachelor of University Studies, Aviation, Broadcasting and Music, 1987, Minot State University North Dakota
- FAA ATP Airline Transport Pilot – AMEL
- FAA Commercial Pilot, Instrument Pilot – ASEL
- FAA Class 1 Medical
- FCC Radio Telephone Operators Permit
- F27 Type Rating

As Chief Pilot, Paul is responsible managing pilots and working closely with our aerial photographers as well as the safe operation of the firms aircraft on each aerial capture mission. Paul is engaged in the pre-flight planning preparations that include monitoring the weather conditions, review of aerial flight plans for LiDAR and photography capture, adherence to overall project specifications, proper equipment and material handling procedures, pre- and post-flight status reporting, and all FAA notices and air space designations along with any notices to airmen.

JIM PETERSON II, PE, PLS

DIRECTOR OF SURVEY

Director of Survey / UAS Technologies



Experience:

- Experience: Professional: 25 years, Company 1 year
- ASPRS Certified Photogrammetrist, able to sit
- Professional Engineer (PE): IL #50712; MO #27630; AR #49438
- Professional Land Surveyor (PLS): MO #2732; IL: #035-003397; AZ: #50505
- BS, Civil Engineering, University of Missouri Rolla
- MS, Civil Engineering, Southern Illinois University Edwardsville
- PhD., GeoSpatial: Geological Engineering, University of Missouri Rolla

James has over 25 years' experience in engineering, construction, mining, materials, surveying, mapping, GIS, and geospatial. Professional Engineer and Land Surveyor in Illinois, Missouri and Arizona. He recently completed his Ph.D. dissertation from Missouri University of Science and Technology.

Professional Organizations

- Engineers Club of St. Louis
- Illinois Society of Professional Engineers
- American Society for Photogrammetry and Remote Sensing
- Illinois Professional Land Surveyors Association
- Missouri Society of Professional Land Surveyors

STEVE KASTEN, PLS, CP

VICE PRESIDENT, SURVEY AND PHOTOGRAMMETRIC ENGINEERING

Project Design



Experience:

- Experience: Professional: 27 years, Company: 10 years
- BS, Earth Science and Cartography, Purdue University
- MS, Civil Engineering & Photogrammetry, Southern University Edwardsville, Illinois
- ASPRS Certified Photogrammetrist #1040 (1997)
- Missouri Society of Professional Land Surveyors
- The Society of American Engineers
- Professional Photogrammetric Land Surveyor: South Carolina, North Carolina, Virginia, Oregon
- Florida Professional Surveyor and Mapper

Steve has over two decades of experience in the fields of photogrammetric engineering application development, photogrammetric mapping, geodesy, cartography and surveying. While at Surdex, Steve has performed disparate duties that include the management of photogrammetric projects, airborne GPS survey data and triangulation. In addition to his extensive project management experience, Steve has experience providing direct photogrammetric engineering support services. He is skilled in developing algorithms for sensor modeling, post processing of GPS data, error propagation, photogrammetric data reduction, and implementing algorithms into engineering programs such as C and FORTRAN on Unix or DOS platforms. In addition, he has developed an aerial SAR sensor mathematical model, engineering triangulation software and performed the geopositioning performance assessment of aerial SAR sensor systems.

CHARLIE MEYERS, CP

LIDAR MANAGER / LIDAR PROCESSING

LiDAR Processing and Production



Experience:

- **Experience: Professional: 18 years, Company: 18 years**
- **BS, Geography and Geology, Southwest Missouri State**
- **ASPRS Certified Photogrammetrist, 2007 #1329**
- **AAIM Supervisory Certification Training**
- **NovAtel on GrafNav and GrafNet processing**
- **Leica on IPAS Pro and IPAS-TC processing**
- **Tazmoe on LiDAR line to line calibration processing**
- **MS, Resource Planning, Southwest Missouri State**

Applicable Experience: As LiDAR Data Manager, Charlie is responsible for all phases of LiDAR processing and ancillary production. He has intimate knowledge of the entire LiDAR project life cycle which includes planning, acquisition, ABGPS/IMU processing, initial LiDAR processing, classification and edit. Charlie is well versed with the TerraSolid Suite of LiDAR processing software and GeoCue's data management system. In addition to traditional processing and classification, Charlie's responsibilities include processing and production of Digital Elevation Models (DEM), Digital Surface Models (DSM). Charlie is also experienced with MicroStation, software packages from his previous photogrammetric mapping responsibilities.

LARRY STOLTE

DIRECTOR OF AERIAL TRIANGULATION

Aerial Triangulation



Experience

- **Experience: Professional: 29 years, Company: 29 years**
- **U.S. Army Electronic School**

Larry has over 14 years of direct experience performing Fully Analytical Aerial Triangulation (FAAT) and photogrammetric services. Larry has a unique blend of experience that allows him to accurately and adequately evaluate and process each FAAT challenge. He is a highly qualified and experienced stereocompiler. He has compiled using first and second order analog and analytical instruments. Larry lends his expertise to the stereo compilation department by performing quality assurance verification checks, inspections, and troubleshooting model setup problems. As Manager of Fully Analytical Aerial Triangulation, he retains complete knowledge of the interrelationships between flight parameters, survey layout and field crew coordination, as well as a thorough knowledge of the challenges associated with each specialty. Larry personally evaluates each FAAT solution, producing the final reports for QC verification and approval. His unique experience in compiling, surveying, film processing and diapositive inspection supplement his ability to precisely determine the cause of FAAT anomalies and eliminate them from future occurrences where possible.

JOHN FRESE

DIRECTOR OF IMAGE PROCESSING

Image Processing



Experience

- Experience Professional: 20 years, Company: 12 years
- Bachelor of Arts, Northwestern University, Illinois

John manages the Image Processing department. His team handles all image scanning and processing as well as inspection of digital imagery. John has been overseeing the production of digital imagery for some of the company's largest and most challenging projects for the past nine years.

ADAM HOFFMANN

DIGITAL ORTHOPHOTOGRAPHY MANAGER

Digital Orthophotography



Experience

- Experience: Professional: 18 years, Company: 8 years
- BFA, Graphic Design, Maryville University in St. Louis

Adam has four years of experience as the Digital Ortho Manager. He is responsible for the department's activities involved in the production of high-end digital ortho imagery. These activities include orthorectification, radiometric balancing, cutline placement, Quality Control and final preparation and packaging of digital orthoimage data products.

RANDY HOFFMANN

STEREO COMPILATION MANAGER

Stereo Compilation (DEM)



Experience

- Experience: Professional: 40 years, Company: 40 years
- BS, Forestry, Photogrammetry and Remote Sensing, University of Missouri

Randy has experience in all phases of photogrammetry, giving him an exceptional ability to coordinate and lead the stereo department. He has served as an aerial photographer, operating a variety of precision aerial cameras. Randy has been the stereo compilation manager for over 10 years. He oversees all shifts of stereo compilers, and he meticulously reviews each project for accuracy, completeness and adherence to the digital specifications. Randy has a wealth of experience managing all types of projects ranging in scope from detailed engineering-scale topographic maps to planning-scale DEM modeling for orthophotography. He has directly supervised and assured the successful completion of hundreds of projects. His experience includes DTM production and verification including modifying existing DEMs to produce quality orthoimagery.

BRAD BARKER

QA/QC MANAGER

Project Quality Assurance and Control



Experience

- **Experience: Professional: 15 years, Company: 15 years**
- **BS, Cartography and Map Technology, Southwest Missouri State University**

Brad's primary responsibilities include cartographic finishing and design of geographic information system database conversion applications to support CAD/GIS database generation. Brad is also responsible for digital orthophoto and CAD production including data input, editing and plotting. Brad has expertise in CAD/GIS programs including the full ESRI suite of software products that include ArcGIS and ArcIMS. He also has expertise with MicroStation and ImageStation (orthophoto software).

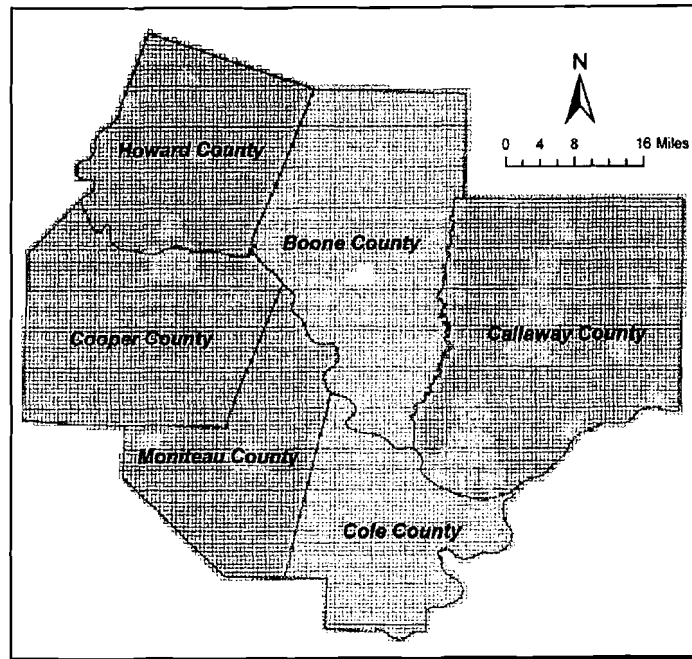
Section 5: Methodology of Performance

5.1 ITEM I – ORTHOPHOTOGRAPHY

5.1.1 PROJECT UNDERSTANDING

The following graphic and table presents our understanding of the orthophotography portions of the project. For the most part, each county will be flown at the dominant resolution with higher/lower resolution sub areas flown separately.

Summary of Orthophotography Requirements		
Resolution	Areas	Approximate Area
3" GSD	University of Missouri, Columbia	4.8 sq mi
6" GSD	Boone County	1,340 sq mi
	Cole County	
	Howard County (partial)	
	Callaway County (partial)	
	Cooper County (partial)	
	Moniteau County (partial)	
12" GSD	Howard County	2,287 sq mi
	Cooper County	
	Moniteau County	
	Callaway County	

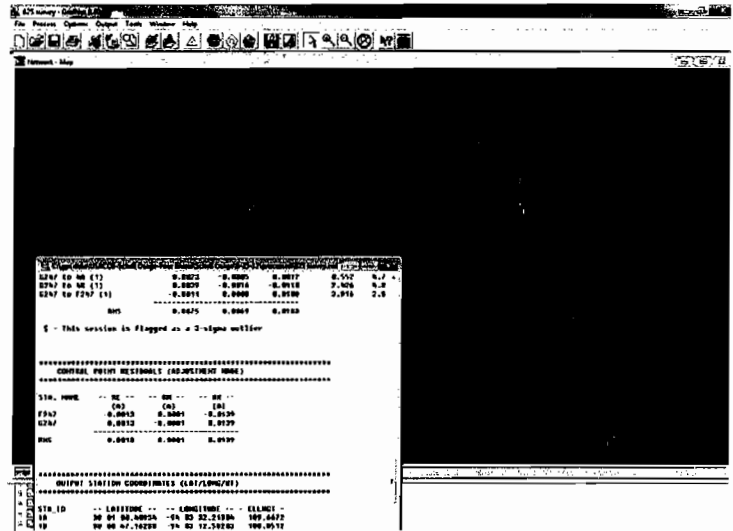


5.1.2 GROUND SURVEY OPERATIONS

All Survey operations will be conducted under the supervision of a Registered Land Surveyor in the State of Missouri.

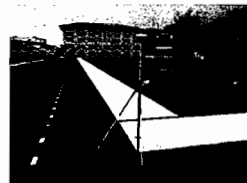
Post processing of the GPS data will be performed with the GrafNet software from Waypoint Consulting. This software allows for the input of the raw GPS data and ground control points. The survey technicians will perform a free-net adjustment on a daily basis to assure the accuracy and consistency of the field data. This process controls the GPS data on one control point. Once all the data has been run through the free-net adjustment, a constrained adjustment will be performed. Analysis will be performed to assess the accuracy of the field data and its consistency with the control. Outliers will be removed from the solution. The resultant coordinates and their control values will be output and passed along to the triangulation function. To document the survey process a ground control survey report will be generated and provided.

GPS data reduction using GrafNet Software.



Our Team will employ both photo-identifiable points as well as paneled targets for this project. We will work with the participating entities to coordinate the placement and number of ground control points. All datasets will be provided in Missouri State Plane Central Zone Coordinate System, NAD83, US Feet.

Ground survey operations.



All ground survey operations for the project will be furnished by Surdex and David Mason & Associates. In brief summary:

- All adjustments will be made in the project reference frames.
- A control diagram will be furnished for all survey points utilized on this effort. This will include point positions and observed baselines designating beginning and ending points.
- A least squares adjustment will be performed for all control points. Output to be furnished will include results of the constrained and unconstrained adjustment. This will include fixed coordinates and adjusted coordinates in U.S. Feet, error ellipse values in Meters, relative baseline error ellipses in Meters, precision of the observed baselines in ppm, and redundancy expressed as degrees of freedom. All information will be referenced to field notebooks.



- All field notes and observation logs will be neatly kept and indexed. This includes notes pertaining to the establishment and/or extension of control. For recovered points, information on the condition of each point will be provided in the notes. The observation logs for each point will include all information pertinent to the recovery and observations required for reduction.

5.1.3 IMAGERY ACQUISITION APPROACH

Surdex is widely acknowledged by both our clients and our colleagues as having a well-earned reputation for successful and timely acquisition of the imagery – the most critical phase of a project. We have a robust approach that emphasizes coordination between our staff and our clients as well as optimal balancing of our resources to ensure this phase is correctly executed. Although in many cases we use our own aircraft and sensors, we have coordinated efforts as large as a dozen subcontractor aircraft for a single project.

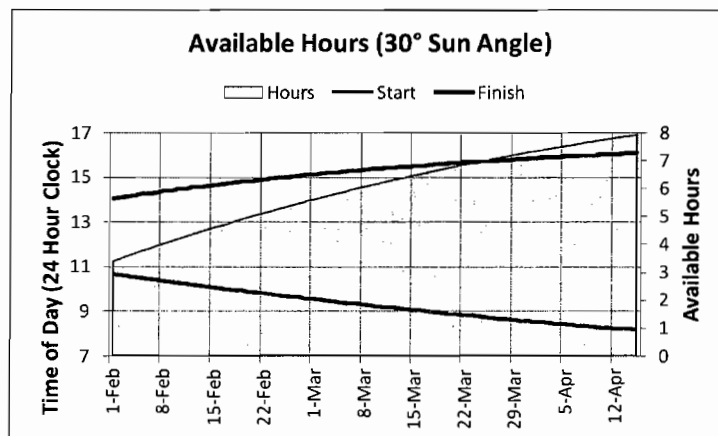
Surdex's Acquisition Approach	
Feature	Benefit
Strong coordination with the client: (1) Start and stop acquisition timeframe. (2) Movement to/from the project area. (3) Adherence to client specifications on window, sun angle, etc.	Clients are always aware of our presence on their project.
Coordination with FAA and military operations centers if required. Surdex has successfully operated in some of the most highly sensitive airspaces in the US and Canada.	Assure clients of trouble-free access to restricted or military operations areas.
Monitoring of short and long term weather: (1) Use of weather resources. (2) Enterprise database retains weather reports at each project site during each acquisition window.	Achieves optimal utilization of resources to ensure success for all projects.
Near real-time reporting of status – acquisition and results of inspection.	Clients continuously aware of their project's progress.
Minimize the acquisition window length – oftentimes by putting multiple aircraft on the project. This minimizes the affects of weather and climate on image appearance.	Highest possible image quality across the entire project.
Our large fleet of aircraft and sensors	Ability to handle numerous projects across North America.
Our Enterprise database tracks all acquisition and inspection status: (1) Real-time tracking of our aircraft to monitor acquisition operations. (2) Flight plans updated daily. (3) Re-flights prioritized to ensure minimal time difference. (4) Daily issuance of status.	Maximum application of resources to ensure success.

The following table summarizes the parameters, guidelines, and specifications for the project during the acquisition phase. Deviations from the specifications found during image inspection will be brought to the attention of the client as soon as they are detected to determine if a re-flight is required.

Orthoimagery Acquisition Specifications		
Parameter/Specification	Value	Comment
Vegetation conditions	Leaf-off	
Acquisition season	February through mid-April, 2015	After first freeze and before spring leafing out.
Maximum sun angle	30°	
Cloud/cloud shadow cover	Less than 5% of project area.	
Ground conditions	Free of smoke Free of haze Free of standing water Free of ice and snow Free of excessive flooding (other than customary seasonal flooding)	May be cause for rejection – at discretion of client.
Specular reflection	Allowed provided alternative views of area available from overlapping imagery	May be cause for rejection – at discretion of client.
Forward overlap	Not applicable to the ADS100 pushbroom system	The ADS100 continuously collects imagery from the forward, aft, and nadir arrays
Side overlap	30% ± 5%	May be cause for rejection – at discretion of client.
Flight altitude	Planned ± 10%	May be cause for rejection – at discretion of client.

Varying to some degree by the latitude of the project area, the daylight is shortest at the Winter Solstice (December 21st) and the days longest at the Summer Solstice (June 21st). The following graphic portrays the acquisition period for the project against the start and finish times each day (governed by the minimum allowable sun angle) and the available “solar” acquisition hours each day. There are approximately 442 hours over the 74 days from 1 February through 15 April, 2015.

Available imagery acquisition hours for the project.





Before each acquisition day, a number of activities are undertaken by the aircrew:

- Aircraft, ABGPS, IMU, and camera are all inspected for proper operation.
- Final weather checks are made.
- Up-to-date flight plans are downloaded and reviewed.
- Flight plans are filed with the local airport/FAA.
- If required, base stations are setup.

At the end of each acquisition day:

- Aircraft, ABGPS, IMU, and camera are all inspected for proper operation.
- Aircraft flight logs are completed.
- Flight reports, in Surdex format, are completed.
- If necessary, imagery and data transferred from on-board storage to “transfer” hard drives.
- If appropriate, transfer drives are shipped priority overnight to the production center.
- Flight logs are emailed or faxed to the production center.

The results of each day’s effort are used at the production center to update flight plans for the next day. Not only are the acquisition results used to modify the next flight plan, but results of inspection are combined to form a complete view of the acquisition status.

Surdex maintains a flight report for each mission that is used by the production center to appraise the results. For example, if extreme turbulence or cloud cover is cited by the aircrew for specific areas of the acquisition, prioritized attention is paid to these areas by the inspectors.

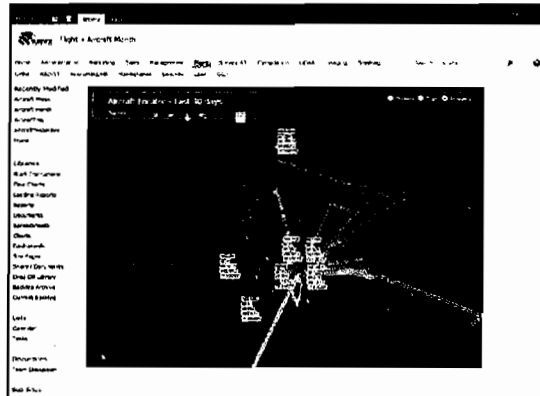
For flights involving restricted airspaces and/or Military Operations Areas (MOAs), extreme coordination with the Air Traffic Control centers and often military operations centers is required. In such cases, Surdex proactively provides the necessary information, including flight plans, to the proper authorities to ensure trouble-free access to the areas. Surdex has performed acquisition in and around highly sensitive airspaces, such as White Sands Missile Range (New Mexico), Nellis Air Force Base (Nevada), and the Washington, DC ADIZ (Air Defense Identification Zone). Experience has shown that high degrees of communication and adherence to directives results in long term success. In some cases, this has even required the presence of a government official on the aircraft.

It is critical to collect ABGPS/IMU data with the highest possible integrity, taking into account such factors as:

- Operation of base stations to maintain a reasonable distance from the aircraft to the base stations.
- Avoiding IMU drift by limiting the length of lines – generally less than 30 minutes.
- Using CORS (Continuously Operating Reference Stations) and/or local GPS reference networks to provide multiple observations.

Each of Surdex’s aircraft is equipped with the Skytracker instrumentation that uses GPS to continuously report the position, airspeed, and altitude of the aircraft. Unlike flight tracking systems such as Flight Aware that only have access to aircraft operating under IFR (Instrument Flight Rules) or filed VFR (Visual Flight Rules) positioning, as long as the aircraft is powered up, Skytracker is reporting the status. Surdex has customized internal applications that allow the viewing of the aircraft status in various ways.

Surdex’s internal Sharepoint site continuously tracks our aircraft.



5.1.4 THE LEICA ADS100 DIGITAL CAMERA

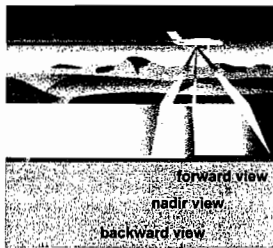
The ADS100 is the newest generation of Leica’s line scanner (pushbroom) digital cameras. Delivered in July, 2013, Surdex’s first two ADS100’s were the first installed, integrated, and tested in the United States. Two additional ADS100’s were purchased in late 2013. Based on the same fundamental architecture as the preceding ADS40 and ADS80 models, this camera is an improvement in virtually every regard.

Features and Benefits of the ADS100	
Feature	Benefit
20,000 pixels wide at nadir – largest swath of any digital sensor used today	Reduced acquisition effort Fewer resources required for large projects
Smallest pixel size (5um) of any sensor used today, allowing an increase in acquisition altitude	Reduced flight time in rugged terrain (fewer line breaks required) Operates above numerous problematic airspaces
Acquisition of all spectral bands at full resolution – pan-sharpening is not used	Sharp feature detail and imagery devoid of blooming and smearing caused by pan-sharpening utilized by virtually every frame-format camera.
Time-Delayed-Integration (TDI) image motion compensation for the first time in a pushbroom system: (1) Reduces integration/cycle time (2) Increases sensitivity (3) Increases airspeeds	Improved acquisition performance Higher image quality
With the telecentric lens design: (1) Image rays strike focal plane perpendicular to focal plane (2) Consistent response across entire array	No fall-off at edges of format as with conventional frame-format film and digital systems Easier to match color and tone with adjoining strips
Nadir, forward, back arrays have full color and near infrared	Improved stereoscopic viewing and exploitation
Superior stereoscopic geometry: (1) Best base-to-height ratio (0.8) of any sensor on the market – 33% better than traditional film mapping cameras (2) Superb horizontal and vertical accuracy	Superior accuracy for digital orthophotos and topographic mapping
Discrete (non-overlapping) spectral bands	Vibrant colors

	Robust natural color and color infrared Superior remote sensing application
Benefits of the pushbroom approach: (1) Near-nadir views of ground features (2) Fewer seamlines required in mosaicking process (3) Continuous stereoscopic imaging using the forward and aft arrays	Substantially less building lean Reduced production effort Reduced QC effort Unlike frame-format cameras, full stereoscopic coverage along the flight direction in rugged terrain

The following figures portray the imaging geometry of the ADS100. All arrays in the forward, nadir, and back configurations are collected simultaneously, providing alternative views of the ground scene and generating stereoscopic views.

ADS100 imaging operations (Courtesy Leica Geosystems).

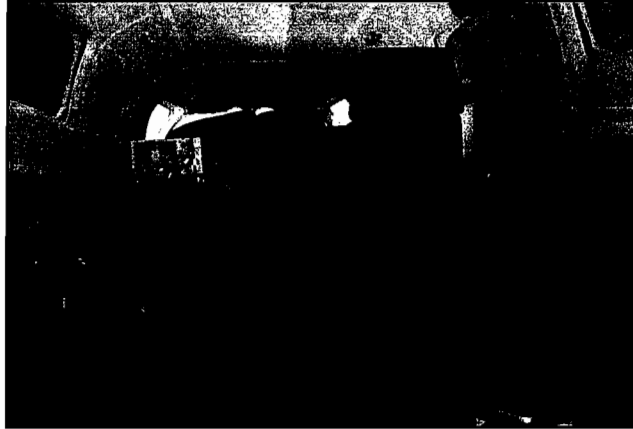


Array	Bands	From Nadir	FOV	Pixels
Forward	RGBN	25.6°	65.2°	16,000
Nadir	RGGBN	0°	77.3°	20,000
Backward	RGBN	17.7°	72.5°	18,000

Pushbroom systems present the optimal imaging geometry for digital orthophotos. With the image displacement only varying across the format – and not radial from the center as with frame-format film and digital cameras – the amount of building/structural lean in the final product is dramatically reduced. Additionally, the “pixel carpet” acquired by the ADS100 substantially reduces the amount of seamlines required to mosaic the orthophotos together. This reduces and simplifies the production effort involved in the minimizing of artifacts surrounding seamlines. Correspondingly, the orthophoto QC effort is reduced since fewer seamlines need to be validated.

With each band (R,G,B,NIR) in each array collecting at full resolution, features imaged by the ADS100 are sharp and do not exhibit the blooming and smearing attributed to the pan-sharpening approach taken by virtually every large-format digital frame camera on the market today. This enhances interpretation and results in an aesthetically pleasing rendition of color.

ADS100 Installation in a Surdex Cessna 441 (Conquest) Aircraft.



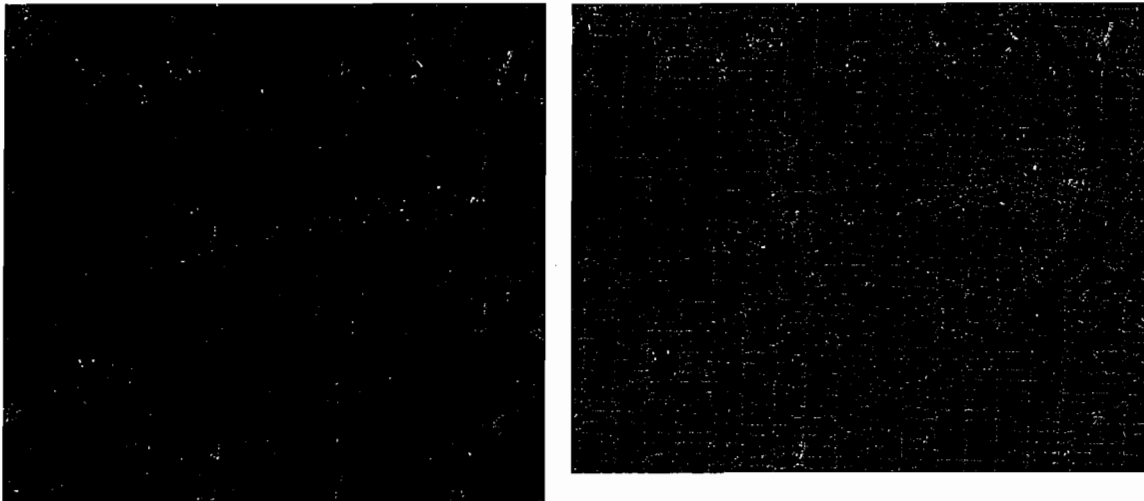
The following tables summarize the details of the ADS100 system and sample flying heights for common Ground Sample Distances (GSD).

ADS100 Specifications	
Parameter	Leica ADS100
Sensor Type	Pushbroom
Pan-sharpening	N/A
Cross-track pixels	Forward: 16,000 Nadir: 20,000 Backward: 18,000
Focal length	62.5 mm
F-number	f4
Pixel size	5.0 um
Pixel registration accuracy	1 um
Integration time	≥0.5 ms
Height:GSD ratio	12,500:1
Cross-track field of view (FOV)	77.3°
Along-track field of view (FOV)	Fwd: 25.6° Back: 17.7° Stereo: 43.3°
B/H Ratio	0.80 (Traditional film cameras: 0.6)
Radiometric resolution	14 bits/pixel
Imaging R = red G = green B = blue N = near infrared	13 Arrays: Fwd: RGBN Nadir: RGGBN Back: RGBN
Radiometric response (nm): Red Green Blue Near Infrared (NIR)	619-651 525-585 435-495 808-882

ADS100 Flying Heights		
	GSD	Flying Height (AGL)
3"	7.5cm	3,125'
6"	15cm	6,250'
1'	30cm	12,500'
2'	60cm	25,000'
2.6'	90cm	33,000'

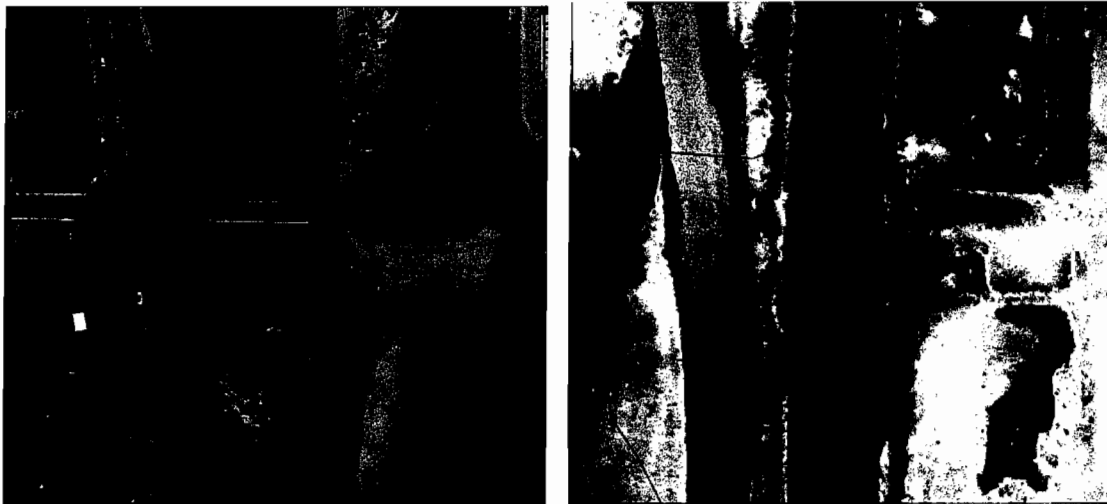
Mosaicking of the ADS100 pushbroom image data is reduced in comparison to frame imagery due to the continuous swath of data collected: seamlines are primarily required only on the edges of the image swath. The following graphic shows ADS seamlines compared to the seamlines required for the DMC-1 covering the same project area (St. Louis, 2012, 6-inch GSD). *The linear miles of ADS seamlines is 1/10th that of the DMC-1 for this project.*

ADS Seamlines (left) compared to DMC-1 seamlines (St. Louis Area, 2012, 6-inch GSD).



Another distinct advantage of the pushbroom technology offered by the ADS100 is that a very large number of features are imaged in a near-nadir fashion. This is because features are only displaced to the left and right of the center of the flight path and not in the in-flight (downtrack) direction. This is not true of frame-format digital sensors, where displacement is radial in all directions from the center of the image. With nadir views of many elevated features, there is little (and sometimes no) need to create a DSM.

Image of bridge (left) and underlying DEM (right), demonstrating that with pushbroom technology elevated features do not always require localized elevation models to ensure proper treatment. Notice that the DEM does not include the railroad bridge.



Using a calibration range near our headquarters, each ADS100 is “bore-sighted” to determine the alignment and position of the sensor with respect to the GPS antenna and Inertial Measurement Unit (IMU). Flight lines are designed to limit the operation of the ABGPS/IMU within 20-30 minutes during on-line acquisition. ABGPS/IMU information is collected at fine intervals that support the derivation of sensor attitude and position for each line that is acquired. The automatic exposure mechanism is monitored by the sensor operator to avoid over-reaction to ground scenes that bias the settings for the project area. At the end of each day, aircrews transfer data from the on-board mass memory unit to hard drives which are shipped overnight to Surdex’s production center.

During post-processing, the ABGPS/IMU data is used to construct images for the forward, nadir, and backward arrays. For each “line” captured by each array, a position and orientation is generated for each line and, correspondingly, to each pixel in each line. By stacking the lines together in order of acquisition, a pixel carpet is generated for each color. By combining the pixel carpets for each array, a complete 4-band pixel carpet from the forward, nadir, and backward views is constructed. During the post-processing, absolute radiometric and geometric calibration are automatically applied, including registration of the bands of each array with one another.

The Leica XPro software handles all image processing, aerotriangulation, orthorectification etc. This highly efficient software operates in a distributed processing environment. Features of the software include automated handling of atmospheric and BRDF (Bi-directional Reflectance Distribution Function) in a manner that minimizes the need to create intermediate image files. For example, even raw orthophotos can be reviewed without writing the files to disk until all adjustments are made.

The aerotriangulation of the ADS100 imagery is analogous to frame format imagery: points are collected in the overlap of the arrays down the flight line (pass points), points in the overlap with arrays from the adjacent line

(tie points), and the measurement of control. During the aerotriangulation process, the ABGPS/IMU “trajectory” is corrected to achieve absolute accuracy.





Surdex uses the standard Leica workflow to capture and process the GPS & IMU data. ADS100 carries the Novatel SPAN GPS/GNNS inertial navigation system in the aircraft. Surdex uses Trimble R8 model receivers to collect ground base station GPS and GLONASS data during each flight. The position of the ADS100 sensor and the GPS antenna are measured within the coordinate system defined by the central axis of airplane. These measurements along with the GPS and IMU data captured on each flight are processed using Leica IPAS TC software. Leica IPAS produces a differential solution for the airborne positions and attitude more than a hundred times a second for the duration of the flight. As the Leica ADS100 is a line scanner there are no individual stations, but rather a stream of epochs or fixes are produced at a rate of 128 per second. Only during aerial triangulation are discrete fixes calculated at a spacing dictated by image measurement density.

5.1.5 SURDEX’S AIRCRAFT

Surdex is widely regarded by clients and colleagues as one of the premier aerial acquisition companies in North America. These accolades originate with the ownership of the company – three of whom are licensed pilots. It also comes from the pragmatic view that it is the most critical phase of any project we undertake.

The makeup of our fleet of aircraft is based on:

- Ability to host each of our aerial data acquisition instruments (film, digital, and LiDAR).
- All aircraft are made by the same manufacturer (Cessna) to standardize maintenance and operation.
- A mix of slower/lower and faster/higher aircraft to address our versatile acquisition equipment and projects.

Surdex’s Acquisition Aircraft			
<p>Four (4) Cessna 441 Conquest II-10 With RVSM*</p>	<p>Twin-Turbine Pressurized</p>	<p>Flight Range: 2,193 nm Altitude: 1,200 –35,000 AGL Certified Altitude: 35,000 MSL Approximate Cruise Speed: 310 knots</p>	
<p>Cessna 414A Chancellor III</p>	<p>Twin-Piston Pressurized</p>	<p>Flight Range: 900 nm Altitude: 1,200 –25,000 AGL Certified Altitude: 30,200 MSL Approximate Cruise Speed: 235knots</p>	
<p>Cessna 335 II</p>	<p>Twin-Piston</p>	<p>Flight Range: 928 nm Altitude: 1,200 –18,000 AGL Certified Altitude: 26,800 MSL Approximate Cruise Speed: 215 knots</p>	
<p>Two (2) Cessna TU-206F Turbo Stationair</p>	<p>Single-Engine</p>	<p>Flight Range: 720 nm Altitude: 1,000-10,000 AGL Certified Altitude: 26,300 MSL Approximate Cruise Speed: 148 knots</p>	

* RVSM: Reduced Vertical Separation Module. This FAA-certified equipment allows operation above 28,000’ (MSL).

The Cessna 441 (Conquest) aircraft are the highest performance and most versatile aircraft in the fleet for imagery acquisition operations. They can host all of Surdex’s imaging systems and can fly nearly as slow as our smaller aircraft as well as being the fastest in our fleet. Most importantly, the RVSM equipment and advanced radar allow us to ferry it safely at night, while most piston aircraft are ferried during daylight hours. For high-altitude projects such as the USDA National Agriculture Imagery Program effort, its superior endurance (up to 7 hours aloft), high airspeed (300+ knots), and ceiling (35,000’ MSL) make it the ideal aircraft. With its ability to

quickly move across the country, the Conquests often handle the widely diverse projects during the hectic spring flying season.

The Cessna 414 and 335 aircraft are well-suited for higher-resolution image acquisition as well as LiDAR acquisition. The Cessna 206 aircraft both host the LiDAR equipment as well as our Leica RCD30 Oblique Camera systems in 5-head and 3-head versions.

Our aircraft are housed in our 30,000 square feet hangar at Spirit of St. Louis Airport, only blocks from Surdex’s headquarters in the St. Louis area. With our centralized position, we can efficiently handle projects throughout North America.

Surdex has a full-time aircraft maintenance staff licensed for A&P (Aircraft and Powerplant) with Inspection Authorization (IA) to support our fleet. This staff is qualified and licensed to perform FAA-mandated inspections, maintenance, and repair. Thus, we are not reliant on the schedule and cost of third parties. We have even transported maintenance personnel to project areas to perform inspection, maintenance, or repair in the field.

5.1.6 PROJECT DESIGN

The design of a project includes the key parameters of:

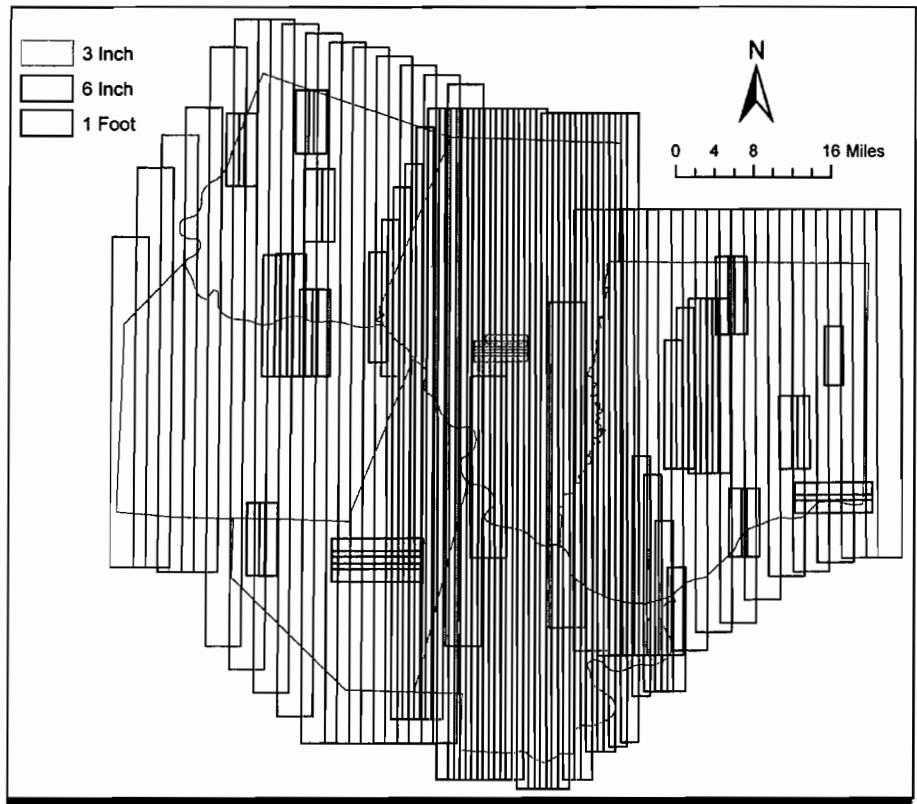
- The project boundary, defined by deliverable orthophoto tiles.
- A ground control point design.
- The flight design.

Surdex performs an initial design of the project and submits it for review by the client. In most cases, this is the subject of discussion at a Project Kick-Off Meeting. Once refined to the final design, all ground and aerial data collection follows this plan throughout the project. The design can be documented with shapefiles and/or map plots.

The flight design for this project requires some creativity to economize the imagery acquisition over the diverse areas at varying resolutions. Our approach is as follows:

- Approximately the central one-third of the project will be flown at 6” GSD, covering both required 6” and 1’ GSD areas.
- The eastern and western one-thirds of the project will be flown at 1’ GSD with overflights at 6” GSD to address the pockets of higher-resolution imagery.
- The 3” GSD area is flown on top of the 6” GSD area in Boone County.

Flight design addressing the diverse resolutions in the project area.





The following table presents preliminary estimates for the key factors.

Flight Design Overview			
Resolution	Flight Lines	Flight Line Miles (FLM)	On-Line Hours
3"	4	13.2	0.6
6"	57	1,573.8	15.7
12"	24	1,064.5	7.2
TOTALS	85	2,651.5	23.5

Our experience indicates that we average approximately 4 flight hours per day. With 23.5 hours required, this amounts to approximately 6 days of flight for a single aircraft.

5.1.7 IMAGERY INSPECTION

Surdex performs 100% imagery inspection for each project – every single image is visually reviewed, graded, and the results stored in our Enterprise database. This is performed as quickly as possible and involves minimal image processing so as not to delay the process. The results of the inspection update the acquisition status in real-time. For example, an image failing inspection is automatically queued for re-flight and incorporated into the next version of the flight plans.

Inputs into the imagery inspection step include:

- The imagery itself.
- Flight reports.
- ABGPS/IMU data.
- Flight plans.

Surdex's Imagery Inspection Approach	
Inspection Point	Benefit
Visual inspection for: (1) Against specifications for conditions such as cloud cover, standing water, smoke, haze, etc. (2) Delineation of specular reflection. (3) General quality of imagery. (4) Image artifacts. (5) Camera misfire.	Human eyes can quickly and accurately discern issues, artifacts, etc. that cannot be confidently automated.
Processing and verification of ABGPS and IMU data for integrity and accuracy.	Assurance of project accuracy.
Automated checking of information against the flight plans, including position and altitude of each image.	Verification of as-flown against flight design.
Automated verification of date/time against seasonal window and acquisition specifications (such as sun angle, time-of-day, etc.)	Verification against temporal specifications.
Automated checking for crab, tilt, etc.	Verification against acquisition specifications.

Inspection failures are not always cut-and-dry and may include subjective decisions involving the Surdex Project Manager and the client. If the Project Manager believes it is in the best interest of the project to override a rejection, this may be brought to the attention of the client for final decision. For example, an image with crab exceeding a project specification – but not resulting in a gap in stereoscopic coverage and not interfering with the creation of a digital orthophoto – may be suggested for exemption if the seasonal window is closing and/or weather setting in.

Surdex uses both camera manufacturer-provided tools and custom-developed tools for the imagery inspection. The Image Processing department is ultimately responsible for image inspection and this group consists primarily of professionally-trained personnel with prior photographic lab experience. The key is the use of the Enterprise database to retain status and information (such as specular reflectance polygons) that can be used by the production staff later.

5.1.8 AEROTRIANGULATION

Aerotriangulation is a very critical step in the production process. It is ultimately responsible for the foundation accuracy of the project and for this reason it involves checks and balances to ensure accurate data is made available to the entire production process.

The fundamentals of AT are: using ABGPS/IMU data coupled with ground control, refine the position and attitude information of the imagery to make possible the accurate geopositioning of any point on the ground. The inputs to AT are:

- ABGPS/IMU data collected with the imagery.
- The imagery.
- Ground control points and check points.

The AT process involves:

- Processing of ABGPS/IMU data collected with the imagery.
- Automated measurement of pass and tie points appearing in the overlaps of the imagery.
- Interactive editing of pass and tie points.
- Measurement of control and check points.
- Solution of the refined imagery position and attitude as well as all point positions.
- If required, re-measurement of points and repetition of the solution.

The AT solution involves a sophisticated “bundle adjustment” using the method of least squares and employing a mathematical model of the imaging sensor geometry. This method also employs a model of the GPS approach and the “boresighting” of the sensor (relative position of the lens to the GPS antennas and relative orientation to the IMU) and synchronization of exposure time with the ABGPS signal. For example, a slight timing error can shift an image along the flight line. In addition, GPS and IMU data can involve drifting over time and need to be corrected. The bundle adjustment relies on the use of far more “observations” (initial values) than are required for a minimal solution and because of this employs a rigorous “weighted average” in the solution. This is the true virtue of the bundle adjustment: using extensive information to compute the best possible values.

Since there are far more observations than required, careful inspection is made of the various “residuals” reported by the solution. For example, an ABGPS position residual is the difference between the final adjusted value and the initial value from ABGPS processing. Should this differ more than the estimated ABGPS accuracy, this may signal flawed ABGPS data or processing. Since ground points involve measurements on numerous images, their ground positions and image measurements each have associated residuals.

During automatic pass/tie point collection, a streamlined version of the bundle adjustment is employed to help locate points in the overlaps. Imagery position and attitude as well as control point positions are “weighted” to reflect their estimated accuracy. From a high level viewpoint, the ABGPS/IMU and control point data provides a rigid solution that is used to refined initial imagery position and attitude to achieve high accuracy. The pass and tie points can be used to check products that are generated and, if easily recognizable, can be used as control points for further use.

There are several types of points that are measured during the AT process:

Aerotriangulation Points		
Type	Description	Measurement
Tie points	Points collected in overlapping images along a flight line/strip of imagery. Used to ensure images in the strip are tied together.	Mostly automatically collected and measured, but may require manual collection and/or editing in difficult areas (dense vegetation, water bodies, etc.).
Pass points	Points collected in overlapping images in adjoining and overlapping flight lines/strips. Ensures adjoining strips are tied together. Pass points are often also tie points so as to strengthen the overall solution.	
Control points	Points of known ground position. Often paneled for recognition and accurate measurement.	Manually measured.
Check points	Points of known ground position. Often paneled for recognition and accurate measurement. Not held to their known position during the AT adjustment process. By allowing their positions to “float”, they provide an independent check on the accuracy of the AT.	
Blind check points	Handled much the same way as a check point, but their positions are not supplied. If used, these are provided by the client and their resulting values used by the client to perform a completely accuracy assessment. Often also used by the client as an independent assessment of product accuracy (such as digital orthoimage).	

Analysis of the quality of the AT solution is performed by a Certified Photogrammetrist who is highly skilled and experienced with the process. Large blocks of imagery involve hundreds of thousands of points and/or measurements. For this reason, Surdex has developed numerous tools to examine the fidelity of the solution.

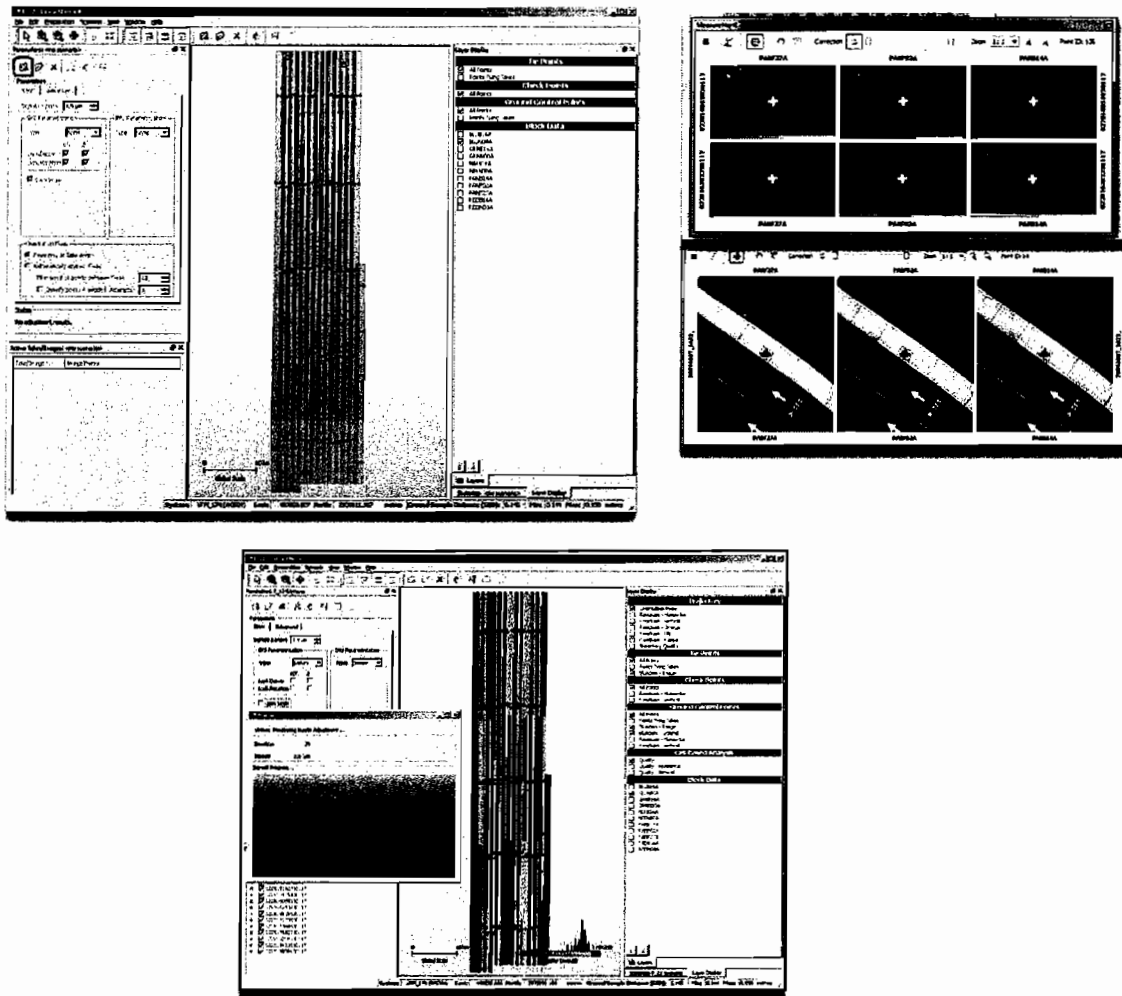
Upon the completion of the AT process, the results are stored in the Enterprise database and published (exposed) for use in the following production steps. For orthoimage projects, this also includes comparing the multitude of AT points to the elevation model. Although a small percent of the automatically generated points are not on the ground (bare earth) surface, the majority provide a very good check on (1) the fit of the AT and (2) the general quality of the elevation model. In many cases, this comparison illustrates changes required in the elevation model since the last project.

The Leica XPro software is used to aerotriangulate ADS100 imagery. It is important to point out that the forward, nadir, and aft arrays of the camera essentially form three separate images of the strip. Thus, the pushbroom scanner is analogous to a frame camera in that all points are imaged in three-way stereoscopic views. Initial trajectory information gleaned from ABGPS/IMU processing is combined with the measurement of pass, tie, and ground control points to determine corrections that will ensure all images match one another and the ground control. Leica’s Orima software is used to perform the bundle adjustment in several steps:

- Pass points are automatically collected along strips that tie the nadir, forward, and aft arrays to one another, generally resulting in 3 measurements for each.
- Tie points are automatically collected between strips of images to tie them together and/or pass points transferred from one strip to another. As a result, tie points generally involve at least measurements.
- Ground control points are interactively measured.
- The bundle adjustment is performed with automated review and manual edit of suspect pass, tie, or control points.

Aerotriangulation of pushbroom imagery is simplified over the aerotriangulation of frame imagery. There are fewer images from a logistic standpoint, simplifying the amount of automatic matching and manual editing that must be performed. Additionally, the trajectory model ensures cohesive and accurate results within each strip.

Leica XPro aerotriangulation software interface.





Surdex provides a standard aerotriangulation report at the completion of each project. It has proven to be easily tailored to the requirements of each project.

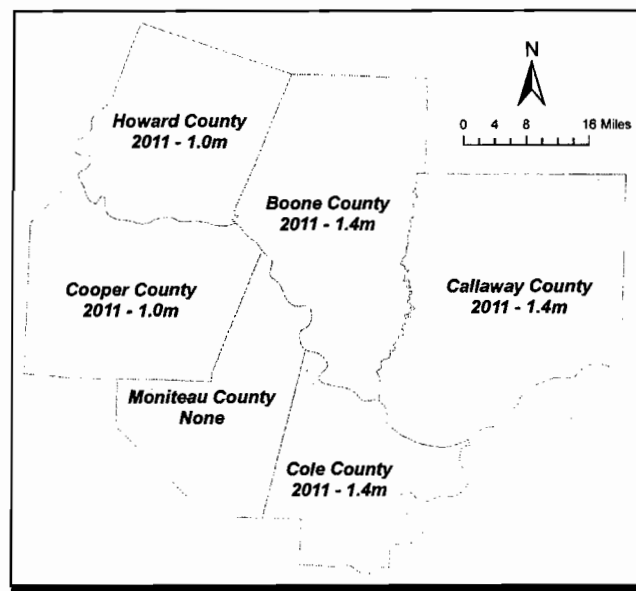
Standard Aerotriangulation Report Contents	
Item	Description
Reference frame	Definition of coordinate reference frame used for the aerotriangulation, to include map projection, horizontal datum, vertical datum, linear units (US Survey Feet, Meters, etc.).
Flight line indexes	Shapefile and/or graphical plot illustrating the imagery coverage against the project area. (1) For frame imagery, exposure stations represented as points. (2) For pushbroom imagery, the flight lines represented by polylines between the start and stop of imaging.
Point index	Shapefile and/or graphical plot illustrating the points used in the bundle adjustment, their type, and their identifier.
Weight values	List of weights (standard errors) assigned to all parameters.
Sigma naught (σ_0)	Fundamental single value that expresses the accuracy of the least squares bundle adjustment. Usually reported in microns or pixels and is on the order of 0.1-0.3 pixels.
Standard errors of control points	X,Y,Z standard errors of control points as reported by the bundle adjustment.
Final adjustment of control points	List of control points and a priori and final positions (X,Y,Z).
Identification of points removed from the bundle adjustment.	Points (any type) removed from the bundle adjustment and reasons why this action was taken.
Residual summaries: (1) Points (by type) (2) Measurements (3) Camera positions (frame) (4) Trajectory (pushbroom)	Summary of RMSE (Root Mean Square Error) values and estimated accuracy as reported by the bundle adjustment.
Narrative	Summary of software used for the measurement of points and bundle adjustment, issues encountered, etc.

5.1.9 DEM CREATE/UPDATE

The accuracy of an orthoimage is founded on the accuracy of the control, ABGPS/IMU, and aerotriangulation process. However, the limiting accuracy becomes the accuracy and quality of the elevation model. To achieve the accuracy standards, our approach is based on using existing LiDAR data, augmented where missing (or requiring update), by digital correlation and/or interactive editing.

The following graphic portrays our knowledge of the existing LiDAR data in the project area. Note that only Moniteau County is missing complete LiDAR coverage. If the option for new LiDAR for Boone County or any of the project area is selected, we would certainly process the new LiDAR first in order to use it for the Orthorectification process.

Available LiDAR in the project area.



Based on an initial review of the existing elevation data through the analytical triangulation process and stereoscopic review if required, the data will be edited in a stereoscopic environment where necessary. This may include new development, street alignment, drainage modification and large areas of grading. Mass spot points will be developed, consistent with existing spacing and density, to create an accurate surface model required for orthorectification.

If significantly large areas need an update, we may utilize digital autocorrelation with stereoscopic compilation editing where required. We use several approaches to ensure the elevation model is accurate and current enough to support the digital orthoimage accuracy requirements:

- Visual review of the elevation model for detection of obvious artifacts (eg: relief-shaded views, color-coded elevation views, etc.).
- Comparison of aerotriangulation points with the elevation surface. This allows technicians to more closely review “suspect” areas where vertical discrepancies exist between the surface and the AT. A final copy of this dataset will be provided to the State.
- Visual review of orthoimage products.

Of these approaches, the comparison of the aerotriangulation points (control, pass, and tie points) to the elevation model is very helpful in isolating areas of gross change.



Surdex prides itself in a job done right and including DEM updates as part of an orthoimagery project is a perfect example of that. In our industry, DEM updates are often an area left out of project design to save cost. We believe this is a corner that should not be cut.

5.1.10 SURDEX’S DIGITAL ORTHOPHOTO PRODUCTION PROCESS

Surdex’s R&D staff has worked diligently over the last decade to improve accuracy, quality, and throughput of digital orthophotos. This effort has resulted in a mix of third party, open source, and custom-developed algorithms and software. Our approach is exemplified with engaging our clients throughout the process to ensure maximum satisfaction.

The generation of orthophotos from raw imagery and an elevation surface is largely a simple and fast computational step. However, the generation of an accurate, seamless, and consistent mosaic covering a large area requires specialized procedures and software operated by experienced technicians.

Our process handles digitized film and each of the various sensors operated by Suredex. We limit sensor-specific processing to the front-end of the production chain, utilizing source-independent processing to the maximum extent to ensure consistent results, including the mixing of sensor types within a project if allowed by the client. All image resampling is performed using bi-cubic or Lagrange interpolation kernels to eliminate aliasing and similar artifacts.

Features and Benefits of Suredex’s Orthophoto Production Process	
Feature	Benefit
Image color, tone, balance, etc. prototyped before production begins using “reference images”.	Client participates in desired appearance of final product far in advance of delivery.
All image processing and production performed in “4x12” space (4 bands, 12 bits/pixel) until the cutting of deliverable image tiles: (1) Generate color and/or color infrared (2) 8 or 12/16 bits per pixel deliverables	Preserving full content provides maximum latitude in mosaicking process. Ensures highest possible quality products.
Internal production tiles are in a contiguous (seamless) format, with deliverable tiles generated at the final stage. This supports: (1) Overlapping deliverable tiles (2) Multiple deliverable tile layouts (3) Multiple map projections (4) Multiple product resolutions	Accommodates clients with requirements for multiple layouts of deliverable products at marginal additional cost. Accommodates last-minute changes. Edits to data only done once to support multiple products.
Highly automated absolute radiometry and atmospheric processing, reduces: (1) Level of subjectivity by technicians (2) Production labor effort (3) Changes to be made in final stages of production	Higher volume and throughput.
Customized seamline generation process: (1) Highly automated (2) Inclusion/exclusion areas (such as building footprints)	Allows 100% effort towards QC. Seamless final product. Minimal review and edit of final product.
Proven ability to incrementally produce large ortho projects while preserving a seamless appearance at completion.	Allows incremental QC and delivery to address client priorities, leveling of QC resources, and schedule compression.
Enterprise database underlying all imagery and data.	Complete lineage of all processing. Automated generation of FGDC-compliant metadata.
Web-based QC tool available free-of-charge for clients: (1) Eliminates cost and time associated with multiple deliveries of hard drives (2) Fast turnaround of fixes and validation of fixes (3) Progress tracking	Accelerates QC and acceptance process. Audit trail of all changes. Reduces need for costly and time-consuming 3 rd party QC.



Efficient handling of digital imagery and production of digital orthophotos requires a robust infrastructure to maintain data integrity and throughput performance. Surdex's solution to this includes:

- Sufficient and expandable storage.
- Intelligence mix of on-line and off-line storage, including automated backup and restore.
- A distributed processing environment based on multiple CPU/blade servers and workstations interconnected by a high-speed network.
- An Enterprise database that not only tracks and monitors raw, intermediate, and final data, but also is used to automate processing steps. The database also generates extensive reports and graphics used by internal production and available to clients.

Surdex's Grouping Tool (GT) is the basis for the viewing and editing of a large number of tasks within the production group. It includes image processing, seamline generation and edit, radiometric balancing, and deliverable tile cutting in addition to a general GIS functionality. GT has been under continual enhancement and extension for since 2009 and has become the universal interface for much of Surdex's production and production management activities. Its direct interface to our Enterprise database allows technicians to mine a wealth of data while performing production tasks.

5.1.11 IMAGE PROCESSING

In many production shops, minimal image processing is done up front in the process and then color-balancing done in the final step. In contrast, Surdex's approach entails processing throughout the production chain, independent of such steps as aerotriangulation and elevation model generation/update. By doing so this reduces and/or eliminates critical paths that can become problematic for project schedules. Additionally, we are able to incrementally generate products in a project area while still preserving the same overall consistency, supporting prioritized production for our clients.

The following table summarizes the steps in the process and where they take place. Image "metrics" used to focus image processing on the desired colorimetry of the final process are used throughout and are tracked by the Enterprise database on all original, intermediate, and final images of all types.

Surdex's Image Processing	
Feature	Benefit
Sensor-specific post-processing following each acquisition mission, including application of geometric and radiometric calibrations. (1) Supports image inspection. (2) Output is 4x12 format (4 bands, 12 bits/pixel).	Only for preparation for aerotriangulation and DEM generation/update.
Highly automated, preliminary image processing: (1) Atmospheric corrections based on absolute radiometric calibration of the sensor (2) Bi-directional Reflectance Distribution Function (BRDF) corrections (3) Development and application of image metrics using custom look-up tables (LUTs) and/or adjustment curves.	Supports reference imagery phase with client.
Global and Block Balance are used on orthophotos during mosaicking phase to achieve seamless and consistent appearance across entire project.	Removable of residual colorimetry differences between adjacent/overlapping orthos.

Each sensor has specific software used to apply radiometric and geometric calibrations to the raw ("L0", or Level 0) imagery to produce a "L1" (Level 1) image. In some cases, Surdex has customized portions of this step, but it is largely based on software developed by the sensor manufacturer.

From the image processing standpoint, a distinct advantage of digital sensors is the ability to perform an “absolute radiometric” calibration of each sensor. Using laboratory procedures, the response of each CCD is calibrated against true values. During post-processing, these are applied to normalize the response for a uniform appearance.

Automated top-of-the-atmosphere models and Bi-directional Reflectance Distribution Function (BRDF) corrections can be used to refine the appearance of an image without time-consuming effort by highly-skilled labor to achieve the same. BRDF corrections deal with the effects of the sun angle not being coincident with the viewing angle. After atmospheric and BRDF corrections, simpler alterations are made by technicians to tune the appearance of the image to the desired effect. In most cases, these corrections do not result in additional versions of the image, but rather represent cumulative modifications that are applied on-the-fly during orthorectification.

Block and then Global Balance tools are used to finalize the mosaicking phase of production. This eliminates any residual radiometric differences between adjacent/overlapping orthos.

5.1.12 REFERENCE IMAGES

Shortly after acquisition begins, Surdex will work with each client to find representative regions in the project area. Using “reference images” over these regions, Surdex will process the images to basic image metrics and expert judgment. These reference images will be submitted for review by the client and, if necessary, their colorimetry altered to meet the expectations for the project. Once agreed upon, these will be used to target all image processing until a “pilot” deliverable is used to finalize the appearance with the participation of the client. Since all data is retained in 12 bits/pixel format, final appearances can still be modified to large extent after the pilot project is agreed upon.

Surdex’s web-based QC tool (CPAT) has the ability to render either a natural color or CIR view of 4-band products.

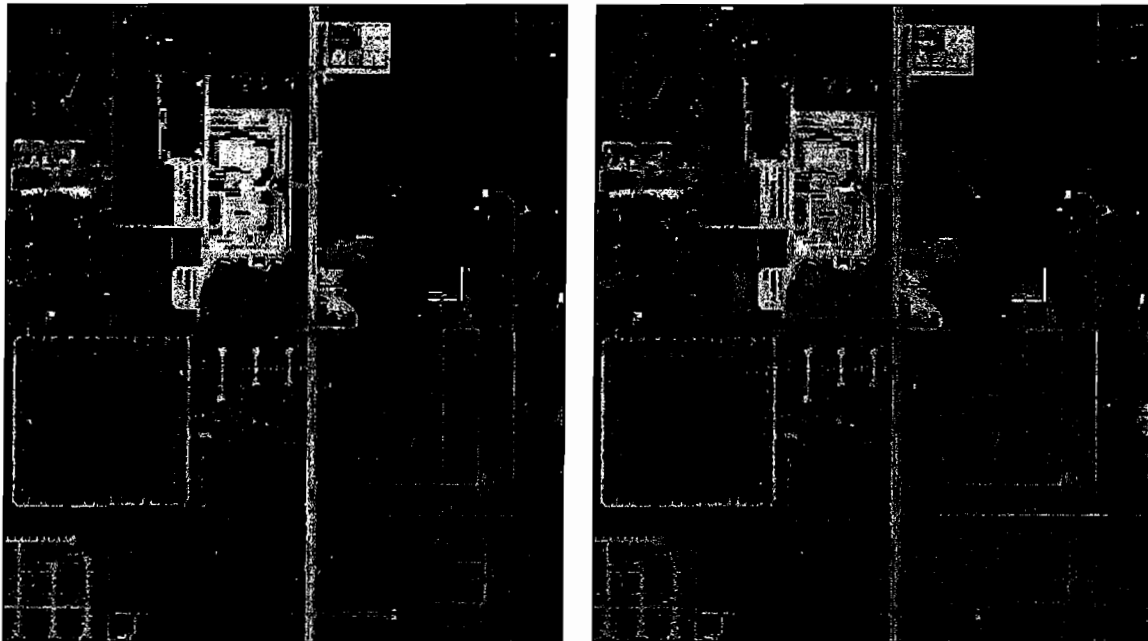
5.1.13 4-BAND IMAGERY

Based on our experience, 4-band products are invaluable for remote sensing applications (eg: classification). The production of 4-band (red, green, blue, near infrared) imagery is inherent in our production process and requires only marginal additional effort to deliver an end-product to a client. The reference image, orthorectification, seamline, and balance processes automatically involve the near infrared band. However, additional effort is required to ensure the color infrared (CIR) view of the data is consistent with client expectations.

The CIR view (eg: as viewed in ArcGIS) uses the band ordering of near infrared (band 4), red (band 1), and green (band 2). It is intertwined with the natural color view (bands 1-3: red, green, blue) and therefore changes in the red or green bands affect both natural color and CIR views. As a result, only the near infrared band (band 4) can be altered. From our deep strong experience with 4-band products, we have found that client expectations for a CIR rendition vary, primarily due to exposure to color infrared film.

Image metrics have not yet been developed for 4-band imagery. Our approach is to match the near infrared band to the appearance desired by the client. This is addressed initially during the reference image process and during the pilot orthophoto delivery.

Color (left) and CIR (right) renditions of a leaf-off 4-band file (Houston-Galveston Area Council, 2014, 6-inch GSD).



5.1.14 ORTHORECTIFICATION AND MOSAICKING

Orthorectification is a computational process using the raw imagery, the orientation parameters of each image from aerotriangulation, and an elevation model. An orthophoto is created by tracing a point on the ground back to the image via the aerotriangulation model, and then interpolating for the pixel that corresponds to the ground point. As opposed to the inferior “anchor point” approach to rectification, for each orthophoto pixel an associated height is interpolated from the elevation model and the resulting 3D coordinates used to interpolate for the pixel from the image. With high-speed computing power and networks, each orthophoto is created in a matter of a few seconds. Surdex has developed its own software that has extreme versatility with regards to source image type (scanned film, frame digital, or pushbroom digital), elevation model type (grid or point network), and map projections. This software runs in a distributed environment that can take advantage of any available server and/or workstation in the facility or order to process thousands of images each day. Orthorectification and all other processes that involve resampling of imagery use a cubic convolution or equivalent (such as Lagrange) to minimize loss of image content and sharpness.

5.1.14.1 Elevated Structures

Elevated features, such as non-grade crossings of transportation lines and bridges, require a localized elevation model to ensure no layover and/or smearing is introduced into the final product. In contrast to most initial DTMs/DEMs which are “bare earth”, these models actually become Digital Surface Models (DSMs). A DSM utilizes breaklines and is kept in a TIN (triangulated irregular network) format. TINs are not constrained to a grid of points that would affect the accuracy and quality of the final product. During ortho production, all overpasses, bridges, transportation lines, and even “urban canyons” are scrutinized to determine whether a localized DSM is required to maintain product quality. In essence, ortho technicians can use known locations of these types of features to “drive” to each and determine the amount of localized terrain modeling required.

Building lean in built-up areas (BUAs) can be minimized by increasing sidelap and using flight plans that align with the “urban canyons” present in dense metropolitan areas. The increased sidelap reduces the “neat area” to provide optimal near-nadir views of the features. Additionally, the increased sidelap is used by technicians for more potential sources of optimal views of leaning features.

5.1.14.2 Occlusion and Smearing

Surdex's orthorectification module has the ability to detect potential occlusions and smearing that may occur in rugged terrain. This software creates a graphical overlay that directs technicians to examine pixels that may be incorrect, alleviating them from the task of inspecting imagery for such issues. If an occluded or smeared area is encountered, the corresponding imagery from an overlapping ortho is inserted to replace it during the mosaicking process.

5.1.14.3 Specular Reflection

Sunlight reflecting off of large surfaces, such as bodies of water, can wash out portions of the imagery. During image inspection, imaging specialists isolate areas of concern, creating a shapefile used by ortho technicians in selecting an alternative view, if available. Minor specular reflection that does not affect shoreline and ground conditions and cannot be mosaicked around, may be present in the final orthophoto.

The ADS100 lends itself to potentially better treatment of issues of specular reflection, wind chop, and the like involving bodies of water that can result in objectionable artifacts. The ADS100 has continuous acquisition of forward and aft imagery through arrays mounted approximately 25.6° (forward) and 17.7° (aft) relative to the nadir array. Unlike the preceding ADS40 and ADS80 models, the nadir, forward, and aft arrays all collect full color (RGB) and near infrared (NIR) data (4 bands for every array).

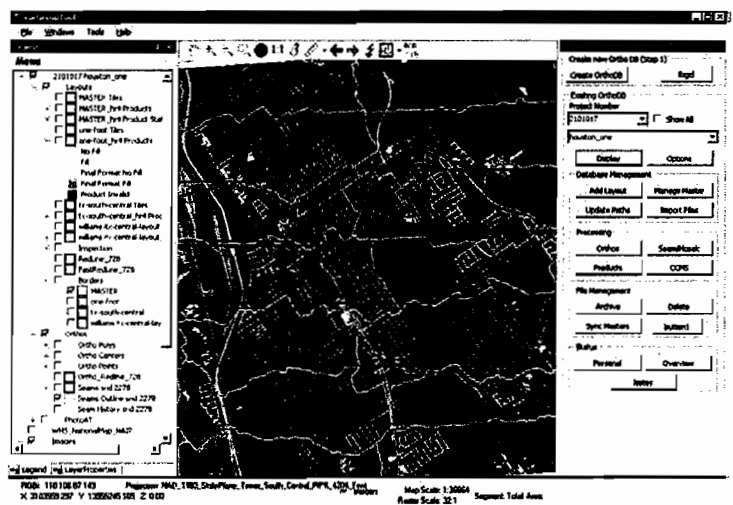
The ADS100 forward and aft arrays can sometimes present an advantage for ortho projects involving water bodies. Since the key issue with specular reflection and the like is the relative angle between viewing and the sun location, the two arrays provide alternatives to only using the nadir array. For example, if a mission is flown into the direction of the sun, it is logical to assume that the forward and nadir arrays may be adversely affected by resulting reflections. However, it is possible that the aft array would be unaffected since it is looking in the opposite direction. If this is the case, an ortho technician has the option of using imagery from this array to minimize the adverse affects. During image inspection, the nadir array is evaluated for specular reflection and each affected image/strip annotated in our Enterprise database. This same database also tracks the sun angle and azimuth at the exact time of imaging, setting the stage for the prediction of specular reflection effects. If a nadir image is flagged for specular reflection, the ortho technician is alerted to the situation and will address it during production.

5.1.14.4 Seamline Generation

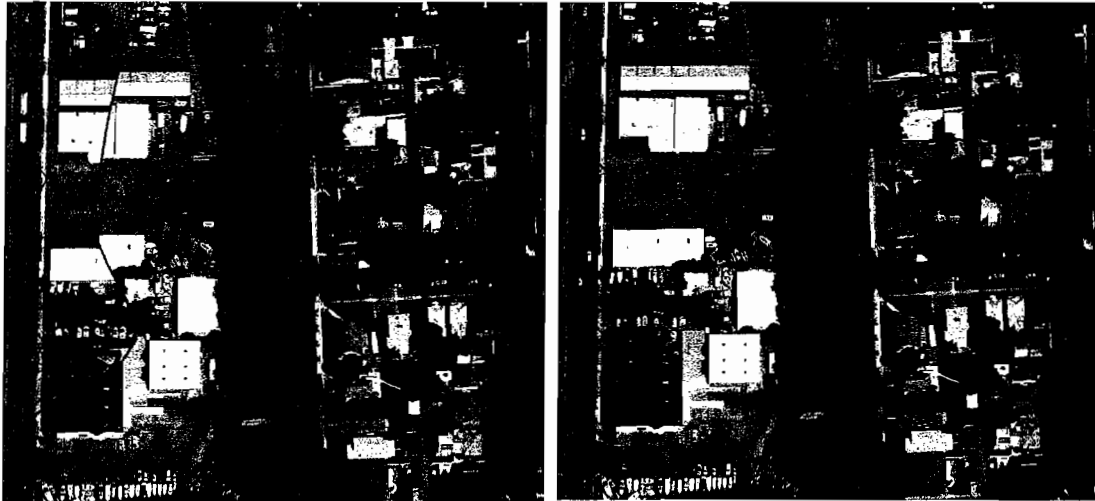
Surdex has developed a suite of applications that automatically generate seamlines that are used to stitch overlapping orthophotos to one another. The results of the automated step are reviewed within Grouping Tool and edited. This seamline software accepts building footprints that can be used by the automated process to avoid cutting through these areas.

The following figure shows the results of automatic seamline generation using building footprints. This example is from Surdex's emergency response support of the 2011 Joplin, Missouri tornado disaster. Building footprints were extracted by technicians from pre-event imagery while the aircraft was acquiring the imagery. This allowed us to process 3" resolution orthos at production quality over the entire Joplin area within 12 hours of the return of the aircraft.

Review and editing of seamlines within Grouping Tool.



Seamlines before (left) and after (right) correction of seamline cutting through building.



Surdex's standard procedure is to deliver a seamline shapefile to all clients. This can be used to expedite the QC of delivered orthos and provides a date for each and every pixel in the product. Since the majority of the mosaicking errors are traceable to inappropriate seamline placement, inspectors can literally follow each seamline during review. Surdex's web-based QC tool also provides a selectable seamline layer for inspectors.

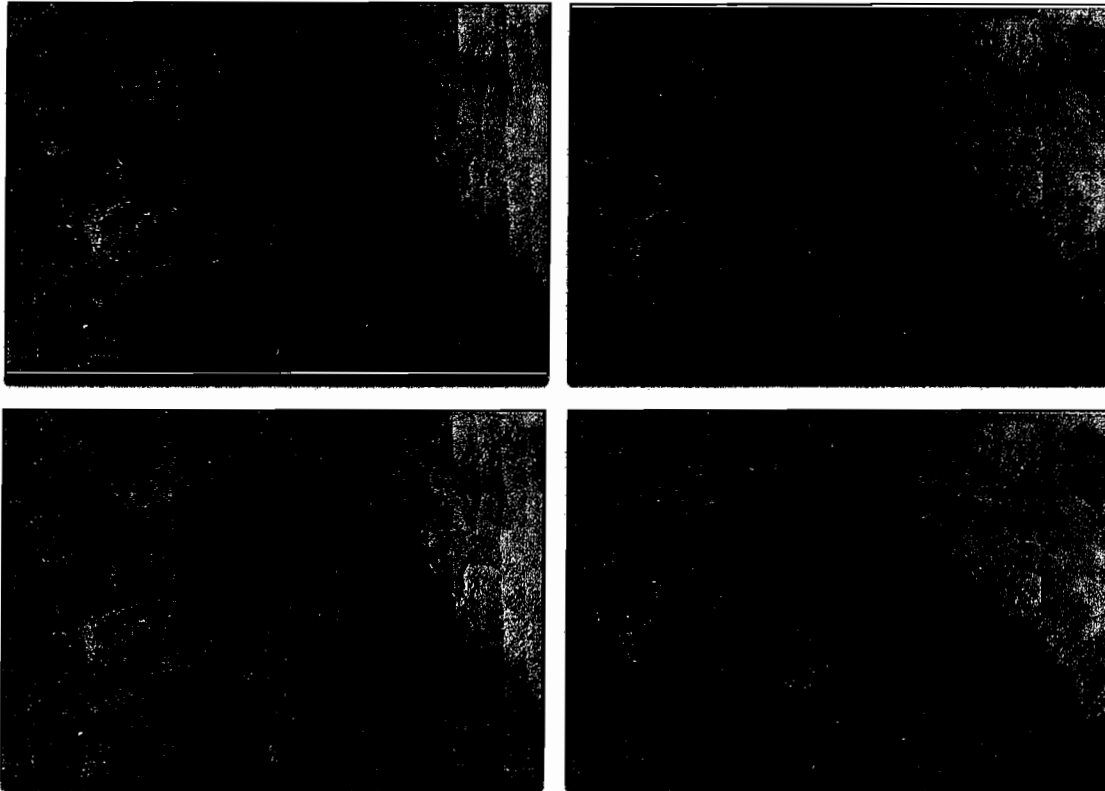
5.1.14.5 Global and Block Balancing

Surdex's custom-developed Global and Block Balance software used during mosaicking eliminates any residual atmospheric and radiometric anomalies that hamper the appearance of a seamless dataset. After application of BRDF and atmospheric correction each ortho strip still needs correction to match its neighbor.

- Block Balance fits correction models to each strip of images to correct to a single simultaneous bundle adjustment solution.
- Global Balance is then run to correct local differences in illumination between strips, even correcting to some extent the presence of cloud/cloud shadows.

Global Balance uses a "rigid body model" correction calculated for each ortho that best forms a normalized block fitting neighboring orthos. Higher-order polynomial versions of the rigid body result in a "flexible body" correction that transitions differences in the overlapping regions. As this is a model-based approach, it is possible to limit the influence of scene specific differences in overlapping orthos. For example, if crops are mature and green in one flight line and only tilled soil in the overlapping neighbor, the model will disregard these measurements as outliers and not force the green crops to match the brown soil. The Global Balance results can be previewed in Grouping Tool without the need to generate intermediate files.

Before (left) and after (right) both color (top) and CIR (bottom) global balancing.
(Seamlines not applied)



5.1.14.6 Tile Writing

The last step in the mosaicking process is the generation of ortho tiles in an internal production schema. During this step, all global balancing adjustments and seamlines are applied to the individual orthophotos. Once this is complete, all deliverable tiles are generated for the client.

For each project, an internal production digital orthophoto tile layout is devised that encompasses a buffered extent of the deliverable tiles. This “Master Tile” layout is based on contiguous tiles of a nominal 8,192 x 8,192 pixel tile size. Each Master Tile is in GeoTIFF form and in 4x12 (4 bands x 12 bits/pixel) format. Using custom Surdex software, virtually any client tile layout can be generated on demand using automated batch processing. This includes support for:

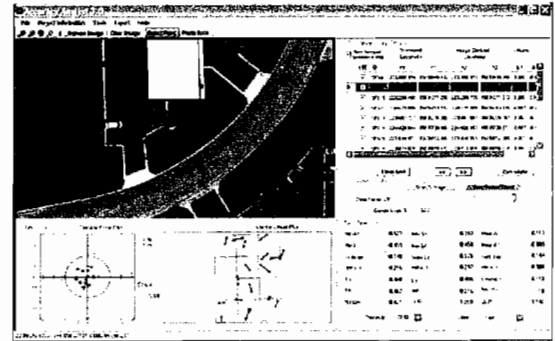
- Overlapping and contiguous client tiles.
- Multiple client tile layouts.
- Creating tiles in other map projections and/or linear units (eg: Meter vs US Survey Foot).
- Change of resolution – such as creating a 1’ resolution tile set from a 6” tile set.
- Since the imagery is in 4x12 format, it can be delivered as such or remapped to 8 bits/pixel, color, or color infrared (CIR) forms.
- Supported output file formats include MrSID, GeoTIFF, JPEG, JPEG200, ECW, TIFF/TFW, etc.

Besides the obvious ability to generate data in virtually any desired tile layout, the Master Tile concept makes error correction during QC very simple. Once an error is resolved in the Master Tiles, all applicable client tile layouts are automatically re-generated, limiting the correction to a single action potentially resolving numerous deliverables.

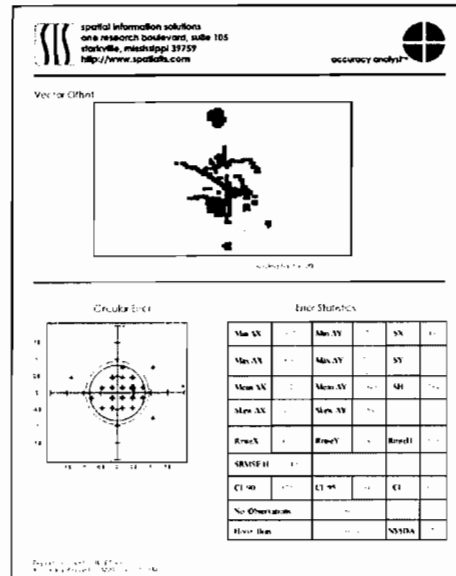
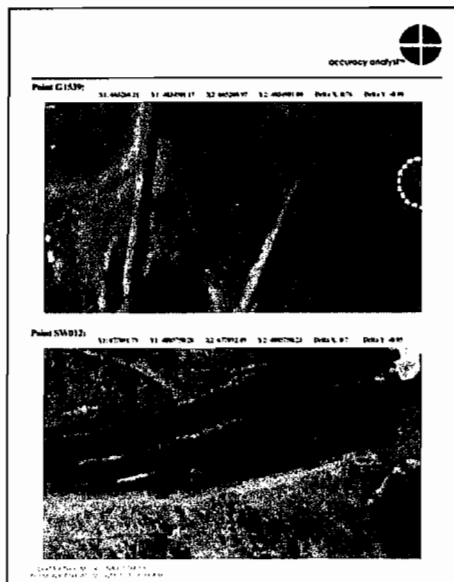
5.1.15 ACCURACY ASSESSMENT

Surdex uses the Accuracy Analyst software from CompassData for assessment of digital orthophoto accuracy.

This software accepts control point coordinates and guides the user through measuring points on the orthophoto tiles. It has extensive analysis and reporting tools that adhere to NSSDA specifications and guidelines.



Accuracy Analyst measurement and reporting.



5.1.16 CLIENT PRODUCT ACCEPTANCE TOOL (CPAT)

Surdex is offering, at no additional cost, a web-based approach to reviewing the orthoimagery.

Approximately 4 years ago, Surdex developed a web-based tool for the review and acceptance of our products. Our Client Product Acceptance Tool (CPAT) has been continually improved and has been used on numerous large projects with success. CPAT is a Silverlight application built over the ESRI ImageServer image service and interfaced to our Enterprise database. It operates within a web browser and features intuitive operation that requires no more than 1-2 hours of introductory familiarization. Surdex was a beta development partner for the ImageServer product and has continued to value-add this tool with applications developed in-house by Surdex's R&D staff and with assistance from ESRI experts.

Based on our experience, CPAT greatly streamlines the inspection process, remedial action, and delivery timelines. As call-outs are reported by reviewers, Surdex resolves each and notifies them to re-examine the correction. Since Surdex works off call-outs in parallel with the inspection process, in most cases the reviewers receive corrections in 1-2 business days. When all call-outs are resolved for the project, or a delivery area, the data can be shipped on hard drives for final delivery. In most cases, clients chose to have image products added to CPAT for inspection regardless of defined delivery areas/blocks, thus further expediting inspection and allowing our clients to level their inspection resources.

Selected details of the implementation include:

- Minimal requirements to operate: Windows Explorer or Firefox with the (free) Silverlight plug-in.
- Interfaced to Surdex's Enterprise database, which contains redline information and status of call-outs, overall status, remedial action, etc.
- Ability to define areas for assignment to individual inspectors.
- Selectable graphic overlays, including: tiles, seamlines, inspection status, etc.
- Roam and zoom within a window or from a related window (such as an overview window).
- Optional directed progression through tiles to provide structure to the inspection process.
- Clients can introduce vector layers for display, such as shapefiles of transportation layer.
- Ability to generate textual and graphical reports to assess inspection status.
- For "4-band" products, inspectors can toggle between color and CIR representations of the data.
- A 3X magnifier allows an inspector to maintain a constant zoom setting, leaving detailed examination (such as along seamlines) to the magnifier tool.

The illustrations on the following pages highlight some of the features of CPAT.



Standard Inspection Viewer

The screenshot shows the Standard Inspection Viewer interface. At the top left is an **Info Window** displaying project details: CPAT Image Inspector, Surdex Corporation - Copyright 2012 v.0, Project: MNGRO - Murray County, User: jaym_wed@zms.com, Total files: 313, Uninspected: 76. Below this is a **Progress Window** showing a progress bar and the text "(Pan/zoom enabled)". To the right is a **Locator Window** with a dark background. At the bottom left is a **Layer Control** window with checkboxes for "qCloudLayer", "qRedline", "qCloud", and "qContours", all of which are checked. The main central area is the **Inspection Window**, which displays a large, dark, textured image of a road surface. To the right of the main window is an **Edit Calls Table** with the following data:

ID	Invalid	Added Date	User Name	Redline Type	Redline Description	Redline Status
1	<input type="checkbox"/>	4/26/2012 3:13:12 PM	jaym	Clouds Or Cloud Shadows	check for road mismatch	0
2	<input type="checkbox"/>		surdex	Other Issues	adjust seam line near culvert	0
3	<input type="checkbox"/>		surdex	Other Issues	adjust seam line near culvert	0
9	<input type="checkbox"/>		surdex	Clouds Or Cloud Shadows		0
10	<input type="checkbox"/>		surdex	Image Smear		0

At the bottom right of the interface are **Image Layer Toggles** and **Inspection Controls**.



Magnifier tool avoids time-consuming zoom In/out to examine detail

http://cpat.surdex.com/CPAT/1001741/RedlineReview.asp?ID=surdex&Zone=118&Area=2012_HGAC - 1 foot Ortho

CPAT Image Inspector
 Surdex Corporation - Copyright 2011 v1.6
 Project: 2012 HGAC - 1 foot Ortho
 User: ds_surdex - Work/Zone: 17
 Tablet: 12 - Imported: 17

QC/Cond Layer

Redline

QC Grid

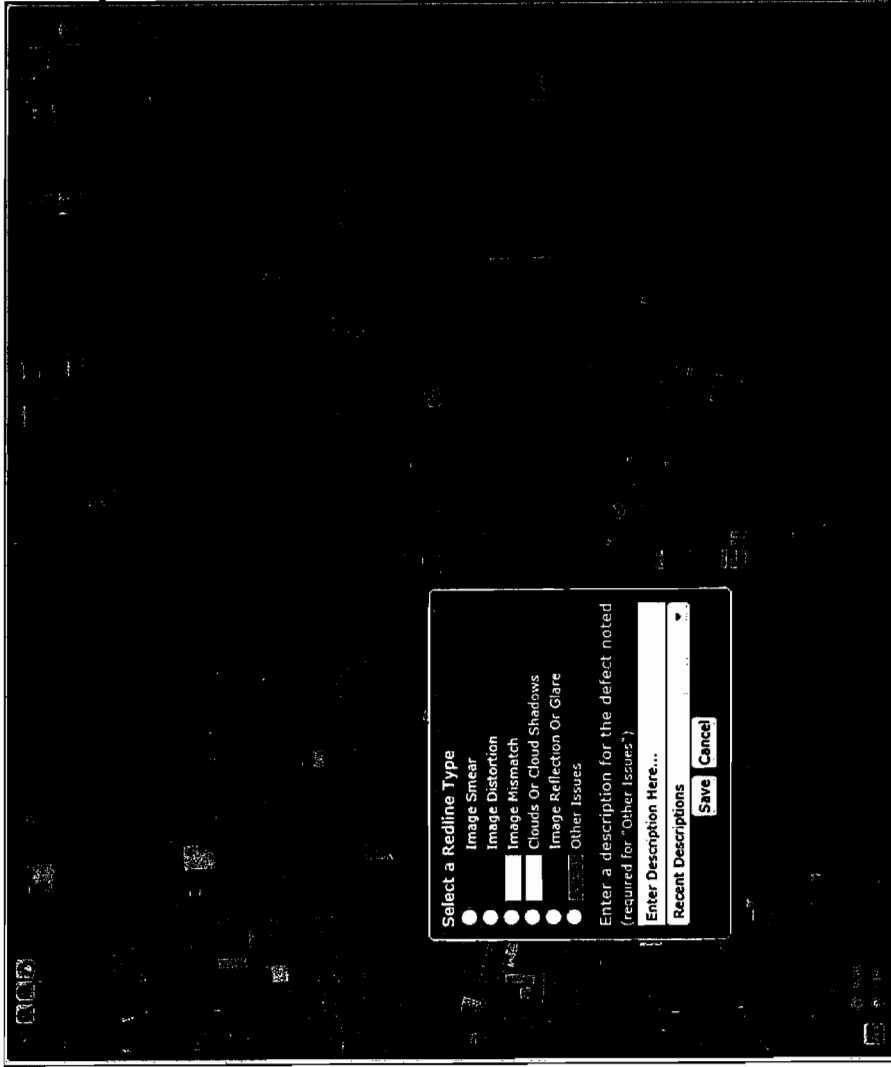
Frames

ID	BitmapID	Added Date	User Name	Redline Type	Redline Description	Redline Status
14	<input checked="" type="checkbox"/>		MartinS	Image Distortion	Large Tower Lean	1
5	<input type="checkbox"/>		MartinS	Image Distortion	Road is offset/stepped	0
6	<input type="checkbox"/>		ScottL	Other Issues	Is this piping? White Band? Smear?	0
7	<input type="checkbox"/>		MartinS	Other Issues	Color Balance off due to seam	0
8	<input checked="" type="checkbox"/>		MartinS	Other Issues	Color Balance off due to seam spots or dirt on the line	1
9	<input type="checkbox"/>		MartinS	Other Issues	Color Balance off due to seam	0

Records: 1 < 4 | 14 | > | Auto Zoom to Selected | Observed...



Edit call interface



Polygon Delineation of Edit Call

Select Call Type
Add Comments

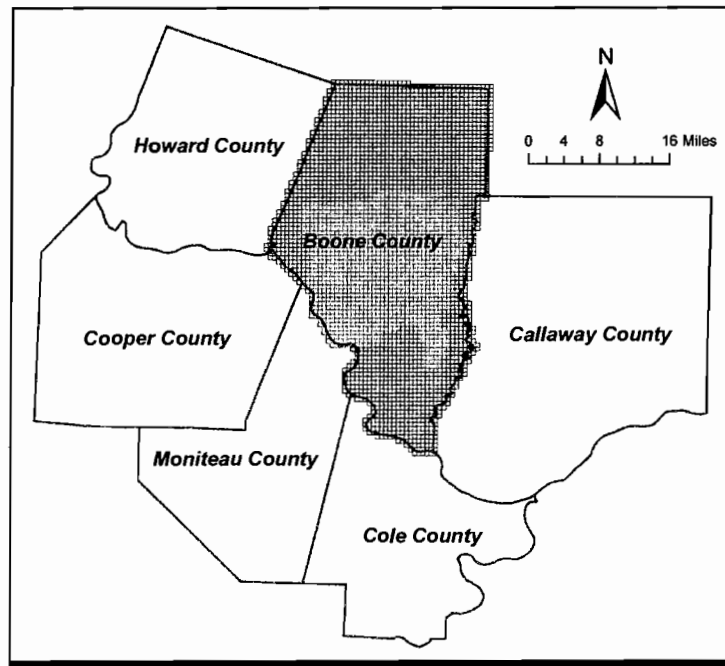
- Selectable Comment List during session

5.2 ITEM II – BOONE COUNTY LIDAR

5.2.1 PROBLEM UNDERSTANDING

The following graphic and table presents our understanding of the LiDAR portions of the project.

Summary of Orthophotography Requirements		
Density	Areas	Approximate Area
0.7-meter or 1.0-meter	Columbia Metro Area	264 sq mi
0.7-meter or 1.0-meter	Boone County	691 sq mi (complete county)
		432 sq mi (exclusive of the Metro area)



5.2.2 LIDAR GROUND SURVEY

Our Team will provide the ground control field operations and GPS data processing, meeting all required accuracies and specifications, for the entire project supporting the LiDAR requirements. This includes:

- Control points required to support production of the deliverables.
- Check points required to validate the accuracy of the deliverable.
- Wherever possible, existing control will be used.
- Establishing GPS Base Stations as required.

As with the orthophotography portion of this project, all Survey operations will be conducted under the supervision of a Registered Land Surveyor in the State of Missouri. A control diagram will be furnished for all survey points utilized on this effort. This will include point positions and observed baselines designating beginning and ending points.

Two base stations will be identified in advance and will be located as close as possible to the center of that day's collection area, adhering to a 25 mile baseline requirement. The base station locations will incorporate existing NGS locations where acceptable.

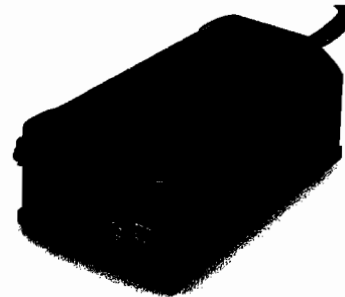
The results from the processed base station data, ABGPS data and the GPS surveyed ground control data will be used to create an accuracy report for each mission and for the overall project once it is complete. Surdex has provided its preliminary control plan below. This plan may be adjusted upon contract negotiations and the current ground conditions found in the field.

5.2.3 THE LEICA ALS70HP LIDAR

Surdex will use its Leica ALS 70 HP SP3 Aerial LiDAR Sensor (SN1798_HP) equipped with Multiple-Pulse-in-the-Air (MPIA) technology for the LiDAR acquisition. The sensor is a multiple-return LiDAR system capturing multiple ranges for each pulse along with intensity images.

The ALS70HP specifications are:

- 500 kHz pulse rate
- 200 kHz scan rate
- Up to four pulse returns
- Up to 3 intensity returns
- Selectable scan patterns: sinusoid, triangle, and raster
- Automatic adjustment of scan rate for uniform along-track spacing
- Reduced noise
- Improved range correction.





The following are the capabilities of the ALS 70 HP and the parameters designed to meet all requirements for 0.7-meter density.

ALS 70 HP Capabilities	
Leica ALS 70 HP SP3	
Scan Angle	≤40° (+/-20° from Nadir)
Returns Collected Per Laser Pulse	4 Nominal
Single Swath Pulse Density	≥ 0.7m GSD
Intensity Range	1-255 for each return
Swath Overlap	≥10% side-lap
GPS PDOP During Acquisition	≤3.5 (Typically much less with GLONASS)
GPS Satellite Constellation	≥6
Maximum GPS Baseline	<40 km
Flying height (AGL)	2,700 meters
Field of view	40°
Max laser pulse rate	261,000 KHz
MPIA	Enabled
Swath width	1,529 meters
Maximum line spacing	1,379 meters
Minimum sidelap	10%
Average point density	2.21 pts/meter ²
Average point spacing	0.67 meters
Illuminated footprint diameter	0.48 meter

Surdex will provide progress reports daily providing flight trajectories, GPS reports and identify any days where collection was delayed due to weather or other environmental factors. Our plan is focused on collecting data day or night through the use of multiple pilots and operators to ensure that the project is collected in the most efficient manner possible.

5.2.3.1 Sensor Calibration

LiDAR is highly dependent on several sensor sub-systems working in conjunction with each other to produce accurate ranging data and the resulting point cloud. This includes the Base GNSS station, ABGPS/GNSS, IMU and the physical laser unit. Surdex's LiDAR system is routinely calibrated over our established boresight at our base of operations in Chesterfield, MO.

Surdex's procedure to calibrate the sensor consists of four lines of acquired data flown in cardinal directions with two lines at one altitude and the other two (opposing directions of the first two) are at a different altitude. This calibration is accomplished when the sensor is installed in the aircraft required for a given project. This procedure is also accomplished if anomalies are found and unresolved during processing.

A secondary method of validation/calibration is conducted on site during the project acquisition. This secondary calibration is accomplished by acquiring cross flight lines perpendicular to the "project" lines before and after each lift. These data are processed and used as validation and calibration of the data collected over the project site.



5.2.4 ACQUISITION WINDOW

Acquisition, to be completed between November, 2014 and mid-April, 2015, will begin within two weeks of Notice to Proceed, given favorable weather and ground conditions. Surdex will provide any pertinent weather forecast updates as we monitor Midwest weather forecasts and conditions during our normal course of business. Upon formal notice of selection and prior to completion of negotiations and contract execution, Surdex will elevate the priority of weather monitoring. If unexpected circumstances arise, Surdex will communicate our concerns and recommendations. Based on the given acquisition window and acquisition hours calculated in our project design, Surdex does not anticipate weather or unexpected mechanical issues to present delays.

Surdex will base the mobilization schedule on current and forecast weather conditions and verified environmental conditions. Conditions required for LiDAR collection require:

- Cloud and fog free (between aircraft and ground)
- Snow free (light snow may be acceptable with approval)
- Steam and rivers within normal levels (flood free)
- Leaf off vegetation

Should crews leave the project site due to extended unfavorable weather/ground conditions, notification will be sent detailing the reason for leaving the project site and Surdex’s estimated re-mobilization date.

As daily shipments of the LiDAR arrive, the data are immediately backed up prior to any inspection or processing. This serves to secure all data in its native form should it be necessary for review or investigation during subsequent processing. After archival, the initial QC is accomplished on a daily basis. The data is inspected for coverage, continuity and general acceptability. Should an issue be found that requires re-flight, the anomaly is entered into the database as a “rejection” and notification sent to the Project Manager, Flight Manager and field crews automatically. The automatic notification eliminates the dependence on human interaction to report an issue. As stated previously, all re-flights are labeled as priority status requiring prompt attention.

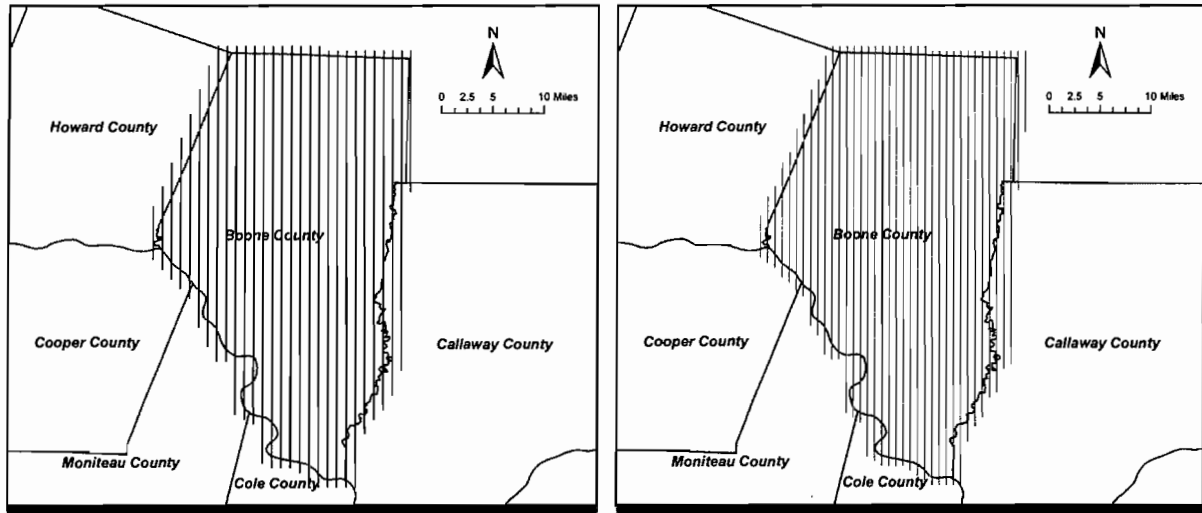
5.2.5 PRELIMINARY FLIGHT PLANS

The LiDAR flight planning is primarily based upon swath overlap, pulse density, and field of view (FOV). Derived parameters include the flying height above mean terrain. Detailed planning involves using elevation models to ensure variations in terrain do not result in gaps in coverage or loss of desirable swath overlap. The table below summarizes the acquisition requirements for AOI design.

Acquisition Requirements				
Parameter	Boone County		Columbia Metro Area Only	
	1.0 Meter	0.7 Meter	1.0 Meter	0.7 Meter
Flight Lines	29	38	21	27
Flight Line Miles (FLM)	931.3	1,173.7	350.0	418.9
On-Line Aircraft Hours	11.2	14.7	5.5	7.4

As can be seen from the table, approximately one-third more hours are required to capture at 0.7 meter post spacing than 1.0 meter post spacing.

Preliminary LiDAR flight plans for 1-meter (left) and 0.7-meter (right) post spacing coverage of Boone County.



5.2.6 INITIAL POST PROCESSING AND DATA VERIFICATION

Post processing and verification of acquired data will be accomplished upon receipt of data from the field. Standard QC checks are designed to verify that data meets or exceeds all requirements of the project. Surdex is familiar with the specification as provided as they are derived primarily from the USGS V1 specification which Surdex has successfully delivered on numerous projects.

Data will be inspected to ensure nominal point density has been achieved on single swath data, excluding overlap. Although data voids caused by water bodies or areas of low reflectivity will most likely not be present due to the geography of the area to be collected, inspection will verify that proper planning, acquisition, sensor function have achieved the desired results.

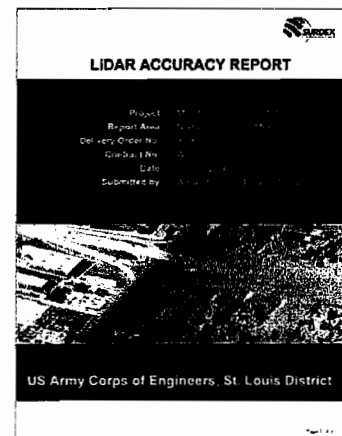
In our experience, due to detailed project planning, spatial distribution of collected data from the Leica ALS 70 continually meets specifications relating to clustering and routinely meet all QC checks against minimum points contained in prescribed grid cells.

5.2.7 VERTICAL ACCURACY

Surdex provides a full LiDAR accuracy report include project overview and process and QA/QC description addressing all NDEP/ASPRS procedures and requirements:

- Accuracy check points are used that are:
 - Independent of the points used in production.
 - At an accuracy equal to or better than the target product accuracy.
- A number of points in the project area will be utilized.

The report provides documentation of project specifications, control and check point descriptions and photos. In addition to written descriptions, project graphics are used to illustrate AOI's and GPS survey locations. To support accuracy reporting an Excel spreadsheet is provided listing all survey positions including; individual points, land cover types and final accuracy results.





This table below is a highlight of information provided in a previous Surdex LiDAR project Accuracy Report to the USACE, St. Louis, Nodaway County project area.

CLASSIFIED LAS QC ACCURACY RESULTS				
Stat	Overall	Hard Surface (HS)	Grass (G)	Trees (TR)
Count	81	20	20	21
RMSEz (FVA)	0.094	0.066	0.091	0.106
95 th Confidence Level (FVA)	0.183	0.130	0.178	0.208
95 th Percentile (CVA & SVA)	0.198	0.117	0.159	0.201

DEM QC ACCURACY RESULTS				
Stat	Overall	Hard Surface (HS)	Grass (G)	Trees (TR)
Count	81	20	20	21
RMSEz (FVA)	0.091	0.065	0.091	0.101
95 th Confidence Level (FVA)	0.179	0.128	0.179	0.197
95 th Percentile (CVA & SVA)	0.206	0.108	0.168	0.227

The accuracy report produced and provided to the State will follow NDEP/ASPRS guidelines documenting that LiDAR data meets accuracy standards stated below:

- FVA <= 19.6 cm ACCz, 95% (10 cm RMSEz)
- CVA <= 29.4 cm, 95th Percentile
- SVA <= 29.4 cm, 95th Percentile
- Horizontal Accuracy = 25.0cm RMSEr

5.2.8 DATA PROCESSING AND HANDLING

It is standard procedure (requirement) for all Surdex PM's to provide weekly status reports on all projects. The weekly reports addressing calibration and post processing will be in addition to the daily reports provided during the acquisitions phase of the project. The weekly status reports will include calibration progress and any issues encountered. Additionally, should an issue arise that is out of the ordinary, a discussion of the issue will be provided and Surdex's remediation plan and potential timeline will be provided.

As the project progresses, status of post processing will ultimately be incorporated into planned or projected deliveries. At the request of the State, Surdex will be pleased to participate in regular conference calls to discuss any outstanding or unforeseen issues.

5.2.8.1 Report on Delivery of Products and Percentage Completion

All reports will illustrate project progress by task as compared to the proposed schedule. The reports will identify a percent complete as they are finished and tracked against the master schedule using Microsoft Project. Following is the proposed project schedule.

5.2.8.2 Data Processing

Surdex will be ultimately responsible for all data reduction and processing. Surdex will accomplish all initial post processing of the collected LiDAR data, line to line matching and least squares adjustment to ground control. Surdex has incorporated the services of BPS to the team as a subcontractor to provide the somewhat labor intensive processing to bare earth surface. Surdex will QC all data submitted by subcontractors and will be responsible for the accuracy and fidelity of all deliverables.

5.2.8.3 Verify Data after Flying

Our workflow involves uploading all data to our home office checking for coverage, voids or other anomalies. As these areas are identified, flight crews will be notified of re-flights given priority status to ensure that the missing areas are collected as close to the previous environmental conditions as possible. All flight lines and data coverage will be initially verified for the entire project before we begin any de-mobilization from the project site. Surdex will conduct a “post-collection” briefing with the State, if deemed appropriate, to illustrate complete coverage before final de-mobilization activities commence.

LIDAR is highly dependent on several sensor sub-systems working in conjunction with each other to produce accurate ranging data and the resulting point cloud. This includes the Base GNSS station, ABGPS/GNSS, IMU and the physical laser unit. While the LiDAR system is periodically calibrated over a well controlled area to produce a boresight solution, the system may change between calibrations.

As stated previously, Surdex will acquire cross flight lines perpendicular to planned acquired lines. These flights will be acquired prior to and/or at the completion of each lift. These data are processed and used as validation and possibly calibration of the data collected over the project site.

These calibration lines are used to check repeatability between lines from both before/after the mission as well as to compare the pre-mission calibration lines to the post-mission calibration lines. If repeatability issues present, the data are put through either Attune or TerraMatch calibration software. Each of these packages, while differing in procedure, will allow the operator to determine values of correction (roll, pitch and heading) that are to be applied in the re-creation of the LAS flight lines.

Two base stations will be established; one at the airfield and a secondary station at an appropriate location selected to meet the needs of the day’s scheduled acquisition. All GPS/GNSS base stations will consist of dual frequency survey grade GPS/GNSS receivers collecting data at least one second epochs. Proper planning and monitoring will ensure that data is only collected with a PDOP of ≤ 3.5 with a minimum of six satellites in view.

5.2.8.4 Strip to Strip Analysis

Occasionally, regardless of an excellent calibration solution, individual lines or blocks of lines may require adjustment to remove systematic error. Additionally, adjacent lifts may require a relative adjustment to align the point clouds. Our experience is that long lifts and lifts that are divided to avoid clouds or undesirable ground conditions are more likely to require post processing adjustments. One process used to evaluate large areas of LiDAR and the fit of adjacent lifts is the production of dZ images, see the image below. These images are color coded to show elevation differences between lines in the overlap areas. Below, the green represents a 0 to 5 cm difference, Yellow 5 to 10 cm, Orange 10 to 15 cm and Red greater than 15 cm. Note – this data set shows very good repeatability on all “bare earth” surfaces, the only red shown is in tall vegetation which is expected.



Sample DZ Image showing areas of disagreement between lines.

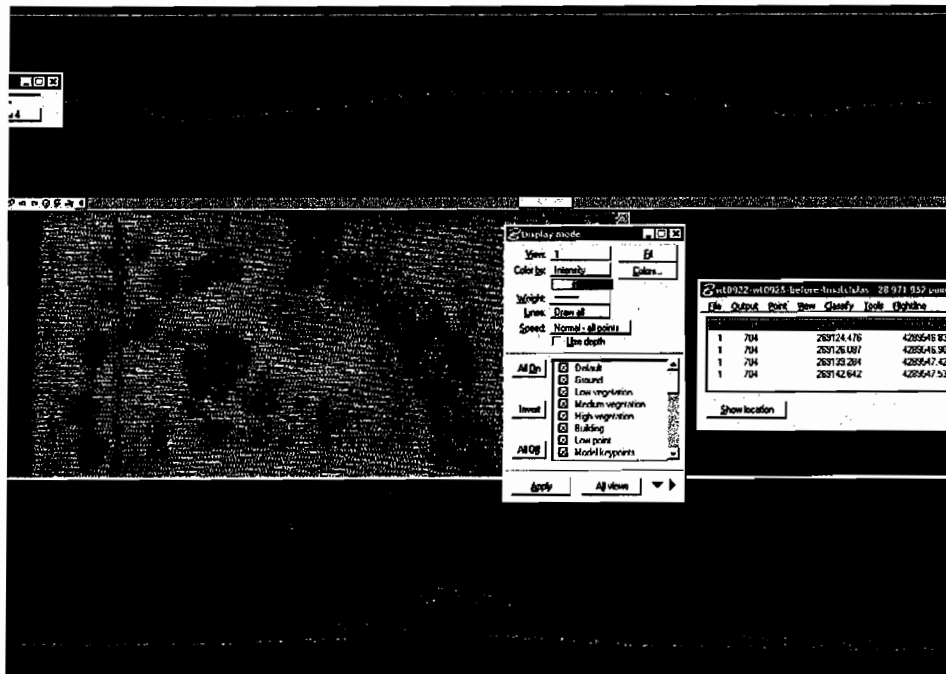
For this project all aerial LiDAR flight lines were analyzed with the DZ image review process. Once identified, areas of concern were further processed through the TerraMatch software to resolve remaining errors.

5.2.8.4.1 TerraMatch

TerraMatch is a least squares adjustment function contained within the TerraSolid LiDAR production software suite. This software allows the operator to perform something similar to the aerial triangulation we perform on imagery on the LiDAR elevation data. The software provides methodology to select areas between common LiDAR flight lines to match points. Once the points are measured, the software performs an adjustment of the sensor parameters such as D_x , D_y , D_z , D_{ω} , D_{ϕ} , D_{κ} and time dependent variability of these parameters. Once resolved, these adjusted parameters are applied to each flight line to remove the identified misfits in the data.

When significant elevation differences are detected, the affected lines will be evaluated in TerraMatch. Several areas will be identified and an initial visual review of the point cloud is performed to characterize the nature of the differences. The image on the next page illustrates lines requiring a pitch adjustment. Note the separation of the points between the roofline of a residential home.

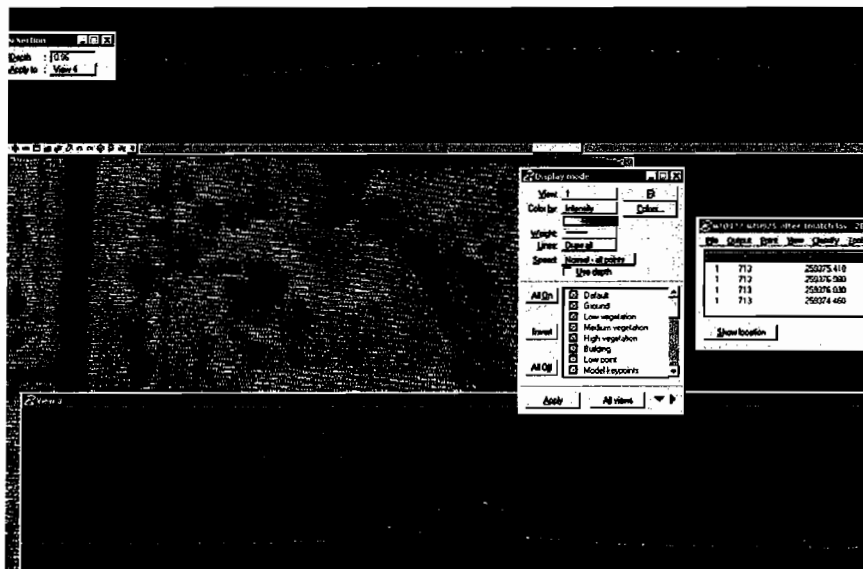
Example of a pitch error; top profile perpendicular to flight, bottom profile parallel.



Training patches are identified in TerraMatch and processed to determine the necessary parameter adjustments that need to be applied to the lines. These adjustments are applied to the training patches to evaluate their effect. This can be an iterative process to fine tune the parameters. Once the final parameters are determined, they are applied to the required lines. This provides a relative adjustment of the data and once a lift, or multiple lifts, have the relative adjustments applied, an absolute adjustment against the survey control is computed and applied. The most prevalent positional offsets are caused by the roll, pitch or heading, which once corrected produce well fitting lines both horizontally and vertically in the overlap areas. The next images illustrate the results of these adjustments.



Adjusted Dz image.



Adjusted Profiles.

Once the data is completely calibrated and meets the project accuracy, TerraSolid/TerraScan software is used to run automated classification routines. Several macros (filter algorithms) may be employed on this project given the variances in terrain and scene morphology to obtain high-yielding results for this project and minimize the time and cost for manual terrain editing.

TerraSolid/TerraScan software is used to run automated classification routines. Several macros (filter algorithms) will be employed on this project given the variances in terrain and scene morphology to obtain high-yielding results for this project and minimize the time and cost for manual terrain editing.

The final Digital elevation model (DEM) will be created once the data has been calibrated, edited and filtered using our workflows described above. This DEM will represent the ground surface, interpolated using a triangulated irregular network from identified ground points. All elevation points on vegetation, bridges, buildings, and other structures will be re-classified into appropriate classes so that they are available for other uses, as needed. Water Bodies (ponds and lakes), wide streams and rivers ("double-line"), and other non-tidal water bodies will be hydro-flattened within the DEM.

5.2.8.5 Product Development Remedies

Once the data has been processed, we are ready to create the DEM and metadata products. These are created from the processed data in an automated production environment. Our processing tools have been built to facilitate this process and make it easier for our QA/QC processors to check and validate each tile and area against its corresponding geodetic control.

5.2.8.6 Generate Tile-and Project Level Metadata

FGDC compliant, tile-level metadata for tiled products and project level metadata for non-tiled datasets will be created for this project using our ESRI-based tools. All metadata will meet required specifications and is further discussed in the Deliverables section below.

5.2.9 HYDRO-FLATTENING BREAKLINES

Surdex has a wide variety of tools available for the compilation of breaklines required for the hydro-flattening services. Surdex's process includes both manual and automated processes. This includes proprietary software developed to assist and improve efficiency in the hydro-flattening process.

Several sets of data are available to assist the technicians in developing the hydro-flattening breaklines. These data include: LiDAR data, color hillshade maps derived from the LiDAR data, NHD, intensity images and existing imagery, etc. – all useful for developing hydro-breakline data.

- **Methodology:** Surdex's methodology focuses on the use of color hillshade data as the source of hydro breakline development. Using color hillshade data in ArcMap is superior for both accuracy and efficiency in breakline compilation in that hillshades provide a much more intelligent representation of the bare-earth surface, allowing for precise determination of hydro features.
- **Create Gridded Hillshade:** The initial process creates a gridded 32-bit hillshade at a 1 meter grid from the bare-earth data, regardless of the final grid output deliverable. Surdex has determined, and built our proprietary software process, on this high resolution surface.

After the hillshades are created, color cycles are applied depicting various elevations depending on the amount of relief in the project area. Concurrent with the application of color cycles, the hillshade data are converted into an 8-bit 2-D data set and readied for breakline extraction.

- **Digitize Breaklines:** Using the developed hillshades, GIS technicians digitize breaklines on water features consisting of ponds greater than 2 acres and streams/rivers wider than 100 feet-both recommendations from the USGS, LiDAR specification v1.0. To improve efficiency, the various data sets described above may be used as a guide directing the technician to areas containing hydro features and providing confirmation of the features as determined in the hillshades. The hydro-flattening is applied to ponds, again using Surdex proprietary applications, by converting the 2-D breaklines to 3-D lines. These data are then draped over the bare-earth data and, at the discretion of the technicians and based on terrain relief, apply either a "lowest elevation" or "average elevation" value to the 3-D breakline.
- **Streams and Rivers:** Hydro-flattening of streams and rivers is similar to impoundments; the initial compilation is derived from the hillshades as described above. Technicians compile 2-D breaklines at the edges of rivers and streams using techniques and resources as described above. For impoundments, however, rather than applying an average or lowest point elevation to the breaklines, technicians compile a profile centerline to be used in determining elevation. The 3-D shapefile centerline is processed through the Surdex application applying elevations to the breaklines at vertices perpendicular to the centerline creating 3-D breaklines.

By applying consistent elevations to both sides of the rivers/streams, hydro-flattening produces a level surface perpendicular to the stream in the correct direction of flow. Road fills will not be removed at culvert locations creating stream channel breaks at these locations. Streams and rivers will not be broken at locations containing elevated bridges. Hydro-flattening breaklines will be delivered as a non-tiled ESRI feature class for the entire area in polygon/polyline shapefile or geodatabase format.



5.3 ITEM III – TOPOGRAPHICS / PLANIMETRICS

5.3.1 TOPOGRAPHIC MAPPING

Contours can be generated several different ways:

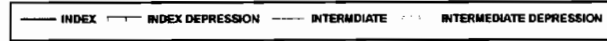
- A LiDAR-only approach.
- A photogrammetric-only approach.
- A combined LiDAR and photogrammetric approach.

The decision as to which approach would be used depends partly on accuracy and partly on the resolution of the LiDAR data and/or photogrammetric imagery.

When creating contours from LiDAR, Surdex has defined various levels of contour datasets that reflect common practices, intended usage, and level of effort. The following table defines these levels which range from Level 1 (automatically generated contours) to Level 4 (intended for precise datasets usable for engineering efforts).

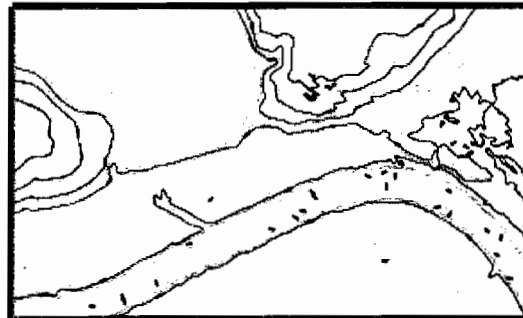
Contour From LiDAR Dataset Levels				
Feature	Level 1	Level 2	Level 3	Level 4
Contour index text	Yes	Yes	Yes	Yes
Attributes for depression contours	Yes	Yes	Yes	Yes
Cartographic edit (text and contours)		Yes	Yes	Yes
Hydrographic breaklines			Yes	Yes
Stereo-compiled breaklines				Yes
Planimetric features (optional)				Yes

The following examples illustrate the quality of each Level over the same area.



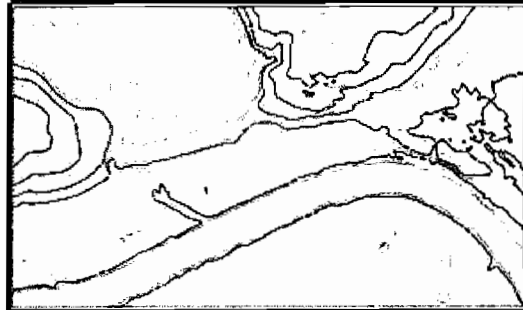
Level 1

- Automatically generated from LiDAR.
- No manual editing.



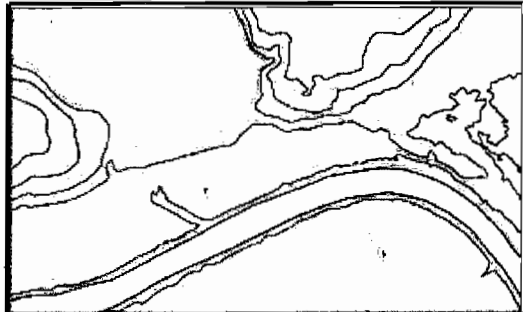
Level 2

- Manual editing.
- Anomalies resolved.
- Smoothing.



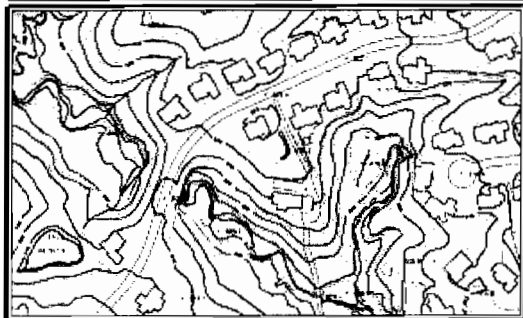
Level 3

- Begins with Level 2 dataset
- Breaklines from LiDAR surface.
- Hydrologic enforcement.
- Aggressive cartographic editing.



Level 4

- LiDAR and/or photogrammetric DTM source.
- Stereocompilation.
- Highest level of breaklines and cartographic editing.
- Planimetric data is optional.



For this project, it is not clear what level of contour datasets are required for each partner and/or area of interest. Additionally, without options known for fresh or new LiDAR acquisition, we are unclear as to whether the start point is LiDAR data or will require new photogrammetric compilation. In our pricing response, we have provided alternative pricing in this regard.



It is our recommendation to consider Level 3 contours from LiDAR. For large areas, Level 3 provides the best value for most clients. You can always upgrade to Level 4 by adding photogrammetric breaklines for small areas where engineering grade contours are needed.

We have taken the liberty to add options and verbiage in the pricing section to best explain these options.

5.3.2 PLANIMETRIC MAPPING

Fresh compilation of impervious surface features will be accomplished using the newly acquired stereo imagery. Stereo compilation will begin by creating a “seed file” developing specific layers associated with the required planimetric features. The layers will be tailored to meet the attribute requirements corresponding to the required impervious surface mapping. By developing, and adhering to, the layer design, ingestion into the geodatabase containing the required attribution is performed with minimal editing requirements.

5.3.2.1 Post Compilation Editing

Once the stereo compilation is completed, cartographic edits are performed on the feature data. Two types of editing programs available are automatic batching programs, and interactive editing programs.

5.3.2.1.1 Automatic Quality Control batch editing involves the use of user-defined support files that define the editing processes; therefore, special operator intervention is not required. Quality Control batch processing is used for the following tasks:

- Trim line work beneath annotations
- Delete selected line work within closed features
- Edge match and intersect nearly adjacent linear features from different stereo models
- Globally or selectively change feature attributes including: feature codes, character height, and character width
- Subdivide selected line work at all intersection points
- Snap and cut line ends to other lines to ensure connectivity
- Filter excess data points
- Concatenate multiple strings into a single feature.

5.3.2.1.2 Interactive editing allows the operator to perform editing operations at any time. This enables the technicians to correct their own work and allows other digitizing workstations to be used to perform edits ad hoc. Surdex uses the interactive editing program to perform the following tasks:

- Delete lines, symbols, and annotations
- Snap and cut end lines to other lines
- Generate parallels from existing lines
- Move symbols and annotations
- Outline segments at intersections with other lines.

5.3.2.2 Visual Validation

The visual validation process involves the technician visually evaluating the mapping data. Here the technician views the mapping data along with the digital orthophotography on a workstation and visually reviews it to assure the following requirements are met:

- Topology items are valid
 - Existing dangling arcs are legitimate
 - Breaks in routes are legitimate.
- Evaluate errors of commission
 - Assigned attributes are correct (e.g. paved road is not coded as a dirt road)

- Completeness of features represented (e.g. compilation of features represented is complete and precise).
- Errors of omission
 - All required features are delineated.

5.3.2.3 Topological Edits

Topology is a mathematical procedure for explicitly defining spatial relationships. Topology expresses different types of spatial relationships as features (e.g., polygon features for areas and lines for linear features). During this process, the Surdex technicians assure the following spatial relationships occur:

- Check for intersection errors (arcs intersecting without nodes)
- Check for data inclusion/exclusion (data was compiled correctly)
- Check for feature placement (everything is in the right place)
- Check for connectivity (features that should connect, actually do)
- Check for continuity (features are continuous, not broken)
- Check for contiguity (adjacent features touch each other).

5.3.2.4 Automated Validation

The automated validation utilizes custom applications that have been developed by Surdex programmers to assure that the following project parameters are met:

- File names adhere to the naming conventions set by the project design
- Topology is the correct type (point, line, polygon)
- Topology is current
- Certain characteristics of topology are correct
 - Polygon labels
 - Arcs intersecting without nodes.
- Data has reasonable geographic extent (i.e., it falls within project boundary)
- Features have appropriate tolerances
- Fuzzy
 - Dangle
 - Weed
 - Grain.
- Correct projection
- Database adheres to the data dictionary
 - Attribute items have the correct definitions
 - Values are in correct range.

Similar to our comments in the contour section, we took the liberty to modify the wording in the pricing section for planimetrics and impervious surface to best represent our process and our cost.



Section 6: Pricing



6. RESPONSE/PRICING PAGE

In compliance with this Request for Quotation and subject to all the conditions thereof, the Respondent agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this quotation and is authorized to contract on behalf of the Respondent named below. (Note: This form must be signed. All signatures must be original).

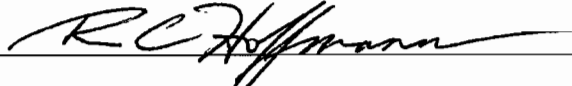
Company Name: Surdex Corporation

Address: 520 Spirit of St. Louis Blvd.
Chesterfield, MO 63005

Telephone: 636-368-4400 Fax: 636-368-4401

Federal Tax ID (or Social Security #) 43-0690641

Print Name: Ronald C. Hoffmann Title: President

Signature:  Date: 10/17/2014

E-Mail Address: RonHCorp@surdex.com

6.1 PRICING:

Pricing – The Agency is providing this Response Form for summarized pricing. Please attach a more detailed listing outlining all costs. As appropriate, items should include professional fees, materials, out of pocket expenses, sub-consultant fees and any other costs anticipated by the Respondent to satisfy the purpose of this Request for Quotation.



6.1.1 Item I – Orthophotography (See Attachment A)

A. OPTION 1 – Orthophoto Regional Flight

1. Cost for 4.8 sqmi - 3" Color Orthophotography	\$ 5,984
2. Cost for 1,340 sqmi - 6" Color Orthophotography	\$ 109,426
3. Cost for 2,287 sqmi - 12" Color Orthophotography	\$ 44,795
Total	<u>\$160,205</u>

Color-IR (cost list by County party to PAQ)

\$500/county

Ground control targets (cost list by County party to PAQ)

Included in Orthophoto Pricing

Optional digital file format MrSID photomosaic (cost list per County party to PAQ)

\$500/county

Alternate Bids

B. OPTION 2 – Alternate Pricing Per Square Mile Matrix

Square Miles	3"	6"	12"
30 to 100	\$400	\$150	\$50
101 to 800	\$300	\$100	\$35
801 to 2000	\$255	\$85	\$29
2001 to 4000	\$240	\$80	\$27
4001+	\$225	\$75	\$25

Alternate Bids:



6.1.2 Item II – Boone County LiDAR

**A. OPTION 1 – Classifying Bare-Earth LiDAR: County-wide Flight and Processing
(See Attachment B)**

1a.	Cost for 432 sqmi- 0.7m County LiDAR (bare earth and hydro flatten to USGS spec)	\$ 72,835
1b.	Cost for 264 sqmi- 0.7m Metro LiDAR (bare earth and hydro flatten to USGS spec)	\$ 49,540
1c.	Other Additional Costs _____	\$
	Total	\$ 122,375
2a.	Cost for 432 sqmi- 1.0m County LiDAR (bare earth and hydro flatten to USGS spec)	\$ 63,975
2b.	Cost for 264 sqmi- 1.0m Metro LiDAR (bare earth and hydro flatten to USGS spec)	\$ 43,205
2c.	Other Additional Costs _____	\$
	Total	\$ 107,180

B. OPTION 2 – Classified Bare-Earth LiDAR: County-wide Flight but only Metro Processing

1a.	Cost for 432 sqmi- 0.7m County LiDAR (no processing)	\$ 39,430
1b.	Cost for 264 sqmi- 0.7m Metro LiDAR (bare earth and hydro flatten to USGS spec)	\$ 49,540
1c.	Other Additional Costs _____	\$
	Total	\$ 88,970
2a.	Cost for 432 sqmi- 1.0m County LiDAR (no processing)	\$ 30,570
2b.	Cost for 264 sqmi- 1.0m Metro LiDAR (bare earth and hydro flatten to USGS spec)	\$ 43,205
2c.	Other Additional Costs _____	\$
	Total	\$ 73,775

C. OPTION 3 – Classified Bare-Earth LiDAR: Metro Only Flight and Processing

1a.	Cost for 264 sqmi- 0.7m Metro LiDAR (bare earth and hydro flatten to USGS spec)	\$ 63,285
1b.	Other Additional Costs _____	\$
	Total	\$ 63,285
2a.	Cost for 264 sqmi- 1.0m Metro LiDAR (bare earth and hydro flatten to USGS spec)	\$ 53,820
2b.	Other Additional Costs _____	\$
	Total	\$ 53,820

6.1.3 Item III – Topographics / Planimetrics

The City of Columbia has topographic and planimetrics of the requested area from 2007 and 2002. It is left to the discretion of the Offeror to base the cost on updating the City’s current information or recreating the planimetrics from the new flight information. Each Offeror will be provided with a sample of several of the panels to help with their determination.

A. Topographics / Planimetrics Deliverables: Orthophotography & LiDAR Based

Option 1 (See Attachment C)

1.	Cost for 264 sqmi - Metro Area New 2’ Contours – Surdex Level 3	\$ 25,055
2.	Cost for 264 sqmi - Metro Area Impervious Surface	\$381,980



3.	Cost for 8.5 sqmi - New Planimetrics	\$ 25,380
4.	Cost for 6 sqmi – Updated Planimetrics	\$ 2,345
	Total	\$ 434,760
5.	Additional Cost for Surdex Level 4 Contours	\$ 268,905
	Total	\$ 703,665

Option 2 (See Attachment D)

1.	Cost for 264 sqmi - Metro Area New 2' Contours – Surdex Level 3	\$ 25,055
2.	Cost for 264 sqmi - Metro Area Impervious Surface	\$ 381,980
3.	Cost for 14.5 sqmi - New Planimetrics	\$ 33,035
4.	Cost for 5 sqmi – Updated Planimetrics	\$ 3,210
	Total	\$ 443,280
5.	Additional Cost for Surdex Level 4 Contours	\$ 268,905
	Total	\$ 712,185

Option 3 (See Attachment E)

1.	Cost for 264 sqmi - Metro Area New 2' Contours – Surdex Level 3	\$ 25,055
2.	Cost for 264 sqmi - Metro Area Impervious Surface	\$ 381,980
3.	Cost for 19 sqmi - New Planimetrics	\$ 44,240
4.	Cost for 5.5 sqmi – Updated Planimetrics	\$ 1,915
	Total	\$ 453,190
5.	Additional Cost for Surdex Level 4 Contours	\$ 268,905
	Total	\$ 722,095

Option 4 Topographics / Planimetrics Price Matrix

Cost Per Sq. Mile	New Planimetrics	Updated Planimetrics	New 2' Contours (Level 3 / Level 4)	Impervious Surface
Urban	\$7640	\$5350	\$95 / \$1115	\$6882
Suburban	\$3005	\$2640	\$95 / \$1115	\$2640
Rural	\$1345	\$1120	\$95 / \$1115	\$1120

B. Topographics / Planimetrics Deliverables: Orthophotography Based ONLY (LiDAR not flown)

Option 1 (See Attachment F)

1.	Cost for 6 sqmi - New Planimetrics and Topographics	\$ 33,680
2.	Cost for 8.5 sqmi – Full Update Planimetrics	\$ 35,350
3.	Cost for 2 sqmi – Minimal Update Planimetrics	\$ 3,165
	Total	\$ 72,195

Option 2 (See Attachment G)

1.	Cost for 14.5 sqmi - New Planimetrics	\$ 64,850
2.	Cost for 5 sqmi - Full Update Planimetrics	\$ 15,415
3.	Cost for 5 sqmi - Minimal Update Planimetrics	\$ 5,650
	Total	\$ 85,915

Option 3 (See Attachment H)

1.	Cost for 19 sqmi - Full Update Planimetrics	\$ 60,820
2.	Cost for 47.5 sqmi - Minimal Update Planimetrics	\$ 101,430
	Total	\$ 162,250



Option 4 Topographics / Planimetrics Price Matrix

Please indicate pricing per square mile for Planimetrics | Planimetrics + Topo for the ground feature density categories below.

Cost Per Sq. Mile	Full New		Full Update		Minimal Update Only	
	Plan	Plan+Topo	Plan	Plan+Topo	Plan	Plan+Topo
Urban	\$8255	\$12.370	\$5.780	\$8.660	\$4.125	\$6.185
Suburban	\$3245	\$7.360	\$2.270	\$5.150	\$1.625	\$3.680
Rural	\$1450	\$4.050	\$1015	\$2.840	\$725	\$2.025

6.1.4 Additional Charges / Alternate Deliverables (if any)

List any additional charges below – Attach supporting documentation, if necessary and note if charges a specific cost per certain county/entity or a standard rate for the regional flight area.

_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

6.1.5 Delivery Dates

- a. Estimated number of planes used for flight(s): Ortho: 2 LiDAR: 1
- b. Estimated delivery date for ITEM I (Orthophotography): 5/15/2015
- d. Estimated days to complete ITEM II (LiDAR): 8/5/15
- e. Estimated delivery date for ITEM III (Topographics / Planimetrics): TBD

Surdex has given our best estimate on realistic delivery dates above. The options selected for the final scope of work will affect the delivery dates. For instance, if LiDAR is selected, we will want to delay ortho production for the LiDAR areas to produce the new DEM before producing orthos. We will work with the partners during final scoping of the project to optimize the delivery schedule to meet your needs.

6.2. CONTACT PERSON:

Provide a contact person who will be responsible for coordinating the efforts and personnel of all parties involved in the response, to include, but not be limited to, oral presentations, demonstrations, site visits and responses to request for clarification, if any. Provide the following:

Information on the following page page.



Name: Ronald C. Hoffmann

Organization: Surdex Corporation

Address: 520 Spirit of St. Louis Blvd. Chesterfield, MO 63005

E-mail: RonHCorp@surdex.com

Phone Number: 636-368-4400

Fax: 636-368-4401

6.3 IDENTIFICATION OF BIDDERS/OFFERORS:

Identification of Bidders/Offerors: How were you notified or heard about this bid/quotation?

- Newspaper advertisement
- Boone County Electronic Bid Notification
- other, please list:



Addendum Acknowledgement

OFFEROR has examined copy of **Addendum #1** to Request for Proposal **48-17OCT14 – PAQ Request for Photogrammetric Products & Services** receipt of which is hereby acknowledged:

Company Name: Surdex Corporation
Address: 520 Spirit of St. Louis Blvd. Chesterfield, MO 63005

Phone Number: 636-368-4400 Fax Number: 636-368-4401

E-mail: TimD@surdex.com

Authorized Representative Signature: Tim Donze Date: 10/17/2014

Authorized Representative Printed Name: Tim Donze



BOONE COUNTY, MISSOURI
Request for Proposal #: 48-17OCT14 – PAQ Request for
Photogrammetric Products & Services

ADDENDUM #1 - Issued October 15, 2014

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 Proposal Response.

Scope of Work 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:

1. **Question:** Can you provide a sample of the existing planimetric mapping data?

Response: Some additional sample data for the planimetric mapping has been posted for the vendors at

http://maps.showmeboone.com/downloads/files/City_of_Columbia_Plan_&_Impervious_Sample_s.zip

2. **Question:** Please identify the features desired in the impervious surface option as well as key differentiators between the desired planimetric collection and the new impervious surface data collection.

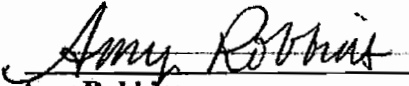
Response: Key feature is impervious, as defined in the planimetric geodatabase data dictionary. Vendors are welcome to offer options for impervious surface differentiation based on other data elements in the planimetric geodatabase data dictionary, which also includes building footprints (poly), road edge (previously only line), parking (previously only line), driveway (previously only line).

The goal of the impervious surface product is to provide baseline 2015 data. Primary uses include stormwater billing based on amount of impervious surface by parcel and environmental modeling of stormwater run off. The key differentiation is imperviousness, or surface on real property where infiltration into the earth has virtually been eliminated by the works of man. Impervious surfaces include but are not limited to: roofs, paved driveways, patio areas, sidewalks, parking lots, storage areas, and other concrete, oil, or macadam surfaced areas which prevent percolation of stormwaters into the earth's surface. Differentiation among types of impervious is not expected in the "Cost for \$264 sqmi - Metro Area Impervious Surface," although vendors are welcome to specify alternate deliverables in section 6.1.4.

The City has some impervious data from other projects including impervious for dense and commercial areas based on 2011 leaf off imagery and 2007 leaf on impervious land cover. Other data that may aid in generation include: maintained structure footprints, street centerlines, and sidewalks (with widths); and 2007 planimetrics including road edge (line), parking (line), and driveway (line). Samples of the current impervious surface data are included. Samples of the 2007 planimetrics including road edge, parking, and driveway are provided as Esri geodatabase and DWG (the DWG for the convenience of select tiles).

3. **Question:** Is there a possibility of speaking with the technical contact at the City of Columbia regarding question #2 and likely follow up questions?

Response: Please review the response provided to Question #2 and email any follow up questions as indicated in the Request for PAQ document.


By: 
Amy Robbins
Senior Buyer

OFFEROR has examined copy of **Addendum #1** to Request for Proposal **48-17OCT14 – PAQ Request for Photogrammetric Products & Services** receipt of which is hereby acknowledged:

Company Name: Surdex Corporation
Address: 520 Spirit of St. Louis Blvd. Chesterfield, MO 63005

Phone Number: 636-368-4400 Fax Number: 636-368-4401

E-mail: TimD@surdex.com

Authorized Representative Signature:  Date: 10/17/2014

Authorized Representative Printed Name: Tim Donze



MISSOURI ONLINE UCC FILING



Gen. Business - For Profit Details as of 11/17/2014

*Required Field

If you wish to file online, select the filing from the Filing drop-down list, then click the FILE ONLINE button.

To file a registration report, click the FILE REGISTRATION REPORT button.

To order copies or certificates, click the COPIES/CERTIFICATES button.

Select filing from the list.

Filing Type: Acceptance of a General Business to a Non Pr

FILE ONLINE

ORDER COPIES/
CERTIFICATES

General Information	Filings	Address	Contact(s)
Name(s) SURDEX CORPORATION	Type Gen. Business - For Profit	Address 520 Spirit of St.Louis Blvd Chesterfield, MO 63005	Charter No. 00082902
Domesticity Domestic	Registered Agent EARL R. HOFFMAN 520 SPIRIT OF ST LOUIS BLVD CHESTERFIELD, MO 63005	Status Good Standing	Date Formed 6/22/1954
Duration Perpetual	Renewal Month January	Report Due 4/30/2015	

The information contained herein is provided as a public service. The State makes no representation or guarantee as to the correctness, completeness or suitability of the information provided or of any linked information. All critical information should be verified directly with the Secretary of State, Corporation Division. The State, its employees, contractors, subcontractors or their employees do not make any warranty, expressed or implied, or assume any legal liability for the accuracy, completeness or usefulness of any information, apparatus, product or process disclosed or represent that its use would not infringe on privately-owned rights. The information and/or services provided may change at any time without notice.

SAM Search Results
List of records matching your search for :

Search Term : Surdex* Corporation*
Record Status: Active

ENTITY	SURDEX CORPORATION	Status:Active
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DUNS: 006332415	+4:	CAGE Code: 8G253	DoDAAC:
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Expiration Date: Jan 22, 2015	Has Active Exclusion?: No	Delinquent Federal Debt?: No
--------------------------------------	----------------------------------	-------------------------------------

Address: 520 SPIRIT OF ST LOUIS BLVD	
City: CHESTERFIELD	State/Province: MISSOURI
ZIP Code: 63005-1002	Country: UNITED STATES

BAFO #1 – Surdex Corporation



November 5, 2014

Amy Robbins
Senior Buyer
613 E. Ash Street, Room 110
Columbia, Mo 65201

Email: arobbins@boonecountymmo.org

RE: Surdex Clarification and Best & Final Offer #48-17OCT14-PAQ - Request for Photogrammetric Products and Services

Dear Ms. Robbins:

We appreciate your interest and the interest of the City of Columbia in providing us this Best & Final Offer opportunity.

Many of the options for the planimetric mapping were revised from the initial request and we have adjusted for this.

The most notable change in the options listed was the removal of impervious surface line item in many of the options. Keep in mind that impervious surface and planimetric tasks are tied very closely together and overlap in many ways.

When the impervious surface and planimetric tasks were included together, much of the work to create planimetrics was incorporated in the impervious surface task and the cost listed in our response.

This said, since the impervious surface options have been eliminated, much of the effort that had been accounted for in the impervious surface work will not be accounted for in the planimetric tasks.

If further clarifications are needed on this topic, I'd be glad to discuss them with you and/or your project partners.

If you have any questions or comments, do not hesitate to contact me directly at any point in the evaluation process.

Sincerely,
SURDEX CORPORATION

A handwritten signature in black ink that reads 'Tim Doye'.

Vice President Business Development, Midwest Region
Direct Tel: 314-422-7616
Email: TimD@surdex.com

Surdex Corporation's Response / Pricing Page
BAFO #1 for
48-17OCT14 – PAQ Request for Photogrammetric Products & Services

Topographics / Planimetrics

The City of Columbia has topographic and planimetrics of the requested area from 2007 and 2002. It is left to the discretion of the Offeror to base the cost on updating the City's current information or recreating the planimetrics from the new flight information. Each Offeror will be provided with a sample of several of the panels to help with their determination. Delivery extent layers available for download at http://maps.showmeboone.com/downloads/files/2015_MidMO_PAQ_TopoPlan_Shapefiles_BAFO.zip

A. Topographics Deliverables: Orthophotography & LiDAR Based

Option 1 (See Attachment A)

1. Cost for 264 sqmi - Metro Area New 2' Contours (Level 3)	\$ 24,010
Total	\$ 24,010

B. Planimetrics Deliverables: Orthophotography & LiDAR Based

Option 1 (See Attachment B)

1. Cost for 8.5 sqmi – New Planimetrics	\$ 58,200
2. Cost for 6 sqmi – Updated Planimetrics	\$ 11,880
Total	\$ 70,080

Option 2 (See Attachment C)

1. Cost for 14.5 sqmi – New Planimetrics	\$ 75,090
2. Cost for 5 sqmi – Updated Planimetrics	\$ 17,860
Total	\$ 92,950

Option 3 (See Attachment D)

1. Cost for 19 sqmi – New Planimetrics	\$ 100,590
2. Cost for 5.5 sqmi – Updated Planimetrics	\$ 9,420
Total	\$ 110,010

Option 4 (See Attachment E)

1. Cost for 25 sqmi – New Planimetrics	\$ 136,150
2. Cost for 5.5 sqmi – Updated Planimetrics	\$ 9,420
Total	\$ 145,570

Option 5 (See Attachment F)

1. Cost for 32.0 sqmi – New Planimetrics	\$ 166,760
2. Cost for 5.5 sqmi – Updated Planimetrics	\$ 9,420
Total	\$ 176,180

Option 6 Topographics / Planimetrics Price Matrix

NOTE FROM SURDEX:

We have provided two charts below. The first Chart A is provided as requested to make sure we comply with your format and request fully.

Chart B is showing the format we initially provided. We believe the Urban, Suburban, Rural planimetric pricing is a better reflection of how we typically price planimetric work and believe it best represents the cost of this type work.

We have provided a plan density map (Exhibit A-Plan Density Map) and shapefiles of metro Columbia that delineates Urban, Suburban, and Rural areas. This should aid the city in estimating what their cost would be to map specific areas.

Chart A

Cost Per Sq. Mile	New Planimetrics	Updated Planimetrics	New 2' Contours	Impervious Surface
1 to 30	\$7,325	\$5,130	\$91	\$6,595
31 to 100	\$5,110	\$3,830	\$91	\$4,565
100 to 300	\$2,815	\$2,175	\$91	\$2,470

Chart B

Cost Per Sq. Mile	New Planimetrics	Updated Planimetrics	New 2' Contours	Impervious Surface
Urban	\$7,325	\$5,130	\$91	\$6,595
Suburban	\$2,880	\$2,530	\$91	\$2,530
Rural	\$1,290	\$1,075	\$91	\$1,075

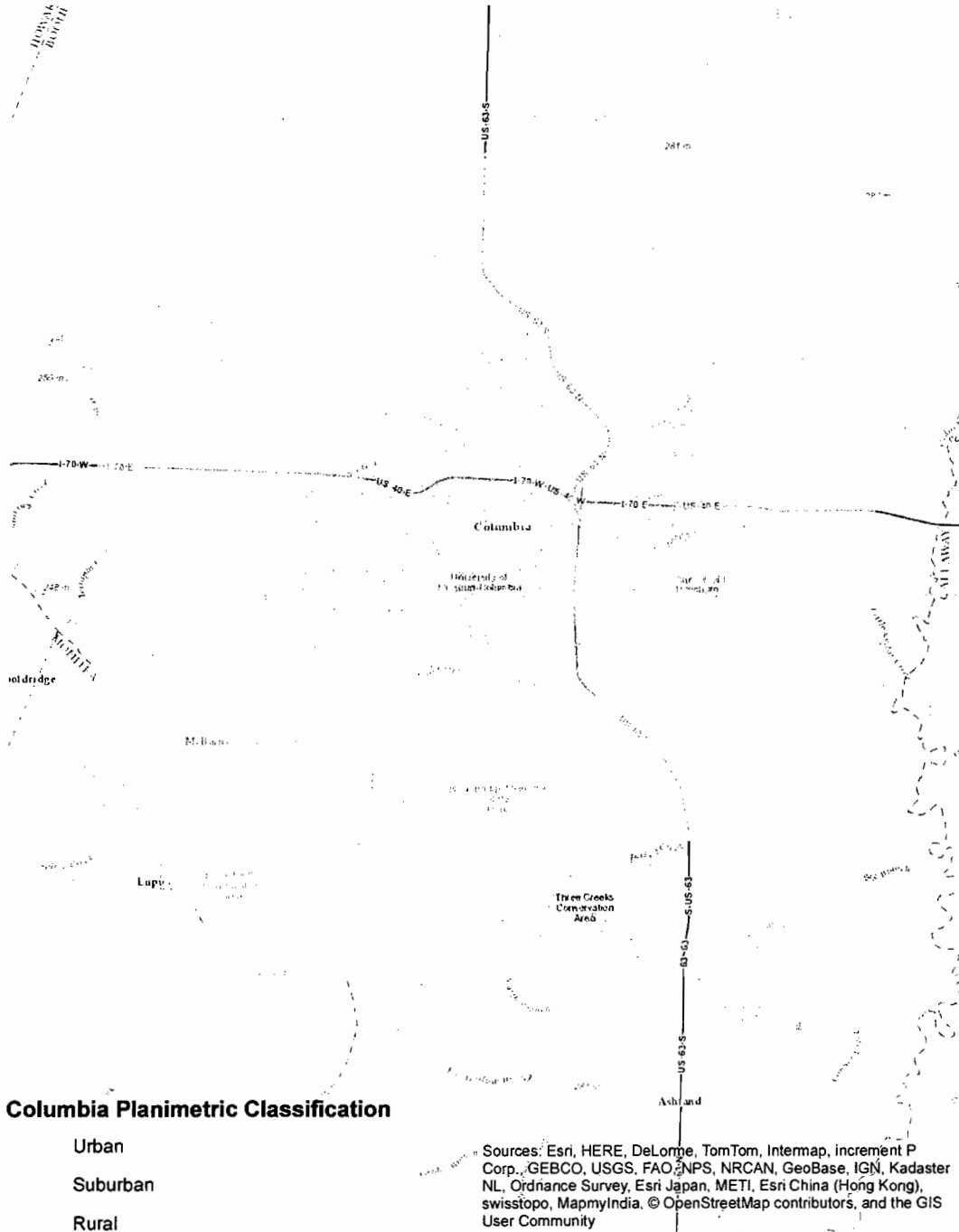
C. Additional Charges / Alternate Deliverables (if any)

List any additional charges below – Attach supporting documentation, if necessary and note if charges a specific cost per certain county/entity or a standard rate for the regional flight area.

N/A

_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

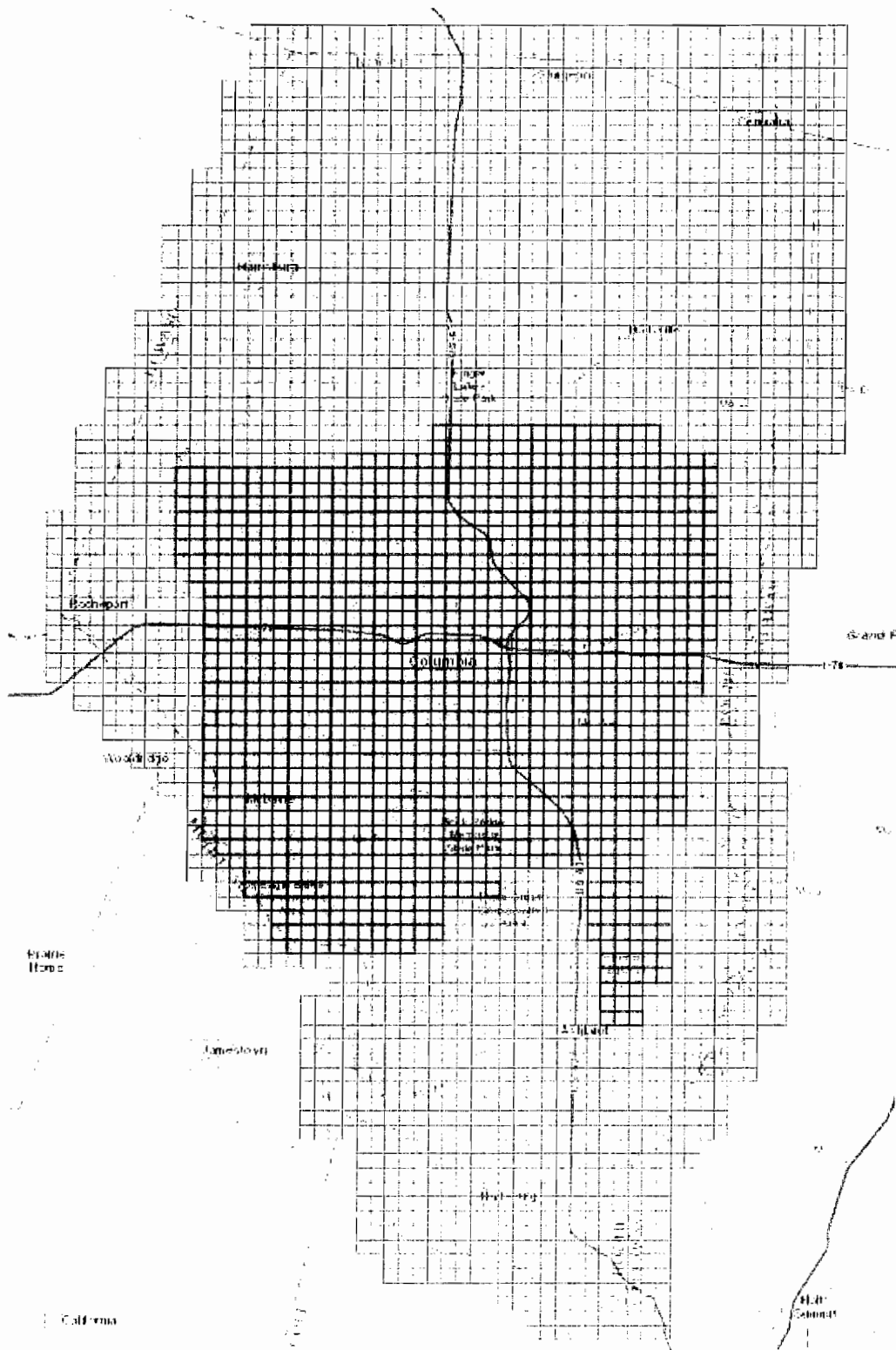
Exhibit A - Plan Density



CAUTION: This diagram is for estimating purposes only. Final positions may vary.

Attachment A:

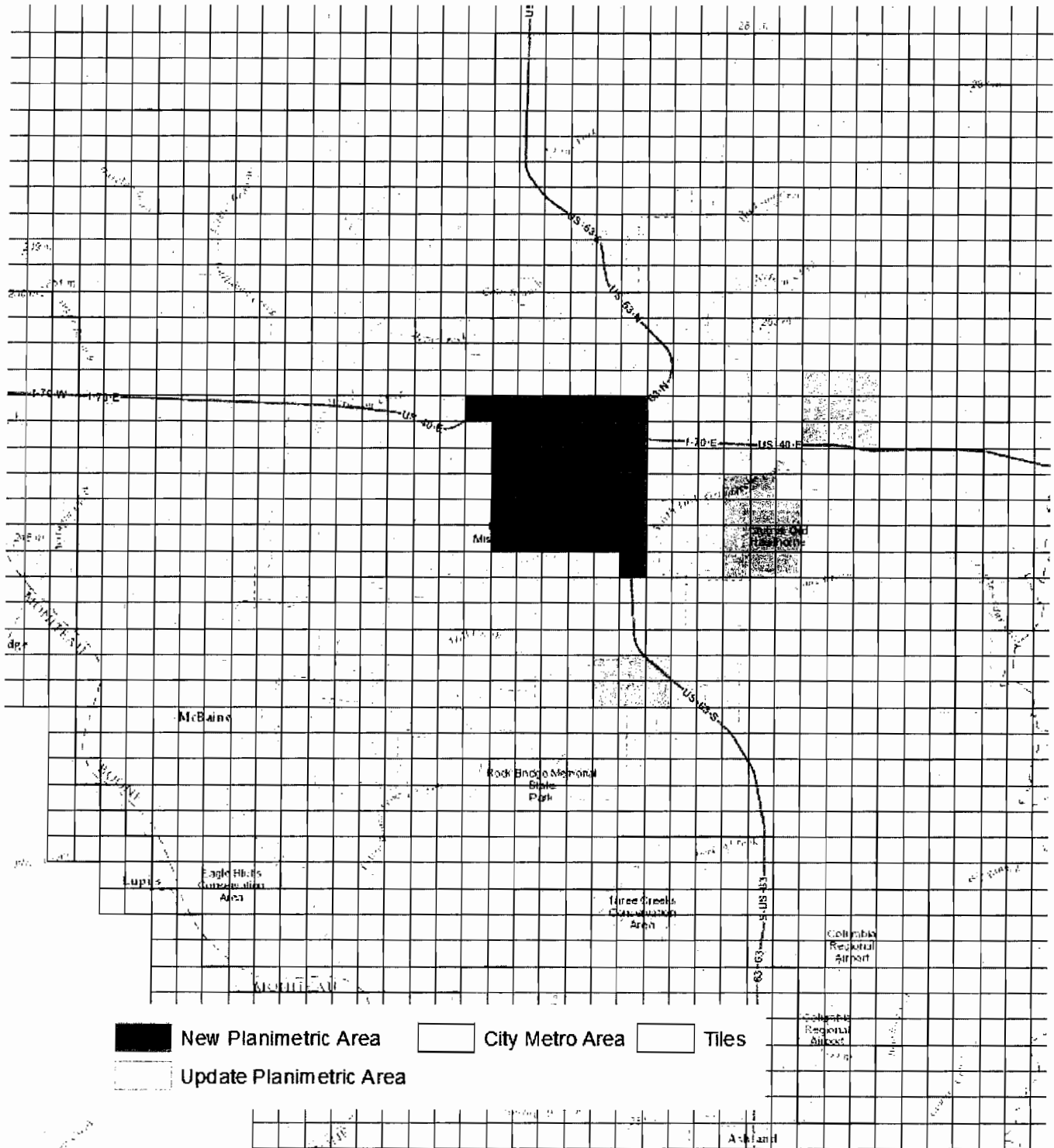
**City of Columbia Topographics Deliverable:
Orthophotography and LiDAR Based – A Option 1**



City of Columbia metro area new 2' contours area (shown in red): 264 square miles.

Attachment B:

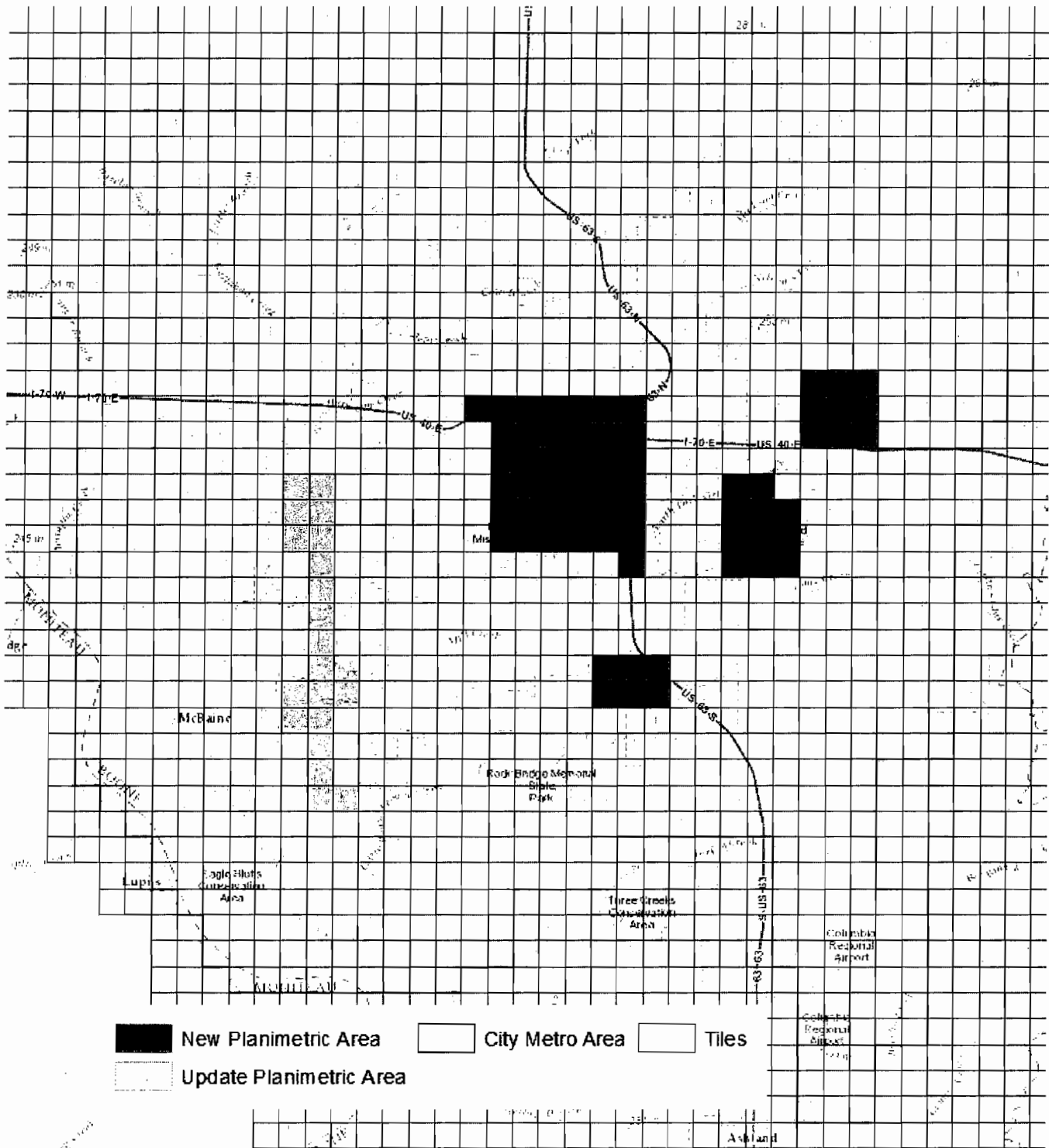
**City of Columbia Planimetrics Deliverable:
Orthophotography and LiDAR Based – B Option 1**



City of Columbia metro area new 2' contours area (shown in red): 264 square miles. New planimetric area (shown in purple): 8.5 square miles. Updated planimetric area (shown in orange): 6 square miles.

Attachment C:

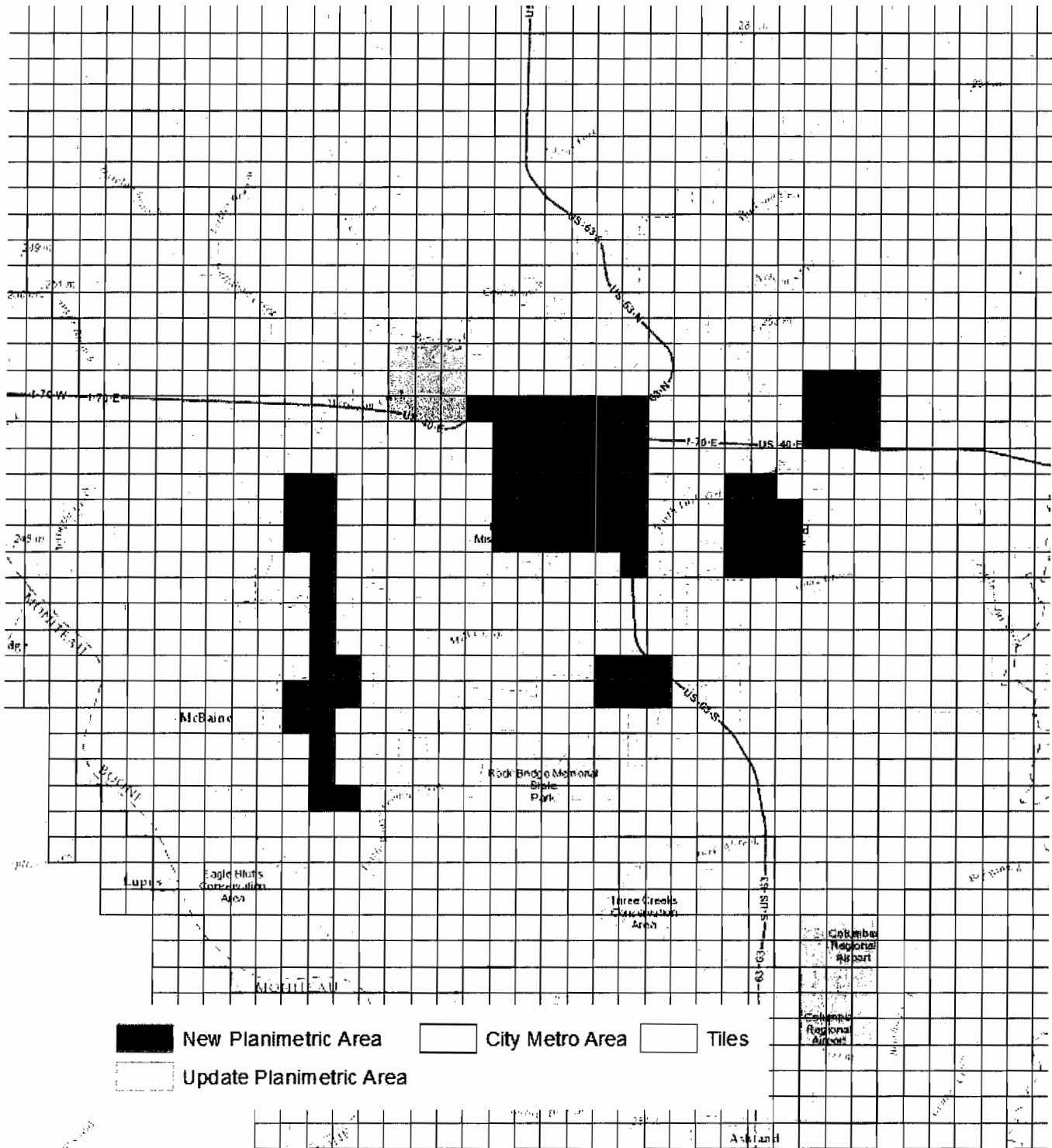
City of Columbia Planimetrics Deliverable:
 Orthophotography and LiDAR Based – B Option 2



City of Columbia metro area new 2' contours area (shown in red): 264 square miles. New planimetric area (shown in purple): 14.5 square miles. Updated planimetric area (shown in orange): 5 square miles.

Attachment D:

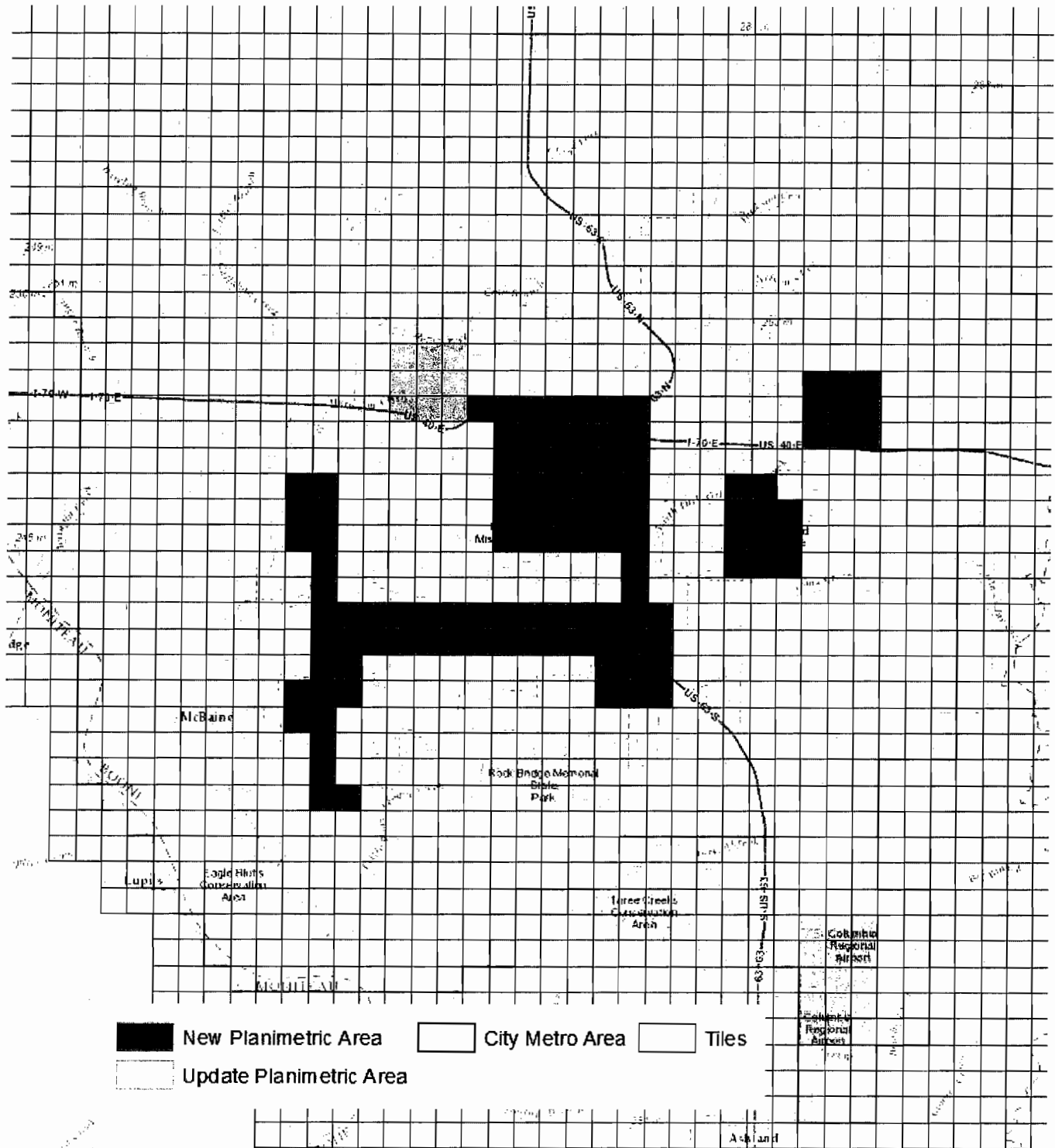
City of Columbia Planimetrics Deliverable:
 Orthophotography and LiDAR Based – B Option 3



City of Columbia metro area new 2' contours area (shown in red): 264 square miles. New planimetric area (shown in purple): 89 square miles. Updated planimetric area (shown in orange): 5.5 square miles.

Attachment E:

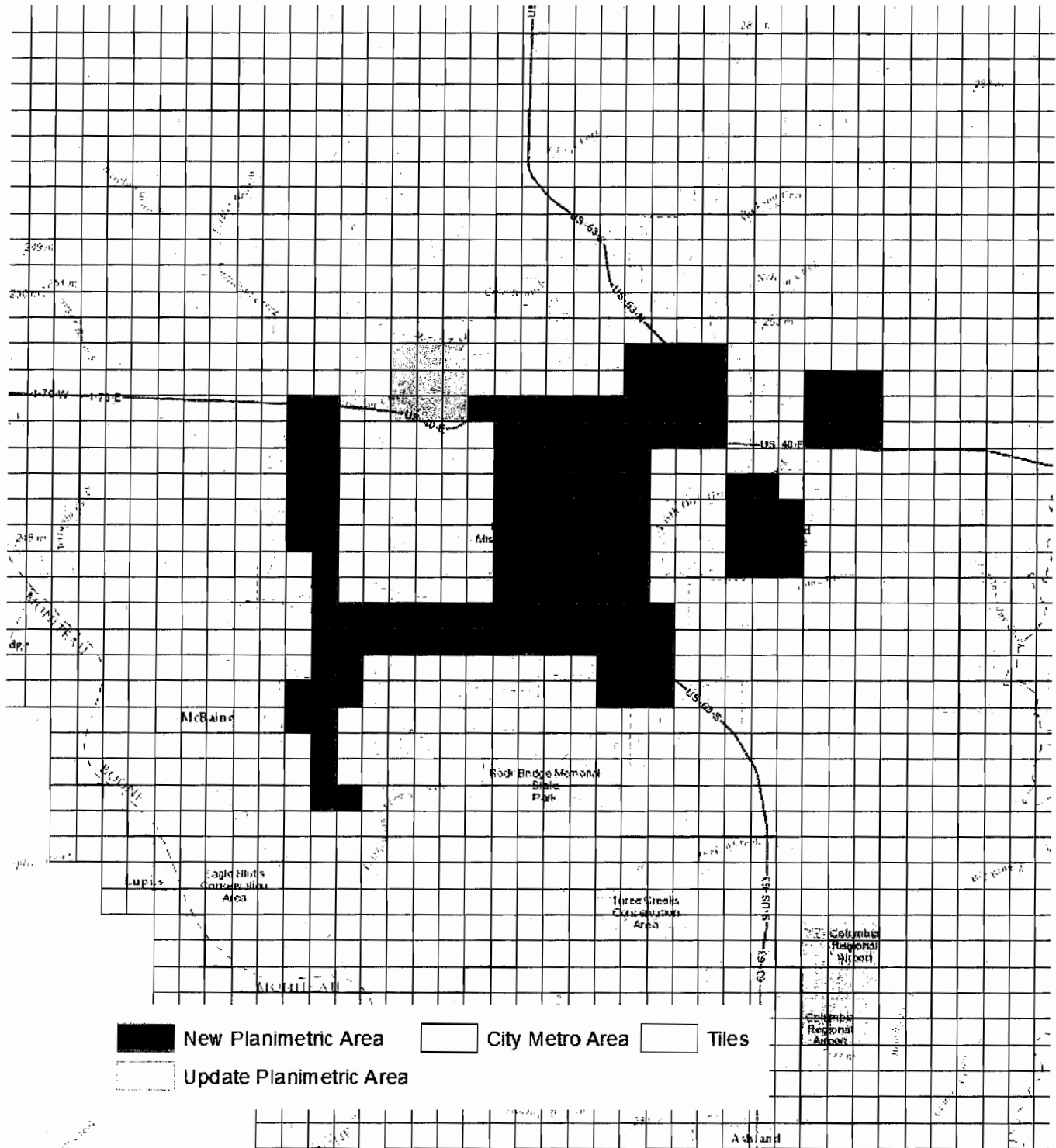
**City of Columbia Planimetrics Deliverable:
Orthophotography and LiDAR Based – B Option 4**



City of Columbia metro area new 2' contours area (shown in red): 264 square miles. New planimetric area (shown in purple): 95 square miles. Updated planimetric area (shown in orange): 5.5 square miles.

Attachment F:

**City of Columbia Planimetrics Deliverable:
Orthophotography and LiDAR Based – B Option 5**



City of Columbia metro area new 2' contours area (shown in red): 264 square miles. New planimetric area (shown in purple): 32.0 square miles. Updated planimetric area (shown in orange): 5.5 square miles.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

December Session of the October Adjourned

Term. 20 14

In the County Commission of said county, on the 30th day of December 20 14

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve partial award bid 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services for Child Advocacy Services to Heart of Missouri CASA.

The terms of the bid award are stipulated in the attached Agreement for Purchase of Services. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Done this 30th day of December, 2014.

ATTEST:

Wendy S. Noren
 Wendy S. Noren
 Clerk of the County Commission

Daniel K. Atwill
 Daniel K. Atwill
 Presiding Commissioner

Karen M. Miller
 Karen M. Miller
 District I Commissioner

Janet M. Thompson
 Janet M. Thompson
 District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing



613 E. Ash St., Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPO, CPPB
DATE: December 17, 2014
RE: RFP Partial Award Recommendation: 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children's Services

Request for Proposal *27-10JUN14 – Purchase of Service Contracts for Boone County Community Children's Services* closed on July 10, 2014. 33 proposal responses were received.

The following is a partial recommendation of contract award. More contracts will follow at a later date. The contract file will become part of public record as soon as we have completed negotiations of contracts.

Heart of Missouri CASA
Child Advocacy Services
Contract from date of award through December 31, 2015 with two, optional one-year renewals
\$90,000

Invoices will be paid from department 2161 – CCS Funding Opportunities, account 71106 – Contracted Services.

cc: Proposal File



AGREEMENT FOR PURCHASE OF SERVICES Child Advocacy Services

THIS AGREEMENT dated the 30th day of December, 2014 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, on behalf of the Boone County Children's Services Board, herein "BCCSB" and **Heart of Missouri CASA**, a tax-exempt, not organized for profit agency or governmental entity, hereinafter referred to as "CASA".

WHEREAS, the BCCSB, under the provisions of 67.1775 and 210.861 of the Revised Statutes of Missouri, has the right to expend monies from the Children's Services Fund (CSF) for the purposes of funding services to children and youth 19 years of age and younger, and their families residing in Boone County; and

WHEREAS, the CASA has submitted a complete Request for Funding Proposal Application to the BCCSB detailing the services and other supports to be provided along with the expected cost to CASA thereof; and

WHEREAS, the BCCSB has approved the Request for Funding Proposal in whole or in part as hereinafter set forth,

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

FUNDING ALLOCATION FOR SERVICES RENDERED BY CASA

CASA is expected to the greatest extent possible to maximize funding from all other sources. CASA shall periodically, upon request, furnish to the BCCSB information as to its efforts to obtain such other sources of funding. CASA shall only request reimbursement for services not reimbursable by any other source. CASA shall provide documentation and assurance to the BCCSB that requests for reimbursement from the CSF is not a duplication of reimbursement from any other source of funding.

1. **BCCSB Funding Policy.** The BCCSB Funding Policy is to be taken as part of this formal contract. CASA will perform the services and carry out the activities as set forth in the Request for Funding Proposal Application. CASA agrees to, and understands that services performed under this agreement are limited to the Request for Funding Proposal Application.

2. **Contract Documents.** This agreement shall consist of the Request for Proposal #27-10JUN14 (Purchase of Services) and CASA's response to the County of Boone's Request for Proposal, Requests for Additional Information and Best and Final Offer Responses. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein for reference. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions, and requirements contained in this Agreement shall prevail and control over the CASA's Proposal, Requests for Additional Information, and Best and Final Offer responses.

3. **Purchase.** The BCCSB agrees to purchase from the CASA and the CASA agrees to furnish **child advocacy services** for children and youth nineteen years of age or less and their families, as described and in compliance with the original Request for Proposal and as presented in the CASA's response. Services/deliverables shall be provided as outlined in the attached proposal response(s). The total allowable compensation under this agreement shall not exceed **\$90,000.00** unless compensation for specific identified additional services is authorized and approved by BCCSB in writing in advance of rendition of such services for which additional compensation is requested.

4. **Contract Duration.** This agreement shall commence on the date of contract execution and extend through **December 31, 2015** subject to the provisions for termination specified below. This contract may at the sole discretion of the BCCSB and with the agreement of CASA be renewed for an **additional two (2) one-year periods**. CASA agrees and understands that the BCCSB may require supplemental information to be submitted by CASA prior to any renewal of this agreement.

5. **Billing and Payment.** For the Purchase of Service (POS) Contract, the unit cost for **child advocacy services** is the mutually agreed upon rate of **\$25.00 per hour**. All billing shall be invoiced to BCCSB monthly by the 10th of the month following the month for which services were provided. The BCCSB agrees to pay all monthly statements within thirty days of receipt of a correct and valid invoice/monthly statement. In the event of a billing dispute, the BCCSB reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the CASA, the BCCSB agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

6. **Availability of Funds.** Payments under this contract are dependent upon the availability of funds or as otherwise determined by the BCCSB. This contract can be terminated if funding becomes unavailable in whole or in part for cause shown, and the BCCSB shall have no obligation to continue payment.

REPORTING, MONITORING, AND MODIFICATION

7. **Reporting.** The BCCSB shall utilize the Request for Funding Proposal Application and the Responses to Requests for Additional Information, as submitted by CASA to monitor service delivery and program expenditures. CASA agrees to submit to the BCCSB a mid-year service report by July 30, 2015 for the period beginning with the date of contract execution to June 30, 2015 and an annual service report by January 29, 2016, for the period of July 1, 2015 to December 31, 2015. Variations on this date may be requested by CASA and, if so stipulated, are noted on this contract document. Payments may be withheld from CASA if reports designated here are not submitted on time, until such time as the reports are filed. Reporting requirements will include but are not limited to information regarding agencies' outcomes and indicators, client demographic information, and other information and data deemed appropriate by the BCCSB. CASA agrees to submit its reports through an on-line reporting system if requested.

8. **Audits.** CASA also agrees to make available to the BCCSB a copy of its annual audit within four months after the close of CASA's fiscal year. The audit must be performed by an independent individual or firm licensed by the Missouri State Board of Accountancy. The audit is to include a complete accounting for funds covered by this agreement in accordance with generally accepted accounting principles. In addition, the BCCSB requires that the management report of any audit as it relates to BCCSB program activities be made available to BCCSB as part of the required audit. Payment may be withheld from CASA, if reports designated here are not made available upon request.

9. **Monitoring.** CASA agrees to permit the BCCSB, the Director of the Community Services Department and any staff of the Community Services Department, or designee of the BCCSB to monitor, survey and inspect CASA's services, activities, programs and client records, to determine compliance and performance with this contract, except as prohibited by laws protecting client confidentiality. In addition, CASA hereby agrees that, upon notice of forty-eight (48) hours, it will make available to the BCCSB or its designee(s) all records, facilities and personnel, for auditing, inspection, and interviewing, to determine the status of service, activities and programs covered hereunder, expenditure of CSF funds and all other matters set forth in the contract.

10. **Modification or Amendment.** In the event CASA requests to make any change, modification, or an amendment to funded services, one-time items, activities and/or programs covered by this contract, a request of the proposed modification or amendment must be submitted in writing to the Director of Community Services to share with the BCCSB for approval. A board resolution from CASA must be included with the request. Requests to the BCCSB must be submitted in writing at least two weeks prior to the BCCSB meeting.

OTHER TERMS OF THIS CONTRACT

11. **Violation of Client Rights.** Any alleged case of a violation of a client's rights in a program funded by the Commission/BCCSB shall be investigated in accordance with CASA's policies and procedures and in accordance with any local/state/federal regulations. CASA agrees to notify the BCCSB through the Director of Community Services of any such incidents that have been reported to the appropriate governmental body and must also authorize the governmental body to notify the BCCSB of any substantiated allegations. CASA must comply with Missouri law regarding confidentiality of client records.

12. **Discrimination.** CASA will 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 will applicable provisions of federal and state laws, county or municipal statutes or ordinances, which prohibit discrimination in employment and the delivery of services.

13. **CSF to be used for Services Provided.** CASA agrees that the CSF funds shall be used exclusively for the services provided to children and youth 19 years of age or less and their families and for administrative costs directly related to CASA's provision of such services.

14. **Accreditation/Licensure/Certifications.** All agencies must comply with all state/federal certification and licensing requirements and all applicable federal, state, and local laws and must remain in "good standing".

15. **Conflict of Interest.** CASA agrees that no member of its Board of Directors or its employees now has, or will in the future, have any conflict of interest between himself/herself and CASA, and this shall include any transaction in which CASA is a party, including the subject matter of this contract. Missouri law, as this term is used herein, shall define "Conflict of Interest".

16. **Subcontracts.** CASA may enter into subcontracts for components of the contracted service as CASA deems necessary within the terms of the contract. All such subcontracts require the written approval of the BCCSB or their designated representative. In performing all services under the resulting contract agreement, the CASA shall comply with all local, state, and federal laws. Any subcontractor shall be subject to the audit/monitoring requirements stated herein and all other conditions and requirements of this contract agreement.

17. **Employment of Unauthorized Aliens Prohibited.** CASA agrees to comply with Missouri State Statute section 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. CASA shall require each subcontractor to affirmatively state in its Agreement with the CASA that the subcontractor shall not knowingly employ, hire for employment or continue to

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employ an unauthorized alien to perform work within the state of Missouri. Provider shall also require each subcontractor to provide CASA a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

18. **Litigation.** CASA agrees that there is no litigation, claim, consent order, settlement agreement, investigation, challenge or other proceeding pending or threatened against CASA or any individual acting on the CASA's behalf, including subcontractors, which seek to enjoin or prohibit CASA from entering into this contract agreement of performing its obligations under this agreement.

19. **Board Ownership.** If CASA ceases to be funded by the BCCSB or ceases to provide programs and services for Boone County children, youth and their families, all capital equipment, materials, and buildings purchased with CSF funds shall be returned to Boone County unless so otherwise approved by a majority vote of the BCCSB. In addition, if CASA no longer used capital equipment, materials, and building purchased with CSF funds for its original intent, CASA will need BCCSB approval to re-direct.

20. **Failure to Perform/Default.** In the event CASA, at anytime, fails or refuses to perform according to the terms of this contract, as determined by the BCCSB, such failure or refusal shall constitute a default hereunder, and the BCCSB will be relieved of any further obligation to make payments to CASA as set out herein. This contract will be terminated at the option of the BCCSB.

21. **Termination.** This agreement may be terminated by the BCCSB upon 15 days advance written notice for any of the following reasons or under any of the following circumstances:

a. BCCSB may terminate this agreement due to material breach of any term or condition of this agreement, or

b. BCCSB may terminate this agreement if key personnel providing services are changed such that in the opinion of the BCCSB delivery of services are or will be delayed or impaired, or if services are otherwise not in conformity with proposal specification, or if services are deficient in quality in the sole judgment of BCCSB, or

c. BCCSB may terminate this agreement with 15 days of prior written notice should the CASA fail substantially to perform in accordance with its terms through no fault of the party initiating the termination, or

d. BCCSB may terminate this agreement at will by giving at least 30 days prior written notice to the CASA, or

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e. If appropriations are not made available and budgeted for any calendar year to fund this agreement.

22. **Indemnification.** CASA agrees to hold harmless, defend and indemnify the BCCSB, 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 (AGENCY NAME), (meaning anyone, including but not limited to consultants having a contract with the CASA or subcontractor for part of the services), or anyone directly or indirectly employed by CASA, or of anyone for whose acts CASA 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 negligence.

23. **Publicity by the Agency.** CASA shall notify the BCCSB of contact with the media regarding CSF funded programs or profiles of participants in CSF funded programs. CASA will acknowledge the BCCSB as a funding source whenever publicizing CSF funded programs. CASA will collaborate with the BCCSB to inform the community about the ways its tax dollars are being invested in services and supports. CASA agrees to acknowledge the Children's Services Fund as a funding source on all written and electronic publications including brochures, letterhead, annual reports and newsletters.

24. **Independence.** This contract does not create a partnership, joint venture or any other form of joint relationship between the BCCSB and CASA. The BCCSB does not recognize any of the CASA's employees, agents or volunteers as those of the BCCSB.

25. **Binding Effect.** This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

26. **Entire Agreement.** This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and other proposal or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

27. **Record Retention Clause.** CASA shall keep and maintain all records relating to this contract agreement sufficient to verify the delivery of services in accordance with the terms of the this agreement for a period of three (3) years following expiration of this agreement and any applicable renewal.

28. **Notice.** Any written notice or communication to the BCCSB shall be mailed or delivered to:

Boone County Community Services
605 E. Walnut, Ste. A
Columbia, MO 65201

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Any written notice or communication to the CASA shall be mailed or delivered to:


Heart of Missouri CASA
Attn: Anna Drake
P.O. Box 10028
Columbia, MO 65205

IN WITNESS WHEREOF the parties through their duly authorize representatives have executed this agreement on the day and year first above written.

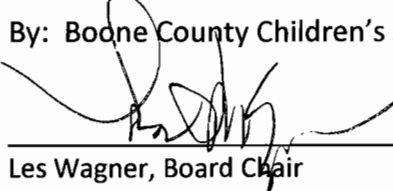
Heart of Missouri CASA

Boone County, Missouri

By: 
Signature

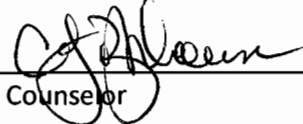
By: Boone County Commission

Daniel K. Atwill, Presiding Commissioner

By: Anna Drake, Executive Director
Printed Name/ Title

By: Boone County Children's Services Board

Les Wagner, Board Chair

APPROVED AS TO FORM:

ATTEST:


County Counselor

Wendy S. Noren
Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION: In accordance with §RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

June Pitchford by jj 12/19/2014
Signature Date

2161/71106/\$90,000

Appropriation Account

REQUEST FOR ADDITIONAL INFORMATION FORM #3

PROPOSAL: 27-10JUN14 – Purchase of Service Contracts for Children's Services Fund

This Request for Additional Information #3 is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted to mboobitt@boonecountymn.org.

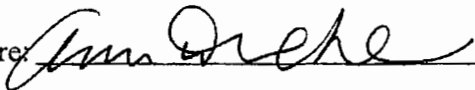
Company Name: Heart of Missouri CASA

Address: PO BOX 10028
Columbia MO 65205

Telephone: 573-442-4670 Fax: _____

Federal Tax ID (or Social Security #): 20-2408567

Print Name: Anna Drake Title: Executive Director

Signature:  Date: 10/21/14

E-mail: anna.heartofmissouricasa@gmail.com

 (Child Advocacy)

- a. Provide defined justification for unit price of one hour for child advocacy. Further define what is included in the unit service hour (i.e. building rent, volunteer coordinator, training of volunteers, recruiting of volunteers). Return an updated pricing sheet.

PROPOSAL: 27-10JUN14

Purchase of Service Contracts for Boone County Children's Services Fund

Unit Cost Information REVISION 2

Heart of Missouri CASA was asked to provide defined justification for unit price of one hour for child advocacy. Further define what is included in the unit service hour (i.e. building rent, volunteer coordinator, training of volunteers, recruiting of volunteers). Return and updated pricing sheet.

Regarding the Unit Cost:

- According to National CASA's Association's 2013 Annual Local Program Survey Report, the annual Median Cost per Volunteer for All Programs is \$3,170.
- 30 volunteers (proposed in this RFP) X 10 hours volunteered per month (the amount to which they commit prior to service) X 12 months = 3,600 hours of advocacy.
- 30 volunteers X \$3,170 (average annual cost) = \$95,100.
- \$95,100 divided by 3600 hours = \$26.41/ hour.
- Heart of Missouri CASA rounded \$26.41 down to \$25/hour for this proposal.

Regarding what costs are included in the unit service hour:

To reach the \$3,170 Annual Median Cost per Volunteer for All Programs, National CASA included the following program costs:

- Volunteer Coordinator(s) salary/time invested in recruiting, screening, supervising and supporting CASA volunteers.
- Executive Director/Program Manager salary/time invested in staff and volunteer supervision, programming and fiscal management.
- Ongoing costs of rent, utilities, insurance and equipment.
- Software subscriptions (CASA Manager for staff and CASA Connect for volunteers).
- Other minor costs.

Regarding how the final \$90,000 pricing was derived:

- 3,600 hours of child advocacy X \$25.00 Unit Cost = \$90,000.

In addition, Heart of Missouri CASA is able to track the hours of advocacy provided for children/cases which reside within Boone County though outside City of Columbia limits.

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director



613 E. Ash St. Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
mbobbitt@boonecountymo.org

October 17, 2014

Heart of Missouri CASA
Attn: Anna Drake
PO Box 10028
Columbia, MO 65205
E-mail: heartofmissouricasa@hotmail.com

RE: Request for Additional Information #3 – 27-10JUN14 – Purchase of Service Contracts
for Boone County Children’s Services Fund

Dear Ms. Drake:

Attached is a *Request for Additional Information #3*. Please complete the attached form, sign and submit with the requested information as soon as possible by email to mbobbitt@boonecountymo.org.

If you have any questions regarding this request, please call (573) 886-4391 or e-mail Mbobbitt@boonecountymo.org. I sincerely appreciate your efforts in working with Boone County, MO to ensure a thorough evaluation of your proposal.

Sincerely,

A handwritten signature in cursive script that reads "Melinda Bobbitt".

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

cc: Proposal File

Attachment: Request for Additional Information

REQUEST FOR ADDITIONAL INFORMATION FORM #3

PROPOSAL: 27-10JUN14 – *Purchase of Service Contracts for Children's Services Fund*

This Request for Additional Information #3 is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted to mbobbitt@boonecountymmo.org.

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-mail: _____

 (Child Advocacy)

- a. Provide defined justification for unit price of one hour for child advocacy. Further define what is included in the unit service hour (i.e. building rent, volunteer coordinator, training of volunteers, recruiting of volunteers). Return an updated pricing sheet.

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director



613 E. Ash St. Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
mbobbitt@boonecountymo.org

October 6, 2014

Heart of Missouri CASA
Attn: Anna Drake
PO Box 10028
Columbia, MO 65205
E-mail: heartofmissouricasa@hotmail.com

RE: Request for Additional Information #2 – 27-10JUN14 – Purchase of Service Contracts
for Boone County Children's Services Fund

Dear Ms. Drake:

Attached is a *Request for Additional Information #2*. Please complete the attached form, sign and submit with the requested information by 9:00 a.m., Tuesday, October 14, 2014 by email to mbobbitt@boonecountymo.org.

Your **interview** has been scheduled for:

October 15, 2014

Time: 1:30 – 2:30 p.m.

Location: Boone County Annex Building, Conference Room, 613 E. Ash Street, Columbia, MO 65201

County Attendees:

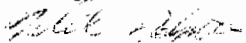
Kelly Wallis, Director, Community Services

JoAnne Nelson, Program Manager, Community Services

Melinda Bobbitt, Director of Purchasing

If you have any questions regarding this request, please call (573) 886-4391 or e-mail Mbobbitt@boonecountymo.org. I sincerely appreciate your efforts in working with Boone County, MO to ensure a thorough evaluation of your proposal.

Sincerely,


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

cc: Proposal File
Attachment: Request for Additional Information

REQUEST FOR ADDITIONAL INFORMATION FORM #2

PROPOSAL: 27-10JUN14 – Purchase of Service Contracts for Children's Services Fund

This Request for Additional Information #2 is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted on or before 9:00 a.m. Tuesday, October 14, 2014.

Company Name: Heart of Missouri CASA

Address: PO BOX 10028
Columbia MO 65205

Telephone: 573-442-4670 Fax: _____

Federal Tax ID (or Social Security #): 20-2408567

Print Name: Anna Drake Title: Executive Director

Signature: [Handwritten Signature] Date: 10/13/14

E-mail: anna.heartofmissouricasa@gmail.com

 (Child Advocacy)

- a. Please submit a copy of the E-Verify Memorandum of Understanding that is completed when enrolling.
- b. Please resubmit Attachment A (or 6) to reflect the Indicators with the Outcomes not the Outputs.
- c. Please provide a better estimate on the number of children to be served.
- d. Please provide specific information on how the unit cost was derived, what types of services are provided with "child advocacy", and how the final total of \$90,000 was derived.

**THE E-VERIFY
MEMORANDUM OF UNDERSTANDING
FOR EMPLOYERS**

**ARTICLE I
PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS) and the Heart of Missouri CASA (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

**ARTICLE II
RESPONSIBILITIES**

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

Company ID Number: 821457

4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.
 5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.
 - a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.
 6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
 - a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
 - b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.
- Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.
7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.
 8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.
 - a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly

Company ID Number: 821457

employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status

(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon

reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

- b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.
- c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.
- d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.
- e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:
- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
 - ii. The employee's work authorization has not expired, and
 - iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).
- f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:
- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
 - ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
 - iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with

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Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a. Automated verification checks on alien employees by electronic means, and

- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify

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case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the

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employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.
- E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,

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Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

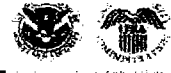
To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.



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Approved by:

Employer Heart of Missouri CASA	
Name (Please Type or Print) Anna Drake	Title
Signature Electronically Signed	Date 10/13/2014
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 10/13/2014



Company ID Number: 821457

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	Heart of Missouri CASA
Company Facility Address	607 E Ash Columbia, MO 65201
Company Alternate Address	PO Box 10028 Columbia, MO 65205
County or Parish	BOONE
Employer Identification Number	202408567
North American Industry Classification Systems Code	813
Parent Company	
Number of Employees	1 to 4
Number of Sites Verified for	1



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Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

MISSOURI

1 site(s)



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Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Anna M Drake
Phone Number (573) 442 - 4670
Fax Number
Email Address anna.heartofmissouricasa@gmail.com



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ATTACHMENT 6 or A

Heart of Missouri CASA

PROGRAM PERFORMANCE MEASURES INFORMATION WORKSHEET

Activity	Output	Outcome	Indicator	Method of Measurement
Provide child advocacy (visit each child twice a month, independently investigate the case, attend team meetings and collaborate with all parties)	* Recruit and screen volunteers * Provide continuing-education training for existing volunteers * Train new volunteers * Assign new cases * Support and supervise volunteer activities * Track volunteer actions	* More children achieve permanency * Children achieve permanency faster * Children experience fewer moves (from placement to placement)	* Permanency achieved in 75 percent of cases * Permanency achieved in less than 24 months (Missouri's average) * Children experience fewer than 4 placements (Missouri's average)	* Court records * CASA Manager database

PROPOSAL: 27-10JUN14

Purchase of Service Contracts for Boone County Children's Services Fund

Number of Children Served

Heart of Missouri CASA

Heart of Missouri CASA's RFP response states that it will provide 3,600 hours of child advocacy. The Request for Additional Information asked for a better estimate for the number of children served.

CASA estimates it will serve 60 children with Boone County Children's Services Funding.

- CASA requires its advocates to commit to spending a minimum of 10 hours each month on a case.
- $30 \text{ volunteers} \times 10 \text{ hours/month} \times 12 \text{ months} = 3,600 \text{ hours of child advocacy.}$
- The average number of children per case is 2.
- $30 \text{ volunteers} \times 2 \text{ children per case} = \text{an estimated } 60 \text{ children served.}$

PROPOSAL: 27-10JUN14

Purchase of Service Contracts for Boone County Children's Services Fund

Unit Cost Information REVISED

Heart of Missouri CASA was asked to please provide specific information on how the Unit Cost was derived, what types of services are provided with "child advocacy" and how the final total of \$90,000 was derived.

Regarding the Unit Cost:

- According to National CASA's Association's 2013 Annual Local Program Survey Report, the annual Median Cost per Volunteer for All Programs is \$3,170.
- 30 volunteers (proposed in this RFP) X 10 hours volunteered per month (the amount to which they commit prior to service) X 12 months = 3,600 hours of advocacy.
- 30 volunteers X \$3,170 (average annual cost) = \$95,100.
- \$95,100 divided by 3600 hours = \$26.41/ hour.
- Heart of Missouri CASA rounded \$26.41 down to \$25/hour for this proposal.

Regarding the types of services provided with child advocacy:

- Independently investigate the case.
- Visit child(ren) twice each month.
- Attend team meetings and collaborate with all parties.
- Attend Court Hearings.
- Write Court Reports.

Regarding how the final \$90,000 total was derived:

- 3,600 hours of child advocacy X \$25.00 Unit Cost = \$90,000.

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director



613 E. Ash St. Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
mbobbitt@boonecountymo.org

October 6, 2014

Heart of Missouri CASA
Attn: Anna Drake
PO Box 10028
Columbia, MO 65205
E-mail: heartofmissouricasa@hotmail.com

RE: Request for Additional Information #2 – 27-10JUN14 – Purchase of Service Contracts
for Boone County Children’s Services Fund

Dear Ms. Drake:

Attached is a *Request for Additional Information #2*. Please complete the attached form, sign and submit with the requested information by 9:00 a.m., Tuesday, October 14, 2014 by email to mbobbitt@boonecountymo.org.

Your **interview** has been scheduled for:

October 15, 2014

Time: 1:30 – 2:30 p.m.

Location: Boone County Annex Building, Conference Room, 613 E. Ash Street, Columbia, MO 65201

County Attendees:

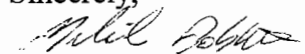
Kelly Wallis, Director, Community Services

JoAnne Nelson, Program Manager, Community Services

Melinda Bobbitt, Director of Purchasing

If you have any questions regarding this request, please call (573) 886-4391 or e-mail Mbobbitt@boonecountymo.org. I sincerely appreciate your efforts in working with Boone County, MO to ensure a thorough evaluation of your proposal.

Sincerely,



Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

cc: Proposal File
Attachment: Request for Additional Information

REQUEST FOR ADDITIONAL INFORMATION FORM #2

PROPOSAL: 27-10JUN14 – Purchase of Service Contracts for Children’s Services Fund

This Request for Additional Information #2 is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted on or before **9:00 a.m. Tuesday, October 14, 2014.**

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-mail: _____

 (Child Advocacy)

- a. Please submit a copy of the E-Verify Memorandum of Understanding that is completed when enrolling.
- b. Please resubmit Attachment A (or 6) to reflect the Indicators with the Outcomes not the Outputs.
- c. Please provide a better estimate on the number of children to be served.
- d. Please provide specific information on how the unit cost was derived, what types of services are provided with “child advocacy”, and how the final total of \$90,000 was derived.

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director



613 E. Ash St. Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
mbobbitt@boonecountymo.org

October 3, 2014

Heart of Missouri CASA
Attn: Anna Drake
PO Box 10028
Columbia, MO 65205

E-mail: heartofmissouricasa@hotmail.com

RE: Request for Additional Information #2 – 27-10JUN14 – Purchase of Service Contracts
for Boone County Children’s Services Fund

Dear Ms. Drake:

Attached is a *Request for Additional Information #2*. Please complete the attached form, sign and submit with the requested information by 9:00 a.m., Tuesday, October 14, 2014 by email to mbobbitt@boonecountymo.org.

If you have any questions regarding this request, please call (573) 886-4391 or e-mail Mbobbitt@boonecountymo.org. I sincerely appreciate your efforts in working with Boone County, MO to ensure a thorough evaluation of your proposal.

Sincerely,



Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

cc: Proposal File

Attachment: Request for Additional Information

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Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-mail: _____

 (Child Advocacy)

- a. Please submit a copy of the E-Verify Memorandum of Understanding that is completed when enrolling.

- b. Please resubmit Attachment A (or 6) to reflect the Indicators with the Outcomes not the Outputs.

- c. Please provide a better estimate on the number of children to be served?

- d. Please provide specific information on how the unit cost was derived, what types of services are provided with “child advocacy”, and how the final total of \$90,000 was derived.

**BOONE COUNTY CHILDREN'S SERVICES FUND
2014 APPLICATION NARRATIVE FOR FUNDING
PURCHASE OF SERVICES PROGRAMS**

Agency Name: Heart of Missouri CASA (Court Appointed Special Advocates)

Agency Address: PO Box 10028, Columbia MO 65205

Agency Phone Number: (573) 442-4670

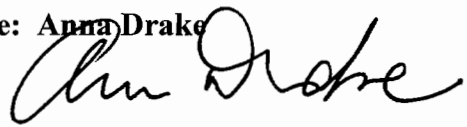
Primary Agency Contact (include title): Anna Drake, Executive Director

Email Address: heartofmissouricasa@hotmail.com

Contact Phone Number: (573) 442-4670 Cell: 573-864-5074

Amount Requested: \$90,000

Federal Tax ID (or Social Security #): 20-24085678

Signature: Anna Drake  **Date:** July 8, 2014
7/8/14

1. AGENCY AND SERVICE INFORMATION

a. Background Information

- i. **Attach a copy of your agency's Mission Statement.** (Attachment 1)
- ii. **Attach a list of your agency's Board of Directors.** (Attachment 2)
- iii. **Provide a summary of your agency's services within Boone County.** Heart of Missouri CASA provides child-advocacy and advocate-support services. Advocate-support services include recruiting, screening, training and supervising CASA volunteers.
- iv. **Provide agency brochures related to these services.** (Attachments 3 and 4)

b. Target Population:

- i. **Describe your agency's target population.** Heart of Missouri CASA's target population is children involved in 13th Judicial Circuit Court abuse and neglect cases. In 2013, this was 470 children from birth to 17 years old.
- ii. **State the statutorily eligible service area(s) your target population falls within.** CASA's statutorily eligible service area is "home-based and community-based family intervention programs."
- iii. **Within your target population, is there a segment of the population your agency is unable to serve?** Currently, CASA is only able to serve 20 percent of Boone County's juvenile abuse and neglect cases.
- iv. **Describe any impediments your agency has in serving your target population.** Enough volunteers can be found to fulfill the need. However, recruiting, screening, training, supervising and supporting those volunteers requires staff. According to National CASA's 2013 Annual Local Program Survey Report, the Median Cost per Volunteer for All Programs is \$3,170 (www.casaforchildren.org).

To remain in compliance with national volunteer-to-staff program standards, which are designed to ensure adequate oversight, Heart of Missouri CASA requires additional personnel (as well as supporting equipment, furniture and space).

c. Service Need:

- i. **Provide a detailed description of the unmet need in Boone County for your agency's services.** The effects of abuse vary by victim and depend on the child's developmental status, type and severity of abuse as well as the child's relationship

to the abuser. Victims of child abuse/neglect are more likely to repeat a grade in school, be truant and engage in risk-taking behavior (such as substance abuse, sexual activity or criminal activities) as adolescents.

Multiple systems exist to address these issues but few people understand the complex interactions between Courts, the Children's Division and the network of providers which serve children in custody. While each of these systems plays a distinct role, all agree that stability is the key factor in improving outcomes for the children involved. Measures of stability in placement include the number of times a child changes placements and the overall length of time in care until permanent placement occurs.

These systems, already overburdened, face increased pressure as the number of juvenile abuse and neglect cases rises. In 2011, there were 234 cases. In 2013 there were 470 juvenile abuse and neglect cases in our local Court system. The additional cases have not meant additional Court or Children's Division staff.

Two Deputy Juvenile Officers serve all 470 of those cases. Guardians Ad Litem carry up to 75 cases each and Children's Division staff average 35 cases each.

Despite the best intentions of all parties, these high caseloads (coupled with frequent staff turnover) often preclude giving sufficient attention to each case.

In contrast, a CASA volunteer handles just one case at a time, giving each child sustained, personal attention. The CASA stays with the case until it is closed and the child is placed in a safe permanent home. For many children, their CASA will be the one constant adult presence whose only interest is their well-being.

ii. **Provide statistical data with cited sources regarding unmet need and the target population you propose to serve.**

- a. The 2013 Annual Report of Court Performance Measures, prepared by the 13th Judicial Circuit, reports there were 470 children in Court care.
- b. CASA's own tracking-database record shows 112 children served in 2013.
- c. According to the Centers for Disease Control (CDC), the average taxpayer cost for each child victim is \$210,012. Costs occur both directly and indirectly. Direct costs to our local systems include child-welfare service, mental-health care and law enforcement. Indirect costs include emergency/transitional housing, special education and juvenile delinquency.
- d. The National CASA Association's 2013 Annual Local Program Survey Report states the annual Median Cost per Volunteer for All Programs is \$3,170.

i. **State the purpose of your proposed service.** CASA children/cases achieve permanency faster and more frequently, meaning systems costs for CASA-represented victims will be lower and outcomes for children will be better.

While Heart of Missouri CASA depends on its volunteers, those volunteers also depend on staff to provide the support and expertise necessary to meet national-program standards that ensure quality in volunteer services. Families involved in the child-welfare system often present complex family dynamics. In addition, Children's Division regulations, legal requirements and Court proceedings are complex and often difficult for families, much less children, to negotiate. This is why National CASA requires 30 hours of pre-service training delivered by certified CASA staff. CASA staff also provides ongoing supervision. This

supervision is particularly time intensive at the beginning of a case, especially if it is a volunteer's first assignment. The National-program standard of one FTE per 30 advocates represents the ratio required for minimum-quality supervision. In addition, CASA staff plan and implement monthly continuing-education opportunities for advocates.

CASA advocates spend an average of 10 hours per month on their case. This includes time for bi-weekly visits to the children, attendance at various team meetings, e.g. Family Support Team Meetings (with other parties to the case), Individual Education Plan (IEP) meetings with school personnel, etc. CASAs make sure that recommended and court-ordered services are delivered. They also file regular reports with the Court and attend Court Hearings. Their role is to establish a connection with the child and make an independent assessment of the family situation, child needs and prospects for sustainable placement. With Boone County Children's Services Board funds, Heart of Missouri CASA can support more volunteers and thereby serve more children.

- ii. **State the goals of your proposed service.** CASA's goal is to train 30 CASA volunteers who will provide 3,600 hours of child advocacy.
- iii. **Describe the anticipated outcomes of your proposed service.** Based on national data and our own local experience, CASA's outcome model has been well tested in over 900 local programs. CASAs are successful in expediting permanency, reducing the number of in-custody placements and reducing rates of reentry. In addition, according to National CASA:

- a. Children without a CASA volunteer spend 7.5 months longer in foster care, experience more out-of-home placements and have significantly lower educational performance.
 - b. More than 90 percent of children with a CASA volunteer never reenter the child-welfare system, a significant difference compared to the general foster-care population where the reentry rate ranges between 20 and 40 percent.
- iv. **Identify other providers of this service in Boone County.** There are none.
- v. **What agencies do you receive referrals from and to what agencies do your make referrals?** CASA receives referrals from Boone County Family Court. The Honorable Judge Leslie Schneider, or Commissioner Sarah Miller, appoint CASAs to cases. Each receives referrals from stakeholders such as Deputy Juvenile Officers or Children's Division case managers regarding which cases most need a CASA. Generally, the most complex cases are chosen.
- vi. **Please provide a copy of any Memorandums of Understanding you may have with other agencies which are relevant to this proposal.** (Attachment 5)

2. EVALUATION

a. Performance Information:

- i. **Attach a Program Performance Measures Worksheet.** (Attachment 6)

b. Outcomes

- i. **Describe your service outcomes.** CASA's service outcomes are:
 - 1. More children achieve permanency.
 - 2. Children achieve permanency faster.

3. Children experience fewer moves (from placement to placement).

c. Indicators

- i. **Identify and describe the indicators which will measure your service outcomes.** CASA's indicators are:

1. Advocates assigned to children/cases.
2. Hours of advocacy provided.
3. Percentage of (closed) cases where permanency is achieved.
4. Number of months until permanency is achieved in Boone County, compared to state averages.
5. Number of placements while in care in Boone County, compared to state averages.

- ii. **Identify your agency's performance target of these indicators.**

1. 30 advocates assigned.
2. 3,600 hours of advocacy provided.
3. Achieve permanency in 75 percent of (closed) cases.
4. Achieve permanency in less than 24 months (Missouri's average).
5. Allow fewer than 3.1 placements (Missouri's average) per child/case.

d. Measurement

- i. **Discuss who will be responsible for the accomplishment of each of the outcomes.** The key personnel responsible for providing the services and outcomes this proposal describes are Anna Drake, Executive Director, and Ruth O'Neill, Volunteer Coordinator. Both are well qualified to carry out the proposed work. The Executive Director has more than fifteen years of

personnel- and volunteer-management experience and more than twenty years of fiscal-management experience. The Volunteer Coordinator is a licensed attorney with significant experience representing juveniles, a former adjunct-faculty member and certified CASA-training facilitator.

ii. **Discuss how the data will be collected.** Heart of Missouri CASA monitors and records data in two primary ways, via Court records and via internal data-management software.

1. The 13th Judicial Circuit has a Fostering Court Improvement (FCI) initiative. Its mission is “to strive for excellence of judicial outcomes and timely permanency for children and families through leadership and multidisciplinary teamwork that promotes communication, understanding, resourceful problem solving and accountability.” As a member of the FCI team, CASA is included in all measurement. CASA uses this system to track cases assigned; cases closed; and most importantly, Length of Time until Permanency is Achieved – a standard of output measurement for the Court, Children’s Division and CASA.
2. A nationally-standardized measurement system, CASA Manager is designed specifically for CASA agencies. This software tracks everything from volunteer training, through case assignment, hours of advocacy and ongoing supervision. It also enables CASA to track race, age and other demographics.

These tools will measure CASA's success at achieving outputs related to hours of advocacy and ongoing supervision of CASA advocates. They will also track data related to services, placements and permanency.

iii. Identify your agency's timeline for each outcome. CASA proposes a one-year timeline to begin once funds are awarded, with the opportunity to renew the goals and funding for additional years.

iv. Include copies of any evaluation tools you will be using and provide a description of why you are using these tools compared to other tools.

Heart of Missouri CASA utilizes two primary evaluation tools, Court records and internal data-management software.

1. CASA uses the 13th Judicial Circuit's FCI reports to track cases assigned; cases closed; and Length of Time until Permanency is Achieved. (Attachment 7)
2. A nationally-standardized measurement system, CASA Manager is designed specifically for CASA agencies. This software tracks everything from volunteer training, through case assignment, advocacy hours and ongoing supervision. (Attachment 8)

These tools will measure CASA's success at achieving outputs related to hours of advocacy and ongoing supervision of CASA advocates. They will also track data related to services, placements and permanency.

e. Input

i. Clinical Expertise:

1. **Discuss the capacity of your agency to deliver the proposed service.** Due to their high caseloads, the Court and Children's Division may only be able to give minimal attention to each case. At times, they must make decisions without full case information. In contrast, a CASA advocate handles just one or two cases at a time. They give each child/case sustained, personal attention. The CASA stays with the case until it is closed and the child is in a safe, permanent home. For many children, their CASA will be the one constant adult presence whose only interest is their well-being.

ii. **Service Activity:**

1. **Describe the interventions and/or activities that will be used to address the unmet need in Boone County.** CASA volunteers must complete 30 hours of pre-service training before being sworn in as an Officer of the Court. Once a case is assigned, CASAs spend an average of 8 to 10 hours per month on their case. This includes time for bi-weekly visits to the children; attendance at various team meetings, e.g. Family Support Team Meetings (with other parties to the case); Individual Education Plan (IEP) meetings with school personnel, etc. CASAs make sure that recommended and court-ordered services are delivered. They also file regular reports with the Court and attend Court Hearings. Their role is to establish a connection with the child, and to make an independent assessment of the family situation, child needs and prospects for sustainable placement.

CASA also requires volunteers to complete 12 hours per year of continuing-education training, of which staff provides 1.5 hours per month.

The addition of more CASAs will allow us to serve more children and those children will experience faster treatment, fewer in-custody placements and more timely permanent placement. This reduces the chance of poor outcomes for the children and reduces overall systems costs.

2. **Identify and discuss the evidence-based practices that will be used and relevant research supporting the efficacy of the proposed interventions and/or activities.** CASA's practices have been well tested in over 900 local programs. We have a proven record of expediting permanency, reducing the number of in-custody placements and reducing rates of reentry.

CASA volunteers must complete 30 hours of pre-service training. The National CASA-developed curriculum insures that volunteers gain the skills and abilities to handle a case.

National CASA data shows the program is both effective and efficient.

- a. Children without a CASA volunteer spend 7.5 months longer in foster care, experience more out-of-home placement and have significantly lower educational performance.
- b. More than 90 percent of children with a CASA volunteer never reenter the child-welfare system, a significant difference

compared to the general foster-care population where the reentry rate ranges between 20 and 40 percent.

- c. CASAs are volunteers, so personnel costs are limited to the staff required to support volunteer efforts.

f. Output:

- i. **Service to be provided** Child advocacy
- ii. **Unit measurement** One hour
- iii. **Unit cost** \$25.00/hour
- iv. **Amount requested** \$90,000
- v. **Number of individuals to be served** 30 advocates will serve between 45 and 90 children. (As previously mentioned, the CDC reports the average taxpayer cost for each child victim is \$210,012. Without intervention, even just 45 children at \$210,012 each would cost the local system \$9,450,540.)
- vi. **Average units of services per individual** Each child will receive an average of 7 hours of advocacy each month, or 80 hours in a year.

3. BUDGET

a. Budget Worksheets to be Attached

- i. **Agency Financial Worksheet** (Attachment 9 or B)
- ii. **Program Budget Worksheet** (Attachment 10 or C)

b. Budget Narrative

- i. **Please explain each line of the budget worksheets.**

Agency/Program Revenue:

1. **Other United Ways** CASA receives \$5,000 of Callaway County United Way funding.
2. **Grants (non governmental)** CASA receives non-governmental grant funding from National CASA, Missouri CASA and Missouri Lawyer Trust Account Foundation.
3. **Fund Raising and Other Direct Support** CASA receives sustained support from the Kappa Alpha Theta sorority and various community members. In the past, CASA also implemented a Youth Baseball/Softball Clinic together with the University of Missouri Baseball and Softball teams. Moving forward, a “Justice is Served” event is being developed as a signature fundraiser.
4. **Federal** CASA receives Title IV-E funds.
5. **State** CASA receives Children’s Trust Fund license-plate funds.
6. **Other (Courts)** CASA receives \$3,500 annually from the Boone County Courts for advocate training.

Agency/Program Expenses:

7. **Program Services** Expenses include personnel salaries, professional fees, supplies, utilities and insurance as well as equipment and occupancy costs.
8. **Management and General** Management costs include 50 percent of the Executive Director’s salary which is invested in fiscal management, community relations and other basic program functions.

9. **Expenses for Fundraising** This amount reflects what is spent advertising fundraising activities.

4. **AGENCY ASSURANCE, CERTIFICATION AND WORK AUTHORIZATION SHEETS**

- a. **Agency Assurance Sheet** (Attachment 11)
- b. **Certification Sheet** (Attachment 12)
- c. **Work Authorization Sheet** (Attachment 13)

ATTACHMENT 1
HEART OF MISSOURI CASA
MISSION STATEMENT

Our mission at Heart of Missouri CASA (Court Appointed Special Advocates) is to train and support volunteers to be exceptional voices for every abused and neglected child in Boone and Callaway County Family Courts.

**ATTACHMENT 2
HEART OF MISSOURI CASA
BOARD OF DIRECTORS LIST**

Member	Length of service	Terms	Employer	Address	City/State	Phone
Cande Iveson, Past Pres.	02/2010 to present	3 rd Term ends 3/16	University of MO School of Social Work	205 E Ridgeley Rd.	Columbia, MO	573-882-8452
Mike Holder	5/2010 – present	2 nd Term ends 6/14	Holder, Susan & Slusher	2810 Melody Lane	Columbia MO	573-499-1700
Jorgen Schlemeier	05/2014 – present	1st Term ends 5/16	Gamble & Schlemeier	213 E Capitol Ave.	Jefferson City, MO	573-634-4876
Patsy Carter, Secretary	07/2010 – present	2 nd Term ends 9/14	Psychologist, State of Missouri, Div. of Comprehensive Psych. Services	804 W. Whippoorwill Circle	Columbia, MO	573-442-0936
Traci Harr Kennedy, President	3/2011-present	2 nd Term ends 3/15	Tobacco Free Missouri	1406 Ridgemont Ct.	Columbia, MO	573-777-4550
Mark Kennedy, Treasurer	12/2011 – present	2 st Term ends 12/15	Midway USA, Accounting Department, CPA	1406 Ridgemont Ct.	Columbia, MO	573-874-5000
Kelsey Thall	7/2012-present	1 st Term ends 09/14	Landmark Bank	3301 Fox Trot Dr	Columbia, MO	573-874-8460
Maurice Harris	1/2013-present	1 st Term ends 03/15	Missouri State Department of Economic Development	811 East Green Meadows Rd. Apt. 109	Columbia, MO 65201	660-909-1537



I am for the child

who has attended eight schools in four years. Because he is in foster care. Because his birth mother, debilitated by mental illness, neglected him. I am for him. The child who almost died.

Who now sits, surrounded by strangers, in the back of yet another class. Failing. Because he is without glasses and nearly blind. I am for that child. So I am there for that child. To listen to him. To stand up in court for him. To speak for him. To champion without compromise for what's in his best interest. Because if I am there for him, I know he will be half as likely to languish in foster care, and that much more likely to find a safe, permanent home. That is the child I am for.

I am a Court Appointed Special Advocate (CASA) volunteer.

I am you.

OUR MISSION

Heart of Missouri Court Appointed Special Advocates' mission is to train and support volunteers to be exceptional voices for every abused and neglected child in Boone and Callaway County family courts.

OUR HISTORY

In 1977, a Seattle juvenile court judge agonized over the fact that critical decisions were being made on behalf of abused and neglected children without enough information. The Judge's concern led him to the idea of organizing citizen volunteers to speak up for the best interests of abused and neglected children in the courtroom. CASA has grown to be a national organization with over 1,000 programs that train and support volunteers to speak and act as advocates for the best interests of children.

Heart of Missouri CASA was founded in 2005 by a group of concerned citizens who believe that every child has a fundamental right to feel safe, loved and cared for.

OUR VOLUNTEERS

CASA volunteers are ordinary people who are concerned about the happiness and safety of all children. You do not need a social work background or legal expertise to be a good advocate, but you do need to be committed to your case and willing to fight for what is in the child's best interest.

- Heart of Missouri CASA volunteers receive 30 hours of initial training and devote an average of 8 to 10 hours per month
- Heart of Missouri CASA works in collaboration with the 13th Judicial Circuit Family Court, the Children's Division, agencies, attorneys, and others involved in a case.
- Since we began, we have sworn-in 203 Heart of Missouri CASA volunteers.
- Those volunteers have served **449 children.**

In a typical year, more than 260 children in 13th Judicial Circuit Court are placed in foster care. While the foster care and child welfare system are full of compassionate lawyers, judges, social workers and foster families, the system is not always equipped to ensure that a child's basic needs and rights are protected. **There is a simple and effective solution, a Heart of Missouri CASA volunteer.** Despite an increase in volunteers, we are only able to provide a CASA volunteer to approximately 25% of the children in need at this time.



Heart of Missouri United Way
CERTIFIED AGENCY
 Meets Non-Profit Standards of Excellence
 in Finance & Governance

DONATE

DONATE ONLINE NOW: It is safe and secure. To donate online with a credit card, visit our website:

www.heartofmissouricasa.org

CHECKS MAY BE SENT TO:

Heart of Missouri CASA
 PO Box 10028
 Columbia, MO 65205

Heart of Missouri CASA is a 501(c)(3) nonprofit organization. Your gifts are tax deductible to the full extent of the law.

VOLUNTEER

BECOME A CASA VOLUNTEER: If you are interested in becoming a CASA volunteer advocate, we are always in need of more passionate and committed advocates.

JOIN OUR BOARD:

Board members are involved hands-on in making a positive impact on children in care.

JOIN OUR RESOURCE DEVELOPMENT COMMITTEE:

Our Resource Development Committee enables Heart of Missouri CASA to increase the resources it brings to Boone County's foster care children.

If you are interested or have any questions please call

(573)442.4670 or e-mail
heartofmissouricasa@hotmail.com



CASA

Court Appointed Special Advocates
FOR CHILDREN

HEART OF MISSOURI CASA



A child's voice.
 A child's life.
 Lifted up.
 By you.



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) among the 13th Judicial Circuit Juvenile Court and Juvenile Office, Guardian Ad Litem, the Department of Social Services Children's Division and Heart of Missouri CASA shall become effective on the date at which all parties have signed.

The Mission of the Heart of Missouri CASA program is to provide a voice, through court-based volunteer advocacy, for the best interest of every abused and neglected child in Central Missouri.

SECTION I. CASES TO BE REFERRED TO HEART OF MISSOURI CASA

It is agreed that the following categories of dependency and neglect cases under the jurisdiction of the Juvenile Court are most appropriate for referral to the CASA program:

- A. Children who are at risk of emotional, physical and/or sexual harm.
- B. Children who are victims of neglect and/or suffer from failure to thrive.
- C. Children who initially will be assigned to out of home placements.

SECTION II. ROLE AND RESPONSIBILITY OF CASA VOLUNTEER

It is agreed that the role and responsibility of the CASA volunteer are as follows:

- A. **OBJECTIVE:** To ensure quality representation for the best interest of the child, the partnership between the CASA Volunteer, the Caseworker and the Attorney shall be structured to facilitate communication, collaboration and a commitment to teamwork. At the same time, each is a parallel resource for the Court to consider in its decision to serve the best interest of each child.
- B. **ROLE:** The general role of the CASA Volunteer is outlined in Missouri Statute 210.160. A CASA Volunteer is appointed as an Officer of the Court to provide the Court with independent and objective information regarding the status of children involved in dependency and neglect cases. Duties of the CASA Volunteer complement but do not duplicate the duties of other responsible persons involved in dependency and neglect cases. Primarily, other responsible persons include the Court, the Social Worker, the Guardian Ad Litem, the Juvenile Officer and the Attorneys for respondent parents. Upon appointment, the CASA independently gathers and assesses information, develops recommendations and submits written and verbal reports which will be considered by the Court to aid in its decisions and to protect the best interests of the child.

- C. **RESPONSIBILITY:** The mandate of the CASA Volunteer is to assist the Court in assuring that the best interests of the child are served in relations to his or her right to a safe and permanent living environment. The CASA Volunteer, in consultation with Program Staff, is responsible for reporting any information regarding the continuing safety of the child, but is not responsible for providing direct services to assure the continuing safety of the child. The CASA Volunteer reports to and is directly supervised by the CASA Volunteer Coordinator. The CASA Volunteer Coordinator is responsible for the CASA Volunteer's performance.

SECTION III. IMPLEMENTATION OF VOLUNTEER ACTIVITIES

- A. **TRAINING AND SUPERVISION:** The Heart of Missouri CASA Volunteer Coordinator will be responsible for conducting initial and on-going in-service training for CASA Volunteers and will certify those volunteers completing the training program as being ready to begin service. The CASA Volunteer Coordinator will be responsible for all volunteer management duties, i.e. recruitment, screening, training, assignment and supervision of CASA Volunteers.
- B. **APPOINTMENT:** When CASA Volunteers have been trained and certified as ready for service, the Court will conduct swearing in ceremonies, appointing the CASA Volunteers as Officers of the Court. This appointment will remain in effect until such time as the CASA Volunteer's service is terminated.
- C. **ASSIGNMENT:** The Court will identify cases for which the assignment of a CASA Volunteer is requested. Cases will be identified for referral at the earliest possible stage, at the conclusion of the initial hearing when temporary custody of a child is determined, or at such other time as the Court deems appropriate. Heart of Missouri CASA will be notified of cases identified for referral.

Contingent upon availability of a Volunteer appropriate for the case, the CASA program will assign a CASA Volunteer and will notify the Court of the assignment. The Court will issue an Order confirming assignment of the CASA Volunteer. This Order will include a reaffirmation of the Confidentiality Oath and will also include a specific order allowing the CASA Volunteer full access to any and all information and material relevant to the child's case.

The CASA Volunteer will continue in active service on the case until the CASA program management determines that the assignment should be ended, until the Volunteer is relieved of his or her appointment by the Court, or until the case is closed as set forth by Section VI.

- D. **INFORMATION GATHERING:** Once the CASA Volunteer has been assigned, the Volunteer will notify the appropriate parties and review all relevant information concerning the case. Program staff may introduce the Volunteer to the appropriate parties and may provide a letter of introduction to all parties, including a copy of the Court Order.

CASA will develop a Work Plan for gathering information for the Court. This Work Plan may include:

1. **Interviews:** Relevant and appropriate persons include school personnel, community social workers, medical and psychological care providers, parents, immediate family members, other relatives, foster parents and others; depending on the facts of the case. The CASA Volunteer should make arrangements to visit the child, and can be assisted in making these arrangements by the CASA Volunteer Coordinator and the Social Worker.
 2. **Children's Division and Family Support Team (FST) Staffing:** The CASA Volunteer should be notified and may participate in Family Support Team (FST) meetings convened for informational purposes. The CASA Volunteer should be notified and may also participate in any special staffing when the child's treatment plan is affected.
 3. **Access to Information:** The CASA Volunteer will have access to information relevant to the child's case through the Court Order of appointment. The CASA Volunteer will have access to the Social Worker's case file at the time of the initial case consultation. If further review is requested at a later time, the CASA Volunteer will make arrangements with the Department to review the file at a mutually convenient time. Any documents or reports distributed to the parties in the case shall be distributed to the CASA Volunteer at the same time.
 4. **HIPAA Rules and Access to Children's Health Care Records:** The rules will allow access to children's healthcare record by CASA Volunteers who are appointed to cases under a Court Order which specifically authorizes such access. Under HIPAA, a covered entity "may" disclose protected health information in response to a satisfactory Court Order. In addition, a covered entity "must" make a disclosure of protected health information to the extent an enforceable Court Order requires the disclosure. To assure continued access to health care record and avoid potential objections by covered entities, CASA programs should assure that the wording of any Court Order appointing Volunteers expressly authorizes access to "protected health information."
- E. **REPORTING:** The CASA Volunteer will provide the Court with both written and oral reports, as required. In addition to reports prepared for court hearings, written reports may be submitted whenever it is determined by the CASA Volunteer that information discovered by the Volunteer significantly impacts the welfare and safety of the child.

SECTION IV. WORKING RELATIONSHIPS

The 13th Judicial Circuit Juvenile Court and Juvenile Office, Guardian Ad Litem, the Department of Social Services Children's Division and Heart of Missouri CASA will maintain open, constructive and effective lines of communication with one another and within their own organizations to support the effective

management and operations of the CASA program and, to the full extent possible, will coordinate and cooperate in all matters pertaining to the implementation and operations of the CASA program.

SECTION V. CONFLICT OF INTEREST

- A. The CASA program will follow procedures to identify potential conflicts of interest between a CASA Volunteer and a court appointment.
- B. The CASA Volunteer Coordinator will notify the Court in those instances where the CASA program has determined that a potential conflict will not compromise the CASA Volunteer's ability to objectively advocate for the child.
- C. The CASA program and the Court shall refrain from potential conflict of interest or the appearance of conflict of interest.

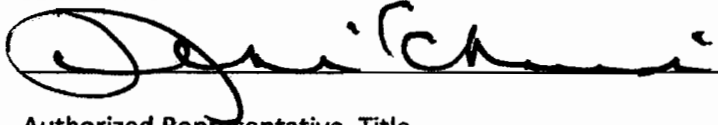
SECTION VI. TERMINATION OF A CASA APPOINTMENT

- A. CLOSURE OF CASE: A case will be closed and the CASA Volunteer's appointment will be deemed terminated:
 - a. Upon the entry of an Order that dismisses the case or discharges a child from the continuing jurisdiction of the Court, or
 - b. Unless the entry of a final dispositional order that continues custody with the Department of Social Services due to the child not returning home, and the CASA Volunteer is Court ordered to continue to monitor the child's welfare.
- B. RESIGNATION: When a CASA Volunteer desired to be relieved of the responsibilities of the office, the CASA Volunteer should submit his/her resignation to the Volunteer Coordinator. If necessary the CASA staff will select a replacement.
- C. COURT RECISSION: The Court reserves the right to rescind the appointment of a CASA Volunteer.

SECTION VII. ACCEPTANCE

This Memorandum of Understanding has been reviewed and accepted by the management and governing bodies of the organizations indicated below.

JUVENILE COURT:



Authorized Representative, Title

12/20/13

Date

JUVENILE OFFICE:

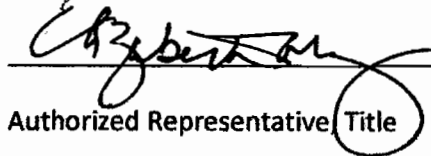


Authorized Representative, Title

2/3/14

Date

GUARDIAN AD LITEM:

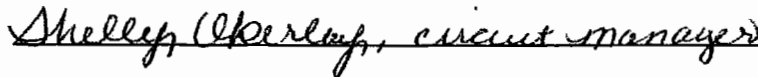


Authorized Representative, Title

3-27-14

Date

CHILDREN'S DIVISION:




Authorized Representative, Title

3/20/14

Date

HEART OF MISSOURI CASA



Authorized Representative, Title

3/28/14

Date

ATTACHMENT 6 or A

Heart of Missouri CASA

PROGRAM PERFORMANCE MEASURES INFORMATION WORKSHEET

Activity	Output	Outcome	Indicator	Method of Measurement
Support CASA advocates (recruit, screen, train and supervise volunteers)	<ul style="list-style-type: none"> * Train 30 CASA advocates * Provide 3,600 hours of child advocacy 	<ul style="list-style-type: none"> * More children achieve permanency * Children achieve permanency faster * Children experience fewer moves (from placement to placement) 	<ul style="list-style-type: none"> * Advocates assigned to children/cases * Hours of advocacy provided Permanency achieved	<ul style="list-style-type: none"> * Court records * CASA Manager database
Provide child advocacy (visit each child twice a month, independently investigate the case, attend team meetings and collaborate with all parties)	Provide 3,600 hours of child advocacy	<ul style="list-style-type: none"> * More children achieve permanency * Children achieve permanency faster * Children experience fewer moves (from placement to placement) 	<ul style="list-style-type: none"> * Hours of advocacy provided Permanency achieved	<ul style="list-style-type: none"> * Court records * CASA Manager database

Heart of Missouri CASA
FOSTERING COURT IMPROVEMENT
 2013 Annual Report of Court Performance Measures
 January 1 - December 31
 Circuit: 13

PERMANENCY

PM1 - Percentage of children exiting care by exit type

Outcome	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Annual Total	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Adoption	4	13.3%	9	18.0%	7	10.9%	11	24.4%	31	16.2%
Child Deceased	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Achieved Independence	3	10.0%	3	6.0%	7	10.9%	2	4.4%	15	7.9%
Legal Guardianship	4	13.3%	18	36.0%	27	42.2%	18	40.0%	67	35.1%
Other	0	0.0%	0	0.0%	2	3.1%	0	0.0%	4	2.1%
Reunification	14	46.7%	18	36.0%	18	28.1%	14	31.1%	64	33.5%
Runaway	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Transfer to DMH	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Transfer to DYS	1	3.3%	2	4.0%	3	4.7%	0	0.0%	6	3.1%
Transfer to Other Jurisdiction	4	13.3%	0	0.0%	0	0.0%	0	0.0%	4	2.1%
Total	30	100%	50	100%	64	100%	45	100%	191	100%

PM1a - All children receiving care at any time during the reporting period

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
324	345	336	329	470

PM2 - Average number of days from most recent date of removal to the date the child exited care by exit type

Outcome	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Annual Total	
	Number	Average Days	Number	Average Days	Number	Average Days	Number	Average Days	Number	Average Days
Adoption	4	846	9	699	7	1,188	11	1,149	31	988
Child Deceased	0	0	0	0	0	0	0	0	0	0
Achieved Independence	3	2,211	3	1,873	7	1,879	2	619	15	1,782
Legal Guardianship	4	387	18	684	27	557	18	692	67	556
Other	0	0	0	0	2	58	0	0	4	78
Reunification	14	437	18	383	18	296	14	346	64	362
Runaway	0	0	0	0	0	0	0	0	0	0
Transfer to DMH	0	0	0	0	0	0	0	0	0	0
Transfer to DYS	1	650	2	768	3	816	0	0	6	779
Transfer to Other Jurisdiction	4	112	0	0	0	0	0	0	4	112
Total	30	626	50	645	64	694	45	603	191	645

TM6 - Percentage of timely hearings by hearing type

Hearing Type	1st Quarter			2nd Quarter		
	Total Number of Hearings	Number of Timely Hearings	Percentage of Hearings Held On Time	Total Number of Hearings	Number of Timely Hearings	Percentage of Hearings Held On Time
Protective Custody (HRPT)	39	39	100%	49	49	100%
Adjudication (HRAJ)	54	54	100%	46	46	100%
Disposition (HRDP)	51	51	100%	49	49	100%
Case Review (HRCR)	112	112	100%	121	121	100%
Permanency Hearing (HRPN)	64	64	100%	98	97	99%
Post Permanency Hearing (HRP)	45	45	100%	39	39	100%
Total	365	365	100%	402	401	100%

Hearing Type	3rd Quarter			4th Quarter			Annual Total		
	Total Number of Hearings	Number of Timely Hearings	Percentage of Hearings Held On Time	Total Number of Hearings	Number of Timely Hearings	Percentage of Hearings Held On Time	Total Number of Hearings	Number of Timely Hearings	Percentage of Hearings Held On Time
Protective Custody (HRPT)	40	40	100%	60	60	100%	177	177	100%
Adjudication (HRAJ)	56	56	100%	77	77	100%	235	234	100%
Disposition (HRDP)	57	57	100%	60	60	100%	224	224	100%
Case Review (HRCR)	128	127	99%	121	121	100%	484	481	99%
Permanency Hearing (HRPN)	61	61	100%	76	76	100%	298	296	99%
Post Permanency Hearing (HRP)	57	57	100%	56	56	100%	197	197	100%
Total	399	398	100%	450	450	100%	1615	1609	100%

TM7 - Percentage of delay reasons by category and hearing type

Delay Reason	Delayed Hearing Type						Annual Total
	HRPT	HRAJ	HRDP	HRCR	HRPN	HRPP	
Unavailable Court Date							0
Unavailable Judicial Officer							0
Unavailable Counsel / GAL							0
Unavailable Lay Witness							0
Unavailable Professional Witness							0
Unavailable Medical Evidence							0
Other					1		1
Unavailable Child Service Worker							0
Unavailable Juvenile Officer							0
Unavailable Parent							0
Unavailable 3rd Party							0
Unavailable Report from DSS CD							0
Change of Judge							0
Contested Hearing Requested							0
Parent Requesting Attorney							0
Unsuccessful Service							0
Order for Publication Issued							0
Total	0	0	0	0	1	0	1

TM 8 - Average number of days from TPR granted to filing of adoption petition

1st and 2nd Quarters		3rd and 4th Quarters		Annual Total	
Total Number of Adoption Petitions	Average Number of Days	Total Number of Adoption Petitions	Average Number of Days	Total Number of Adoption Petitions	Average Number of Days
8	398	8	360	15	383

TM 9 - Average number of days from filing of adoption petition to finalized adoption order

1st and 2nd Quarters		3rd and 4th Quarters		Annual Total	
Total Number of Adoptions Granted	Average Number of Days	Total Number of Adoptions Granted	Average Number of Days	Total Number of Adoptions Granted	Average Number of Days
2	84	13	42	16	53



Heart of Missouri CASA
 PO Box 10028
 Columbia, MO 65205
 Ph: 573-442-4670 Fax:

Child/Advocate Report

ReportID

Children served: 1/1/2013 - 12/30/2013

County All

Child Demographics		Case Outcomes - closed cases	
Age Range	112	Case Outcome	36
0-5	32	*Adopted	6
6-11	41	*Child died	
12-15	25	*Child turned 18/21	
16-17	11	*Guardianship	15
18+	3	*Long Term Foster Care	2
		*Long Term Relative Care	3
		*Reunification Achieved	6
		*Emancipation	
		*Other	2
		Child ran away	
		Case removed from docket	2
		Case Transferred	
		Family moved	
		Never Served	

Children

Active/Open	71	A
Referred	46	
Assigned	41	B
Never served	0	
Wait Listed **	45	

Advocates

Eligible at start	45	A
New CASAs	22	B
Assigned	22	may have had prev. case
First Assigned	15	First Case
Resigned	23	Left Case

209 209 209
 Rec. Found Total



Heart of Missouri CASA
 PO Box 10028
 Columbia, MO 65205
 Ph: 573-442-4670 Fax:

Child/Advocate Report

ReportID

	Closed	37	C	Left Program	8	C1	Staff entered	ReportID
Total Served		112	A+B	Aged out Red	4	C2	Computer entered	
		75	(A+B)-C	Re-activated	0	D	No. case for 1 yr.	
Currently waiting		0		CASA Totals:	67	A+B	Red Adv w/ new case	
				Eligible at end	59	(A+B) - C1		
					55	(A+B) - (C1+C2) + D		

Note: total complies with OJJDP reqmts



ATTACHMENT 9 or B

AGENCY FINANCIAL INFORMATION

AGENCY NAME: Heart of Missouri CASA

AGENCY REVENUE	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. DIRECT SUPPORT					
A. Heart of Missouri United Way	0	0	0	0.00%	#DIV/0!
B. Other United Ways	5,000	5,000	5,000	2.55%	0.00%
C. Capital Campaigns	0	0	0	0.00%	#DIV/0!
D. Grants (non-governmental)	18,400	18,400	18,400	9.37%	0.00%
E. Fund Raising & Other Direct Support	36,000	41,500	50,000	25.46%	20.48%
TOTAL DIRECT SUPPORT (sub-totals)	59,400	64,900	73,400	0.373727088	
2. GOVERNMENT CONTRACTS/SUPPORT:					
A. Boone County - Social Service Funding	0	0	90,000	45.82%	#DIV/0!
B. Boone County - Other	0	0	0	0.00%	#DIV/0!
C. Other Counties	0	0	0	0.00%	#DIV/0!
D. City of Columbia - Social Service Funding	0	0	25,000	12.73%	#DIV/0!
E. City of Columbia - Other	0	0	0	0.00%	#DIV/0!
F. Other Cities	0	0	0	0.00%	#DIV/0!
G. Federal (Medicaid, Title III, etc.)	3,000	3,000	3,000	1.53%	0.00%
H. State (Purchase of Services, Grants, etc.)	1,500	1,500	1,500	0.76%	0.00%
I. Other (Schools, Courts, etc.)	3,500	3,500	3,500	1.78%	0.00%
TOTAL GOV'T CONTRACTS/SUPPORT (sub-totals)	8,000	8,000	123,000	\$1	
3. Program Service Fees	0	0	0	0.00%	#DIV/0!
4. Investment Income (realized & unrealized)	0	0	0	0.00%	#DIV/0!
5. Other Revenue Items	0	0	0	0.00%	#DIV/0!
TOTAL AGENCY REVENUE	\$67,400	\$72,900	\$196,400		169.41%

AGENCY EXPENSES	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
Expenses for Program Services	42800	50400	169000	86.67%	235.32%
Expenses for Management and General	15000	20000	25000	12.82%	25.00%
Expenses for Fundraising	1000	1000	1000	0.51%	0.00%
TOTAL AGENCY EXPENSES	58800	71400	195000		173.11%
% of Management and Fundraising Expenses	27.21%	29.41%	13.33%		0.00%

NET ASSETS	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% CHANGE CURRENT TO PROPOSED
Net Assets, End of Year	\$0	\$0	\$0	#DIV/0!

CASH FLOWS	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% CHANGE CURRENT TO PROPOSED
Cash, End of Year	\$24,600	\$36,500	\$20,000	-45.21%

ATTACHMENT 10 or C

PROGRAM BUDGET WORKSHEET

PROGRAM NAME: Heart of Missouri CASA

TOTAL PROGRAM REVENUE	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. DIRECT SUPPORT					
A. Heart of Missouri United Way	0	0	0	0.00%	#DIV/0!
B. Other United Ways	5,000	5,000	5,000	2.55%	0.00%
C. Capital Campaigns	0	0	0	0.00%	#DIV/0!
D. Grants (non-governmental)	18,400	18,400	18,400	9.37%	0.00%
E. Fund Raising & Other Direct Support	36,000	41,500	50,000	25.46%	20.48%
2. GOVERNMENT CONTRACTS/SUPPORT:					
A. Boone County - Social Service Funding	0	0	90,000	45.82%	#DIV/0!
B. Boone County - Other	0	0	0	0.00%	#DIV/0!
C. Other Counties	0	0	0	0.00%	#DIV/0!
D. City of Columbia - Social Service Funding	0	0	25,000	12.73%	#DIV/0!
E. City of Columbia - Other	0	0	0	0.00%	#DIV/0!
F. Other Cities	0	0	0	0.00%	#DIV/0!
G. Federal (Medicaid, Title III, etc.)	3,000	3,000	3,000	1.53%	0.00%
H. State (Purchase of Services, Grants, etc.)	1,500	1,500	1,500	0.76%	0.00%
I. Other (Schools, Courts, etc.)	3,500	3,500	3,500	1.78%	0.00%
3. Program Service Fees	0	0	0	0.00%	#DIV/0!
4. Investment Income (realized & unrealized)	0	0	0	0.00%	#DIV/0!
5. Other Revenue Items	0	0	0	0.00%	#DIV/0!
TOTAL PROGRAM REVENUE	\$67,400	\$72,900	\$196,400		

PROGRAM EXPENSES	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. Personnel	46,200	53,800	130,300	66.82%	142.19%
2. Non-Personnel	12,600	17,600	64,700	33.18%	267.61%
TOTAL PROGRAM EXPENSES	\$58,800	\$71,400	\$195,000		

NUMBER OF DIRECT PROGRAM STAFF (FTE)	ACTUAL	CURRENT	PROPOSED
<i>FTE = number of direct program service hours worked by employee per year/2080 (e.g. 1040/2080= .5 FTE)</i>	2 FTE	2.5 FTE	4 FTE

ATTACHMENT 11 or D

2014 AGENCY ASSURANCE SHEET

Heart of Missouri CASA

I, the undersigned, certify that the statements in this request for funding proposal application are true and complete to the best of my knowledge, and accept, as to any funds awarded, the obligation to comply with the Boone County Children's Services Board (BCCSB) and any of the Boone County Children's Services Fund's conditions specified in the funding award and contract.

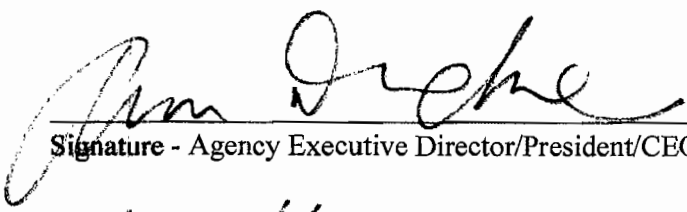
I, the undersigned, certify that in addition to the conditions mentioned above, will maintain accepted accounting procedures to provide for accurate and timely recording of receipt of funds, expenditures, and of unexpended balances. I, the undersigned, further certify I have and will make available, upon request, the following documentation for accuracy and validity:

- Proof of 501(c)(3)
- Certificate of Corporate Good Standing
- Most Recent 990 Federal Form
- Agency Strategic Plan
- Copies of Agency Accreditations
- Most Recent Agency Independent Audit
- Agency Policy of Non-Discrimination
- Agency Policy for Screening of Staff and Volunteers for Child Abuse and Neglect
- Agency Statement of Confidentiality
- Memorandums of Understanding (not currently needed for Contingency Funds Request)

ANNA DEAKE, Executive Director

Printed Name - Agency Executive Director/President/CEO

Date


Signature - Agency Executive Director/President/CEO

7/7/14

Date

Printed Name - Agency Board Chair

07/07/14

Date

TRACI KENNEDY

Signature - Agency Board Chair

Date

ATTACHMENT 12 or E

Heart of Missouri CASA

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.

Anna Drake, Executive Director

Name and Title of Authorized Representative



Signature

7/3/14

Date

ATTACHMENT 13 or F

**WORK AUTHORIZATION CERTIFICATION
PURSUANT TO 285.530 RSMo
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of Boone)
)ss
State of Missouri)

My name is Anna Drake. I am an authorized agent of Heart of Missouri CASA (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

Anna Drake 7/3/14
Affiant Date

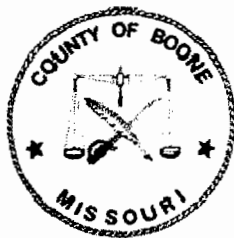
Anna Drake
Printed Name

Subscribed and sworn to before me this 3rd day of July, 2014.

[Signature]
Notary Public

DOUG SCHAEFER
Notary Public - Notary Seal
STATE OF MISSOURI
County of Callaway
My Commission Expires 4/22/2017
Commission # 13474277

Attach to this form the E-Verify Memorandum of Understanding that you completed when enrolling.

**Melinda Bobbitt, Director
Boone County Purchasing**

Boone County Annex
613 E. Ash, Rm 109
Columbia, MO 65201-0000

Office (573) 886-4391
Fax (573) 886-4390

Thank you for submitting your Vendor Application to Boone County. You will be sent an e-mail confirmation with your contact information and selected products and services. To edit your vendor registration, go to [Boone County Vendor Login](#). You will need your **Vendor ID** number and **e-mail address**.

[Logout](#)

Vendor ID: 3304

Contact: ANNA DRAKE

Company: HEART OF MISSOURI CASA

Address: P O BOX 10028

Address: 607 E ASH ST

City: COLUMBIA

State: MO

Zip Code: 65205

Phone: 573-442-4670

Fax:

E-mail: HEARTOFMISSOURICASA@HOTMAIL.COM

Web URL: WWW.HEARTOFMISSOURICASA.ORG

You selected the following products and services:

Code	Description
952.0	HUMAN SERVICES
952.15	Case Management
952.17	Child Abuse: Identification, Treatment, and Prevention (Including Sexual Abuse)
952.23	Court Intervention Services
952.43	Family and Social Services (Including Shopping and Buying Services)
952.47	Foster Home and Adoption Services
952.67	Parenting Intervention
952.74	Referral Services
952.85	Support Services

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director



613 E. Ash St. Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
mbobbitt@boonecountymo.org

August 29, 2014

Heart of Missouri CASA
Attn: Anna Drake
PO Box 10028
Columbia, MO 65205

E-mail: heartofmissouricasa@hotmail.com

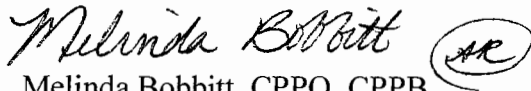
RE: Request for Additional Information – 27-10JUN14 – Purchase of Service Contracts for Boone County Children’s Services Fund

Dear Ms. Drake:

Attached is a *Request for Additional Information*. Please complete the attached form, sign and submit with the requested information by 4:00 p.m., Thursday, September 4, 2014 by email to mbobbitt@boonecountymo.org.

If you have any questions regarding this request, please call (573) 886-4391 or e-mail Mbobbitt@boonecountymo.org. I sincerely appreciate your efforts in working with Boone County, MO to ensure a thorough evaluation of your proposal.

Sincerely,


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

cc: Proposal File

Attachment: Request for Additional Information

REQUEST FOR ADDITIONAL INFORMATION FORM #1

PROPOSAL: 27-10JUN14 – *Purchase of Service Contracts for Boone County Children's Services Fund*

This Request for Additional Information is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted on or before 4:00p.m. Friday, July 25, 2014.

Company Name: Heart of Missouri CASA

Address: PO Box 10028, Columbia, MO 65205

Telephone: 573-442-4670 Fax: _____

Federal Tax ID (or Social Security#): _____

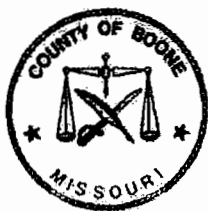
Print Name: Anna Drake Title: Executive Director

Signature: _____ Date: _____

E-mail: heartofmissuouricasa@hotmail.com

As the evaluation team read the Heart of Missouri CASA Purchase of Service proposal a few questions came up that needed clarification:

1. Please submit a copy of the signed Purchase of Service Contracts Addendums.
2. Please submit a separate narrative for Attachment B and Attachment C. Please note that Attachment B is for the entire agency, while Attachment C is just for the proposed program. Please make sure to include specific information for each of the line items. It is also suggested that you refer back to the answers on Addendum #1, questions 25-26, Addendum #3, question 6, and Addendum #5, question 1.
3. Please provide specific information on how the Unit Cost was derived.



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #1 - Issued May 23, 2014

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 Proposal Response.

Scope of Work 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. If any Offeror is interested in obtaining a copy of the RFP in Word format and the Budget Worksheets in Excel, please e-mail request to mbobbitt@boonecountymmo.org.

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

1. What is the timeline of the funding? Is it one year? Has a definitive start date and end date of the funding been established yet?

Response: The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.

2. How many times can organizations re-apply? Annual basis? If you receive funding one year, can you submit renewals annually or is there a limit?

Response: The renewal periods will be negotiated as part of the RFP process.

3. Can an organization apply for the pilot program and the purchase for services contracts? Or are you only allowed to submit to one?

Response: Organizations may apply for both the pilot program and purchase of services contracts.

4. Can an organization submit more than one pilot program?

Response: Yes.

5. What is the funding cap request per proposal for the pilot program? What is the funding cap request for the purchase for services contract? Is it a set amount or is it variable?

Response: There is no funding cap established at this time for either the pilot program or purchase of services contracts.

6. If a new non-profit organization has applied for their 501(3)(c) designation but it is still pending by the deadline date of the grant, will some consideration be given to the non-profits as long as they can document their application for 501(3)(c)?

Response: **Consideration may be given to a non-profit organization that has not yet obtained a 501(c)(3) designations; however, an organization must have obtained the 501(c)(3) designations prior to entering into a contract.**

7. Does the general liability insurance requirement and worker's compensation insurance requirement need to be in place before applying for the grant? Can this be an allowed expenditure in the budget of the request for funding proposal or is this at the expense of the organization? Do applicants need to provide an indemnity clause with their application, or only if selected for an award?

Response: **Insurance certificate does not have to be provided to submit a proposal response. It will be required at contract execution. The Offeror has discretion as to whether to itemize this expense or include it in their overall unit pricing. Indemnity clause may be provided with application or after selected for award.**

8. Is there a list of "allowable expenditures" of what can be requested for the proposal? Or a list of things that are "not allowable"? That would be helpful to have if it is available.

Response: **There is not currently a list of "allowable" or "not allowable" expenditures.**

9. For the pilot program, can participants/subjects in the research pilot be paid for their participation for completing surveys, classes, etc. as part of the funding? For example, "each participant who completes the pre- and post surveys and the classes on advocacy will have their name entered into a drawing to win a \$100.00 gift card to _____."

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the Boone County Community Services Board's (BCCSB) Funding Policy.**

10. If a new non-profit has just been certified the state and Jason Kander's office sent a letter stating that their independent audit is not due to the state until August of 2015, is this letter allowable to present in lieu of doing an independent audit prior to submission as required by the grant?

Response: **Yes.**

11. Are there stipulations about minimum wage and paying employees in the pilot program hourly? Or can a stipend be paid to them per 3 month intervals?

Response: **All applicable state and federal labor laws must be followed.**

12. Will we be allowed to ask questions at the conference on Friday, May 23?

Response: **Yes.**

13. Can our organization apply as a lead organization with community collaborations as long as MOU's are in place?

Response: **Preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies. The contracting agency must comply with terms for entering into subcontracts with other agencies.**

14. Is there a limit on the number of programs our organizations can apply for contracts?

- a. If the answer is more than one program, does our organization need to submit a separate application for each program or can we submit one set of standard uniform information and then separate sections for each individual program?

Response: **There is no limit on the submission of applications. Please submit a separate application for each proposed service your agency is requesting funding, including the standard uniform information.**

- b. If our organization can apply for multiple service contracts for separate programs, are there funding restrictions for each program? Ceiling on how much the organization can ask for total?

Response: **Parameters around level of funding have not been established at this time.**

15. Will evidence-based program training be funded under both of the RFP's?

Response: **Evidence-based program training may be considered for funding, provided the program training complies with the BCCSB's Funding Policy and the parameters established for funding by the Request For Proposal.**

- a. Are there any restrictions on the % of training costs?

Response: **No restrictions have been established at this time.**

- b. Are there any restrictions on the % of administration costs?

Response: **For the Purchase of Service Contract there is not a restriction on the percentage of administrative costs, however, the administrative costs should be included in the overall unit cost to provide the proposed service.**

19. Can funding be used for rent or the purchase of a physical building (i.e. a community center) in either RFP?

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy. For Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

20. Can you clarify what specifically you are seeking in the anticipated outcomes, outcomes, indicators, and measurement sections (or how these differ)? Some of this information seems repetitive -- is that okay?

44. Section I - Overview:

Must offerors submit proposals providing services throughout Boone County, or may proposals focus on certain geographic areas such as the City of Columbia?

Response: **Please reference the "Beneficiaries and Outcomes" section of the BCCSB's Funding Policy.**

45. Attachment C Program Budget Worksheet


- a. Because Section VII - Term; Termination of Contract Agreement indicates that the initial term of contract will be negotiated, should the offeror assume that the Program Budget Worksheet is to be filled out on a calendar year basis?

Response: **As the contract term has not yet been established, agencies may use the agency's fiscal year budget to fill out the worksheets. Agencies should project for a full fiscal year for the current year. When an agency budget has not been completed for the proposed year a preliminary or anticipated budget should be provided. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

- b. The Worksheet requires Program Revenue and Expenses for Prior (2013), Current (2014), and Proposed Year (2015). Because revenue from certain sources (such as United Way) are contractually committed on calendar year basis, some revenue shown for Current year may not be available for Proposed Year. How should offerors treat this type of revenue on Exhibit C?

Response: **See above.**

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Proposal 27-10JUN14 - Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application receipt of which is hereby acknowledged:

Company Name:

Heart of Missouri CASA

Address:

PO BOX 10028 Columbia MO, 65205

Phone Number:

573-442-2064

Fax Number:

E-mail:

heartofmissouricasa@hotmail.com

Authorized Representative Signature:



Date:

9/8/14

Authorized Representative Printed Name:

Anna Drake

Response: **There are excellent resources available on-line that provide detailed explanations of these terms. One resource to find this information is <http://www.cdc.gov/eval/resources/index.htm>.**

21. May we submit letters of support with our proposals?

Response: **Letters of support are not required. Letters of support will be considered as part of the application narrative. Consideration should be given to page limitations outlined in the Request for Proposals.**

22. Are the awarded contracts going to be fee for services (we get reimbursed for the services we provide) or cost-based? If they are fee for service, how are the rates determined?

Response: **Agencies will be reimbursed based on the unit cost provided in the Output section of the Application and detailed in the Budget Narratives.**

23. Attachment B - Our fiscal year runs from July to June. With that in mind, here is how I feel the years should run: Prior Year- July 2012- June 2013, Current Year July 2013-June 2014, and Proposed Year July 2014-June 2015. Is this correct? If so, our July 2013- June 2014 information will be incomplete (missing May and June numbers), should we project those numbers to show 12 months? Our agency wide budget is not completed for the upcoming year (July 2014-June 2015). Should we provide a preliminary budget?

Response: **As the contract term has not yet been established, agencies may use the agency's fiscal year budget to fill out the worksheets. Agencies should project for a full fiscal year for the current year. When an agency budget has not been completed for the proposed year a preliminary or anticipated budget should be provided. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

24. Attachment B - In regards to Attachment B; is this full agency budget or Boone County specific? (we cover 8 counties and our funding isn't designated by County)

Response: **Agencies may use their full agency budget for Attachment B. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

25. Attachment C - Where do we include the funding we are requesting from the Children's Service Funds?

Response: **The amount requested from the Children's Services Fund should not be included on Attachment C.**

26. Attachment C - In the bottom box, what is the difference between "Actual" and "Current"?

Response: **The bottom box should read from left to right, “Prior Actual Year”, “Current Year”, and “Proposed Year”. An amended Attachment C is attached.**

27. Attachment C - I could not find any comments related to administrative or indirect cost. Are such costs allowable costs in the regular services RFP? If so, are there limitations?

Response: **Administrative and indirect costs are allowable, however, for Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

28. Under this funding, can a provider provide contracted services to adult clients if deemed beneficial to their child/ren? For example, when a family starts receiving services from Children’s Division if a mental health screening or assessment were completed quickly it may help the child maintain placement in their biological home or return sooner. We often cannot provide services for biological parents of children in care because they lack insurance and funds. We have tried accepting CTS funds but that has not been successful.

Response: **All requests for funds will be considered, provided the request follows statutory guidelines and complies with the BCCSB’s Funding Policy. The BCCSB’s Funding Policy outlines who the beneficiaries of the fund are and addresses maximization of funding. The BCCSB’s Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.**

29. If a provider submits a proposal that addresses two of the identified needs on page 2 of the RFP, can the applicant combine both identified service needs in one proposal and are two proposals required?

Response: **Separate applications are required for each proposed service your agency is requesting funding. The proposed service may address one or more statutorily eligible service areas as outlined on page 2 of the Purchase of Service Request for Proposal.**

30. Can funding be used toward offsetting the family’s cost of obtaining services? For example, if a family has health insurance with a large deductible (\$2500). If they want us to provide services that cost \$1000, the family will still pay the entire fee out of pocket, due to the high deductible, which is a significant barrier to services for many families. Can funding be used to pay for the services we deliver in this case?

Response: **Please review the section titled “Maximization of Funding,” in the BCCSB’s Funding Policy.**

31. Attachment D, Agency Assurance Sheet: MU has a different governance structure than most nonprofits. Our authorized research signer always signs assurances on behalf of The Curators of the University of Missouri. We plan to have her sign on the CEO line. Should we just draw through the Agency Board chair line since it does not apply?

Response: **Yes.**

32. Attachment B Agency Financial Information: MU is a large institution with hundreds of different funding streams, departments, and programs. Should we fill out this form at the department or program levels?

Response: **For the University of Missouri, Attachment B should be filled out at the Department level and Attachment C should be filled out at the program level.**

33. Do we receive funding up front or reimbursement?

Response: **Agencies will receive funding through reimbursement.**

34. Reporting requirements, how often and include what? Quantitative vs. Qualitative?

Response: **Reporting requirements will be established during contract negotiation. It is anticipated that reporting terms will be at the most on a quarterly basis and at a minimum a biannual basis. Reporting requirements will include both quantitative and qualitative information depending on how agency outcomes and indicators are measured.**

35. We have a federally negotiated indirect rate. How do we account for this in the application?

Response: **Administrative and indirect costs are allowable, however, for Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

36. Can you elaborate on the local match and preferences given to those offerors?

Response: **Further information regarding match funding may be found in the BCCSB's Funding Policy. Offerors that provide the Board with an opportunity to match funds will be given preference.**

37. What is the maximum amount of funds that can be requested for each RFP?

Response: **There is no funding cap established at this time for either the pilot program or purchase of services contracts.**

38. Can funding be used to support services, or supportive services/wrap-around services to children and youth who are currently enrolled in a residential chemical dependency program?

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy.**

39. Should all proposals be for a twelve month period? I see that there is the option for negotiation to renew funded proposals, but in our original design for programming, should we limit programming to twelve months?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. Agencies should define proposed program terms in the application and budget narratives.**

40. What will technically be considered a "Collaborative Program"

Response: **"Collaborative Program" is not a term used in the Requests for Proposals. Preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.**

- Will "Collaborative Programs" mentioned be required to provide authentic proof/memorandum of collaborative or partnership agreements with proposal submission.

Response: **Substantive and ongoing collaboration with other agencies must be demonstrated.**

41. Can "match funding" requirements be furthered clarified.

Response: **Further information regarding match funding may be found in the BCCSB's Funding Policy. The BCCSB's Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.**

- Which funding sources/agencies will be deemed appropriate for fund matching?

Response: **Consideration will be given to all match funding opportunities.**

- Is there a (minimum or maximum) in which match funds will be restricted.

Response: **No.**

42. Define "healthy lifestyles" and what is expected of prevention programs that fall within this effort.

Response: **The Board will evaluate proposals for prevention programs which promote healthy lifestyles based on the information and description of the Offeror. It is expected that agencies provide meaningful services to children, youth and families.**

- What will be considered "Health"?

Response: **The offeror should define what they consider health to be in their proposal.**

- Will preference be given to single-focused/targeted programs (ex. obesity prevention for children)

Response: **No.**

- Will proposals that focus on multi-faceted prevention efforts be considered as viable candidates?

Response: **Yes.**

43. How many times can organizations re-apply? Is it on an Annual basis? If you receive funding one year, can you submit renewals annually or is there a limit?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.**



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #2 - Issued May 28, 2014

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 Proposal Response.

Scope of Work 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. Change Bid Due Date and Opening Date to the following:

Response Submission Deadline: July 10, 2014, 1:15 p.m. Central Time
Proposal Opening: July 10, 2014, 1:30 p.m. Central Time

- II. Attached for informational purpose are the pre-proposal conference sign-in sheets from the conferences that were held on May 23, 2014.
- III. Provided for informational purpose is the evaluation weighted criteria that will be used by the Children’s Services Board to evaluate the proposal responses received.

Agency and Service Information	15%
Evaluation	50%
Budget	35%

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

1. May the 15-page limitation on the application narrative be exceeded (under section V. Application)?

Response: Every effort should be made to stay within the 15-page limitation. Should Offeror have pertinent information that exceeds 15 pages, additional pages may be submitted.

2. Do you want the entire regional budget within the entire state budget?

Response: The budget submitted should be consistent with the agency’s annual independent financial audit.

3. Section IV. Funding Available, in the RFP, states that indirect costs are not allowed. Addendum #1 states indirect costs are allowed. Which is correct?

Response: The RFP states *additional* indirect costs will not be allowed. As stated in Addendum #1, administrative and indirect costs are allowable; however, for Purchase of

Service proposals, expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.

4. Is it acceptable to define outcomes as short-term, intermediate, and long term?

Response: **Yes. Please stay within the format of Attachment A.**

5. How will billing occur?

Response: **It is anticipated agencies will be reimbursed for services provided through contract. The agency will provide the service at a unit cost and invoice Children's Services.**

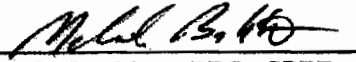
6. Can letters of support be used in lieu of Memorandums of Understanding to demonstrate collaboration with other agencies?

Response: **Yes.**

7. Regarding Attachment B – Agency Financial Information, we do see the “other revenue” line, but we would like for individual lines to be added to this form for private insurance and private pay.

Response: **There will not be additional lines added for private insurance and private pay at this time. Please provide a detailed description of the agency's revenue in the budget narrative.**

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #2 to Request for Proposal 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application receipt of which is hereby acknowledged:

Company Name: Heart of Missouri CASA

Address: PO Box 10028 Columbia MO 65205

Phone Number: 573-442-2064 Fax Number: _____

E-mail: heartofmissouricasa@hotmail.com

Authorized Representative Signature:  Date: 9/8/14

Authorized Representative Printed Name: Anna Drake

PRE-PROPOSAL CONFERENCE SIGN IN SHEET

27-10JUN14 – Service Contracts for Boone County Children’s Services
May 23, 2014, 10:00 a.m. central time

28-24JUN14 – Pilot Programs that Provide Innovative Service Friday
May 23, 2014, 11:00 a.m. central time

	Representative Name	Business Name	Telephone Number	Fax Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391	886-4390
2.	Kelly Wallis	Children’s Services Board	886-7218	
3.	Joanne Nelson	Children’s Services Board	886-4298	
4.	Erika Waller	MU Psychological Services Clinic	882-2686	882-7583
5.	J. Armistead	BBH	777-8397	
6.	Frances Jones	BBH	777 6330	777 8300
7.	Julesi Akoni	GC	843-8331	-
8.	Carole Schatz	MUPC	423-2577	
9.	Cynthia Jones	MU		
10.	Nikki Denton	T		
11.	Isabel Rife	Project LAUNCH		
12.	Jessica Wilbey	I		
13.	Jack Jensen	First Chance for Children		
14.	Therese Zislak	Great Circle		
15.	Paulee Parvaneh	Pre-Perinatal Family Healthcare		
16.	Wes Toine	"		
17.	Sara Maults	"		
	Kelly Trehr	"		

18.	Jan Stock	Rainbow House	474-6600	474-5992
19.	Philip Petus	Cradle to Career	882-8274	
20.	Ryan Worley	Youth Community Coalition	449 1993	265 848
21.	Marlene House	Russell	777 8336	
22.	Craig Valone	" "	777 8451	
23.	Brian Mertes	Putnam Community Health	317-9100	
24.	Holly Staley	SSM Health Care	314-979-8462	314-402-5925
25.	Bryan White	Central Mo Community Action	443 8706	
26.	Ric Douber	See	356 6397	
27.	Anna Drake	Agent of Missouri CASA	(573)442-4670	NA
28.	Maissa Emahiser	Assessment + Consultation Ctr	573-884-3101	573-884-3377
29.	Stacy Hollis	City/County HHS	874-7477	
30.	Scott Mattingly	11th Community Health	573 268-2746	
31.	Heather Smith	Big River Boys	573-874-3677 x.201	
32.	GRANT BRACKEL	UPSTANDER INITIATIVE	573-999-9166	
33.	BONDI WOOD	THE THOMPSON CENTER FOR AUTISM	573-489-7312	
34.	Chuck Bordin	U. Missouri	573-882-4578	
35.	Melina Alford	CVI-CAR	573-353-0574	
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DL

FAX

41.	Francina Tabina	CMCA	443-8706	
42.	Pamela Bessup	CMCA	443-8706	
43.	Randy Hodell	Lore INC	256-7662 ext. 29	256-7665
44.	Joan Lauer Jones	CPS	214 3462	214-3402
45.	Megan Carney	MIU ACC	573-884-10856	573-884-3399
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PRE-PROPOSAL CONFERENCE SIGN IN SHEET

27-10JUN14 – Service Contracts for Boone County Children’s Services
 May 23, 2014, 10:00 a.m. central time

28-24JUN14 – Pilot Programs that Provide Innovative Service Friday
 May 23, 2014, 11:00 a.m. central time

	Representative Name	Business Name	Telephone Number	Fax Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391	886-4390
2.	Kelly Wallis	Children's Services Board	886-7218	
3.	Joanne Nelson	Children's Services Board	886-4298	
4.	Paulette Foerster	Lutheran Family and children's services	815-9955	449-4640
5.	Christine Conner	"	"	"
6.	Paula Fleming	Great Circle	356-0022	442-8330
7.	Peppy Howard	Great Circle	314-623-6589	314-968-8308
8.	Harper Ciolka	Great Circle	314-606-6242	
9.	Miscy O'Keefe	Child Care Aware of Missouri	314-332-9716	314-757-1230
10.	Shelly Lock	Child Care Aware of MD	573-353-1930	314-754-0330
11.	Whitney Jones	Youth Empowerment ZWE	(713) 607-215	
12.	Chrissy Mayer	DCCFA / Tallgrass Family Services	(785) 841-4138 cmayer@dccfa.org	785 841-5777
13.	Anita Keating-Cove	PCHAS	573-249-7590	
14.	Becky Martz	CHA Low Income Services	573-943-2556	
15.	Andresia Toprai	" HEV	" ext 1400	
16.				
17.				



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #3 - Issued June 2, 2014

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 Proposal Response.

Scope of Work 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:

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

1. If "payment" is after services are rendered on a reimbursement basis, how will billing be handled and how frequently will these transactions occur? With what sort of delay in receipt of funds?

Response: **Billing frequency will be determined as part of the RFP negotiation process. It is anticipated that receipt of funds will occur not more than 30 days after invoicing.**

2. Some of the documents listed in the attachments seem to be irrelevant. For example, we are not expending federal money and my organization does not otherwise receive any federal money, so why should we have to provide the certification indicated in the attachment? Additionally, I am informed by our accountant (who prepares our 990) that a full audit is not required by the IRS for organizations with annual budgets less than \$50,000; do you really expect us to conduct an audit for BCCBS purposes?

Response: **All attachments are relevant; if an attachment does not apply to your organization, please explain this in the Application Narrative. Additionally, if your organization is not required or is exempt from conducting an annual independent financial audit, please explain this in your Application Narrative as well.**

3. Please define "purchase of service" and "pilot project" as intended for this RFP.

Response: **Please reference the “Examples of Types of Funding Classifications Envisioned” section of the BCCSB’s Funding Policy. This section further defines the Purchase of Services and Pilot Project programs. The BCCSB’s Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.**

4. I do not think our organization is required to have any sort of accreditation, so do we need some sort of paperwork stating same?

Response: **If your organization is not required to have any sort of accreditation, please explain this in your Application Narrative.**

5. If the extended deadlines are July 10 at 1:15 for hard copy – when would you like electronic submissions?

Response: **Please submit the electronic copy after 1:30 p.m. and before 5:00 p.m. on July 10.**

6. If a proposal expands a present program in order to serve a population that cannot access services due to federal eligibility requirements, how should Attachment C be completed? For example, if additional staff will be required does that go under Program Expenses on Form C or does that information go into the Budget Narrative?

Response: **The proposed program expenses should be included on Attachment C under Program Expenses. Each line of Attachment C should be explained in the Budget Narrative as requested in section 3.b. of the Application Narrative.**

7. Given your answer to the above question #6, please answer the question below. Also how is #1 and #2 in Program Expenses different from Number of Direct Program Staff?

Response: **Personnel and Non-Personnel under Program Expenses are costs for personnel and non-personnel – this would be a dollar figure. The figures to include in the Number of Direct Program Staff are the number of full/part time staff the budget supports.**

8. Regarding the format of vendor responses, may a cover letter be attached and if so, does that count towards the page limit?

Response: **A cover letter may be attached and will count toward the page limit.**

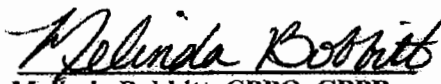

9. Regarding the format of vendor responses, is the budget narrative considered an attachment to the vendor response or is it also included in the page limit?

Response: **The Budget Narrative is part of the Application Narrative and is included in the page limitation.**

10. Regarding the format of vendor responses, if information is provided in a chart format, must the chart be double spaced?

Response: **A chart included in the body of the Application Narrative does not need to be double-spaced.**

By:


Melinda Bobbitt, CPPO, CPPB 
Director of Purchasing

OFFEROR has examined copy of Addendum #3 to Request for Proposal 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application receipt of which is hereby acknowledged:

Company Name: Heart of Missouri CASA

Address: PO Box 10028 Columbia MO 65205

Phone Number: 573-442-4670 Fax Number: _____

E-mail: heartofmissouricasa@hotmail.com

Authorized Representative Signature:  Date: 9/8/14

Authorized Representative Printed Name: Anna Drake



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #4 - Issued June 16, 2014

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 Proposal Response.

Scope of Work 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. Last date to submit questions is June 27, 2014 at 12:00 p.m.
- II. The County has received the following questions and is providing a response:
 1. Can you provide more of a definition for what is considered a “prevention” program?

Response: The Board will evaluate proposals for prevention programs based on the information and description of the Offeror. The offerer should define what they consider “prevention” to be in their proposal. It is expected that agencies provide meaningful services to children, youth, and families.

2. RFP Section 1. *Agency and Service Information, Item C. viii.* States, “Please provide a copy of any Memorandums of Understanding you may have with other agencies which are relevant to this proposal.” If contractors are currently operating without any formal agreement (MOU) with other agencies, should they ignore this request or should they formalize any verbal agreements and include them with the proposal?

Response: Memorandums of Understanding (MOU) between agencies are used as a reference when showing collaboration. Agencies are encouraged to either develop a MOU with collaborating agencies or a letter of support may be used in lieu of the MOU. As stated in the RFP, preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.

3. We do not propose to use funding for residential treatment services (consistent with the RFP), but we do propose to provide an additional service to youth in residential treatment. Youth in residential treatment are enrolled in Boone County schools for the duration of their care. Does the tax board consider those youth “residents” of the County for the duration of their treatment; or, is residency based on their parents’/guardians’ address?

Response: In general, the board will follow the statutory guidelines set forth in RSMo §1.020 (14) which defines “Place of residence” as the place where the family of any person permanently resides in this state, and the place where any person having no family generally lodges.

4. The RFP indicates that the County may check the offeror's references, yet I do not see a place where these are requested. Should the offeror include a references page?

Response: **References are not required to be submitted with the proposal, references may be requested during contract negotiation. Offerer's references will not be checked until the contract negotiation portion of awarding funds.**

5. If agencies are submitting more than one proposal in response to an RFP, does the agency need to submit Attachments D-F with each proposal?

Response: **Yes, please provide Attachments D-F for each program proposal.**

6. We carry Comprehensive General Liability Insurance for \$1,000,000. To increase our coverage to \$2,000,000.00, would be an increase in our annual budget. Is this a non-negotiable requirement?

Response: **The Commercial General Liability Insurance requirements have been reduced to \$1,000,000.000. Please be replace the Insurance Requirements that were in the original RFP with the attached.**

7. We carry Commercial Automobile Liability for \$1,000,000.00. To increase our coverage to \$2,000,000.00 would be an increase to our annual budget. Is this a non-negotiable requirement?

Response: **The Business Automobile Liability Insurance requirements have been reduced to \$1,000,000.000. Please replace the Insurance Requirements that were in the original RFP with the attached.**

8. For the MOUs that we have in place--should they be addressed to our organization or to Kelly Wallis?

Response: **A Memorandum of Understanding (MOU) should be between the agencies that are entering into the MOU. The Purchase of Service RFP requires a copy of any MOU's that may have any relevance to the proposal.**

9. One of the required attachments is a Certificate of Good Standing from the Missouri Secretary of State's office. May we attach a screen shot of the MO SOS webpage that shows our organization's standing or are you requiring an official Certificate?

Response: **A Certificate of Good Standing is not a required attachment; please do not attach it to your proposal. Attachment D, 2014 Agency Assurance Sheet, states: "I, the undersigned, further certify I have and will make available, upon request, of the following documents...."**

10. Our 501 (c) 3 status is for more than one entity in mid Missouri. Is it alright to have a DBA as well as our official nonprofit legal entity?

Response: **Yes**

11. Our A-133 audit is for our entire system – 18 hospitals across four states. Is this alright? Our 990s are independent.

Response: **If an entity has a single audit, then it is likely the entity is getting a financial statement audit as well. The offerer should ensure that their single audit is in conjunction**

with a full financial statement audit which is a minimum eligibility requirement to receive funding.

12. On page 3 it states Agencies must refrain from "discrimination" on, among other things, sexual orientation. The Boy Scouts of America serves all youth under the age of 19 without regard to sexual orientation. So there is no discrimination with who we provide services to. However, for our Adult volunteers there is a leadership standard that does not allow avowed homosexuals to serve as Leaders. Do we meet the minimum criteria to be eligible for funding?

Response: **No, agencies must refrain from discrimination on the basis of sexual orientation to meet minimum eligibility requirements.**

13. Do the following count towards the 15 page limit:
- o Copy of Mission Statement (1a- i)
 - o List of Board of Directors (1a-ii)
 - o Brochures (1a-iv)
 - o Copies of the evaluation tools (2d-iv)

Response: **These items do not count towards the 15 page limit.**

14. Is there a limit of funding you can request?

Response: **There is no limit of funding that may be requested at this time for the Purchase of Service contracts.**

15. Can funding for staff position (ex. 2 Full Time Program FTE and .5 program support position (clerical) be included?

Response: **Purchase of Service proposals expenses will be evaluated by the overall unit cost. The costs for the staff positions should be included in the overall unit cost for the Purchase of Services proposals. The Budget Narrative should provide a detailed explanation of the overall unit cost for service.**

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

OFFEROR has examined copy of Addendum #4 to Request for Proposal 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application receipt of which is hereby acknowledged:

Company Name: Heart of Missouri CASA

Address: PO BOX 10028 Columbia MO 65205

Phone Number: 573-442-4670 Fax Number: _____

E-mail: heartofmissouricasa@hotmail.com

Authorized Representative Signature: Anna Drake Date: 9/8/14

Authorized Representative Printed Name: Anna Drake

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,

nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. 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. Insurance limits indicated below may be lowered at the discretion of the County.

Employers Liability and Workers Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers 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 Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits or provide evidence of monopolistic state coverage. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

Commercial General Liability Insurance - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect them and any subcontractor performing work covered by this contract, 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 for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Forni" basis.

Business 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; non-owned and both on and off the site of work.

Subcontractors: Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.

Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The

Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

INDEMNITY AGREEMENT: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor 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.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #5 - Issued June 24, 2014

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 Proposal Response.

Scope of Work 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:

1. Attachments B and C ask for information on our funding sources (agency wide) and our revenues spent on programs respectively, but I see no options for submitting a budget breakdown for the project we are proposing. In # 3 BUDGET, I see request for information about proposed salaries related to the proposed project. I do not see an option to submit a detailed budget for the project -- is this correct?

Response: Attachment C should include information on the budget for the project. Please provide detailed information in the Budget Narrative that explains the Budget Worksheet (Attachment C).

2. Am I correct in understanding staffing for the proposed project may not exceed 15 % of the total project request? For example, if the total project were \$1000, \$150 would be the maximum allowable for personnel.

Response: The Purchase of Service RFP will be evaluated by unit cost. Personnel cost should be figured into the Unit Cost.

3. The question is in regards to measurement in both RFP’s. “Include copies of any evaluation tools you will be using”. Some of the materials we will be proposing have not been purchased, some are quite lengthy and several use multiple methods. How should we approach these issues? We can easily include why we are using these tools as opposed to others and if it would be satisfactory I would be happy to put together a description of any evaluation tool we have not purchased or is overwhelming in length. And just to verify these evaluation tools do NOT count towards are page limit, correct?

Response: Copies of the evaluation tools do not count towards the page limit. If there are no examples of the evaluation tools, please just provide a description of the evaluation tool and why it will be utilized.

4. In a fee for service contract, payment is reimbursed based upon the bid price for a unit of service. How will start-up costs be reimbursed? Do we need to build start-up costs into

the unit price and explain any costs in the budget narrative? Will we be unable to be paid until we have completed our first unit of service?

Response: Start up costs should be built into the Unit Cost with a detailed description included in the Budget Narrative. Invoicing will be determined during contract negotiation.

5. We were planning to submit a 3 year budget. The first year our unit rate would be more because of the startup costs. Year 2 is where you truly see things fully operational and “cheaper” because you don’t have the startup costs. How should we show this on the budget sheets?

Response: The budget worksheets should only reflect the proposed Year One unit cost. Please provide detailed information on the Year One unit cost and then provide information on the Year 2 and Year 3 unit cost in the Budget Narrative.

6. In both of the above referenced RFPs there is a statement “Revenues collected and deposited in the children’s services fund **may not be expended** . . . or, for transportation services”.

While we do not intend to propose a transportation service per se in serving youth in the County’s bedroom communities there will be expenses incurred in staff reaching out to them and transporting participants to proposed services and activities. Are these costs in anyway allowable? Can expenses incurred while using existing vehicles for gas, insurance and maintenance be included in the unit cost? How about mileage reimbursement for proposed staff?

Response: All expenses incurred by staff in providing services are allowed and should be included in the unit cost. However, the costs of transporting participants cannot be reimbursed through the Children’s Services Fund.

7. Will the 15% administration percentage be based on the “Personnel Costs” line on the budget or strictly just the salary portion of that line?

Response: The 15% administration percentage does not apply to the Purchase of Service RFP.

8. What is included in Personnel expenses? Wages, payroll taxes, health insurance, and retirement are included but how about unemployment, work comp, and staff training?

Response: Personnel expenses should include wages, payroll taxes, health insurance, retirement, unemployment, worker’s comp and staff training when figuring out the unit cost. Please provide a detailed explanation in the Budget Narrative.

9. On 1cV of the RFP do the anticipated outcomes of the “service to be delivered” need to be measurable or are they overarching long term outcomes?

Response: The Service Need section (1.c.) of the RFP should be a narrative description of what will be offered and the overarching long term outcomes, if appropriate. In the Outcomes section (2.b.), the outcomes need to be measurable and time specific.

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

OFFEROR has examined copy of Addendum #5 to Request for Proposal 27-10JUN14 – *Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application* receipt of which is hereby acknowledged:

Company Name: Heart of Missouri CASA

Address: PO BOX 10028 Columbia MO 65205

Phone Number: 573-442-4670 Fax Number: _____

E-mail: heartofmissouricasa@hotmail.com

Authorized Representative Signature: Anna Drake Date: 9/8/14

Authorized Representative Printed Name: Anna Drake



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #6 - Issued June 27, 2014

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 Proposal Response.

Scope of Work 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:

1. We have not found within the BCCSB Funding Policy a specific reference to income eligibility. Are there income guidelines regarding the provision of service to individuals or families? Are the dollars intended to support services specifically for low-income children/youth?

Response: The Maximization of Funding in the BCCSB Funding Policy encourages agencies, to the greatest extent possible, to maximize funding from all sources before utilizing the Children’s Services Fund. This may include, but is not limited to private insurance, Medicaid, and all other funders listed in the Maximization of Funding section. The BCCSB Funding Policy states that, “funding decisions for children, youth and families are made in a fair and equitable way,” and “to provide meaningful services to children, youth and families.” Support services may be provided to all Boone County eligible children, youth and families.

2. Can “sample” mou’s with partnering agencies be included in the proposal rather than actual signed MOU’s? It speaks to what the partner plans to contribute to the project without binding them legally. I have done that in the past on State grants. It just prevents having a signed MOU for something that is unfunded. It also allows more time to hammer out each organization’s legal requirements.

Response: Letters of Support/Agreement may be used in place of a formal MOU. This letter can then show support for the project and how the agencies plan to collaborate.

By: 
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #6 to Request for Proposal 27-10JUN14 – *Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application* receipt of which is hereby acknowledged:

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Address: PO BOX 10028 Columbia MO 65205

Phone Number: 573-442-4670 Fax Number: _____

E-mail: heartofmissouricasa@hotmail.com

Authorized Representative Signature: *Anna Drake* Date: 9/8/14

Authorized Representative Printed Name: Anna Drake

PROPOSAL: 27-10JUN14

Purchase of Service Contracts for Boone County Children's Services Fund

Attachment 9 or B

Agency Financial Information Narrative

Please explain each line of the budget worksheets.

Agency Name: Heart of Missouri CASA

Agency Revenue:

1. Direct Support

- A. **Heart of Missouri United Way (NA)**
- B. **Other United Ways** CASA receives \$5,000 of Callaway County United Way funding to support its Callaway County satellite office/staff.
- C. **Capital Campaigns (NA)**
- D. **Grants (non-governmental)** CASA receives non-governmental grant funding from Missouri CASA and Missouri Lawyer Trust Account Foundation.
- E. **Fund Raising and Other Direct Support** CASA receives sustained support from the Kappa Alpha Theta sorority and various community members. In the past, CASA also implemented a Youth Baseball/Softball Clinic together with the University of Missouri Baseball and Softball teams. Moving forward, a "Justice is Served" event is being developed as a signature fundraiser.

2. Government Contracts/Support:

- A. **Boone County – Social Service Funding** CASA is requesting \$90,000 to reach the goal of training 30 CASA volunteers who will provide 3,600 hours of child advocacy.
- B. **Boone County – Other** (NA)
- C. **Other Counties** (NA)
- D. **City of Columbia – Social Service Funding** CASA hopes to receive \$25,000 to purchase 1000 hours of child advocacy.
- E. **City of Columbia – Other** (NA)
- F. **Other Cities** (NA)
- G. **Federal** CASA receives Title IV-E funds.
- H. **State** CASA receives Children’s Trust Fund license-plate funds.
- I. **Other (Courts)** CASA receives \$3,500 annually from the Boone County Courts for advocate training.

3. Program Service Fees (NA)

4. Investment Income (NA)

5. Other Revenue Items (NA)

Agency Expenses:

Expenses for Program Services Expenses include personnel salaries, professional fees (audit), supplies, utilities and insurance as well as equipment and occupancy costs.

Expenses for Management and General Management costs include 50 percent of the Executive Director’s salary which is invested in fiscal management, community and public relations, agency and program planning, personnel management and other basic program functions.

Expenses for Fundraising The amount reflects what is spent advertising fundraising activities.

Net Assets

Net Assets, End of Year (NA)

Cash Flows

Cash, End of Year Amounts reflect CASA's cash reserve.

PROPOSAL: 27-10JUN14

Purchase of Service Contracts for Boone County Children's Services Fund

Attachment 10 or C

Program Budget Worksheet Narrative

Please explain each line of the budget worksheets. (Please note, CASA's Agency and Program Budgets are synonymous.)

Agency Name: Heart of Missouri CASA

Total Program Revenue:

1. Direct Support

- A. **Heart of Missouri United Way (NA)**
- B. **Other United Ways** CASA receives \$5,000 of Callaway County United Way funding to support its Callaway County satellite office/staff.
- C. **Capital Campaigns (NA)**
- D. **Grants (non-governmental)** CASA receives non-governmental grant funding from Missouri CASA and Missouri Lawyer Trust Account Foundation.
- E. **Fund Raising and Other Direct Support** CASA receives sustained support from the Kappa Alpha Theta sorority and various community members. In the past, CASA also implemented a Youth Baseball/Softball Clinic together with the University of Missouri Baseball and Softball teams. Moving forward, a "Justice is Served" event is being developed as a signature fundraiser.

2. Government Contracts/Support:

- A. **Boone County – Social Service Funding (NA)**
- B. **Boone County – Other (NA)**
- C. **Other Counties (NA)**
- D. **City of Columbia – Social Service Funding** CASA hopes to receive \$25,000 to purchase 1000 hours of child advocacy.
- E. **City of Columbia – Other (NA)**
- F. **Other Cities (NA)**
- G. **Federal** CASA receives Title IV-E funds.
- H. **State** CASA receives Children’s Trust Fund license-plate funds.
- I. **Other (Courts)** CASA receives \$3,500 annually from the Boone County Courts for advocate training.

3. Program Service Fees (NA)

4. Investment Income (NA)

5. Other Revenue Items (NA)

Program Expenses:

Personnel Current personnel include a full-time Executive Director, a full-time Volunteer Coordinator and a half-time Callaway County Volunteer Supervisor.

Non-Personnel Major Non-Personnel expenses include CASA Manager software contracts, travel to various mandatory CASA events (Train the Trainer, Program Director conferences, etc.), utilities and insurance.

PROPOSAL: 27-10JUN14

Purchase of Service Contracts for Boone County Children's Services Fund

Unit Cost Information

Please provide specific information on how the Unit Cost was derived.

Agency Name: Heart of Missouri CASA

- According to National CASA's Association's 2013 Annual Local Program Survey Report, the annual Median Cost per Volunteer for All Programs is \$3,170.
- 30 volunteers (proposed in this RFP) X 10 hours volunteered per month (the amount to which they commit prior to service) X 12 months = 3600 hours of advocacy.
- 30 volunteers X \$3,170 (average annual cost) = \$95,100.
- \$95,100 divided by 3600 hours = \$26.41/ hour.
- Heart of Missouri CASA rounded \$26.41 down to \$25/hour for this proposal.



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #6 - Issued June 27, 2014

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 Proposal Response.

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Response: The Maximization of Funding in the BCCSB Funding Policy encourages agencies, to the greatest extent possible, to maximize funding from all sources before utilizing the Children’s Services Fund. This may include, but is not limited to private insurance, Medicaid, and all other funders listed in the Maximization of Funding section. The BCCSB Funding Policy states that, “funding decisions for children, youth and families are made in a fair and equitable way,” and “to provide meaningful services to children, youth and families.” Support services may be provided to all Boone County eligible children, youth and families.

2. Can “sample” mou’s with partnering agencies be included in the proposal rather than actual signed MOU’s? It speaks to what the partner plans to contribute to the project without binding them legally. I have done that in the past on State grants. It just prevents having a signed MOU for something that is unfunded. It also allows more time to hammer out each organization’s legal requirements.

Response: Letters of Support/Agreement may be used in place of a formal MOU. This letter can then show support for the project and how the agencies plan to collaborate.

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

OFFEROR has examined copy of Addendum #6 to Request for Proposal *27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application* receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI
Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application

ADDENDUM #5 - Issued June 24, 2014

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 Proposal Response.

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Response: Attachment C should include information on the budget for the project. Please provide detailed information in the Budget Narrative that explains the Budget Worksheet (Attachment C).

2. Am I correct in understanding staffing for the proposed project may not exceed 15 % of the total project request? For example, if the total project were \$1000, \$150 would be the maximum allowable for personnel.

Response: The Purchase of Service RFP will be evaluated by unit cost. Personnel cost should be figured into the Unit Cost.

3. The question is in regards to measurement in both RFP’s. “Include copies of any evaluation tools you will be using”. Some of the materials we will be proposing have not been purchased, some are quite lengthy and several use multiple methods. How should we approach these issues? We can easily include why we are using these tools as opposed to others and if it would be satisfactory I would be happy to put together a description of any evaluation tool we have not purchased or is overwhelming in length. And just to verify these evaluation tools do NOT count towards are page limit, correct?

Response: Copies of the evaluation tools do not count towards the page limit. If there are no examples of the evaluation tools, please just provide a description of the evaluation tool and why it will be utilized.

4. In a fee for service contract, payment is reimbursed based upon the bid price for a unit of service. How will start-up costs be reimbursed? Do we need to build start-up costs into

the unit price and explain any costs in the budget narrative? Will we be unable to be paid until we have completed our first unit of service?

Response: **Start up costs should be built into the Unit Cost with a detailed description included in the Budget Narrative. Invoicing will be determined during contract negotiation.**

5. We were planning to submit a 3 year budget. The first year our unit rate would be more because of the startup costs. Year 2 is where you truly see things fully operational and “cheaper” because you don’t have the startup costs. How should we show this on the budget sheets?

Response: **The budget worksheets should only reflect the proposed Year One unit cost. Please provide detailed information on the Year One unit cost and then provide information on the Year 2 and Year 3 unit cost in the Budget Narrative.**

6. In both of the above referenced RFPs there is a statement “Revenues collected and deposited in the children’s services fund **may not be expended** . . . or, for transportation services”.

While we do not intend to propose a transportation service per se in serving youth in the County’s bedroom communities there will be expenses incurred in staff reaching out to them and transporting participants to proposed services and activities. Are these costs in anyway allowable? Can expenses incurred while using existing vehicles for gas, insurance and maintenance be included in the unit cost? How about mileage reimbursement for proposed staff?

Response: **All expenses incurred by staff in providing services are allowed and should be included in the unit cost. However, the costs of transporting participants cannot be reimbursed through the Children’s Services Fund.**

7. Will the 15% administration percentage be based on the “Personnel Costs” line on the budget or strictly just the salary portion of that line?

Response: **The 15% administration percentage does not apply to the Purchase of Service RFP.**

8. What is included in Personnel expenses? Wages, payroll taxes, health insurance, and retirement are included but how about unemployment, work comp, and staff training?

Response: **Personnel expenses should include wages, payroll taxes, health insurance, retirement, unemployment, worker’s comp and staff training when figuring out the unit cost. Please provide a detailed explanation in the Budget Narrative.**

9. On 1cV of the RFP do the anticipated outcomes of the “service to be delivered” need to be measurable or are they overarching long term outcomes?

Response: **The Service Need section (1.c.) of the RFP should be a narrative description of what will be offered and the overarching long term outcomes, if appropriate. In the Outcomes section (2.b.), the outcomes need to be measurable and time specific.**

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

OFFEROR has examined copy of Addendum #5 to Request for Proposal 27-10JUN14 – *Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application* receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #4 - Issued June 16, 2014

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 Proposal Response.

Scope of Work 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. Last date to submit questions is June 27, 2014 at 12:00 p.m.
- II. The County has received the following questions and is providing a response:
 1. Can you provide more of a definition for what is considered a “prevention” program?

Response: The Board will evaluate proposals for prevention programs based on the information and description of the Offeror. The offerer should define what they consider “prevention” to be in their proposal. It is expected that agencies provide meaningful services to children, youth, and families.

2. RFP Section 1. Agency and Service Information, Item C. viii. States, “Please provide a copy of any Memorandums of Understanding you may have with other agencies which are relevant to this proposal.” If contractors are currently operating without any formal agreement (MOU) with other agencies, should they ignore this request or should they formalize any verbal agreements and include them with the proposal?

Response: Memorandums of Understanding (MOU) between agencies are used as a reference when showing collaboration. Agencies are encouraged to either develop a MOU with collaborating agencies or a letter of support may be used in lieu of the MOU. As stated in the RFP, preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.

3. We do not propose to use funding for residential treatment services (consistent with the RFP), but we do propose to provide an additional service to youth in residential treatment. Youth in residential treatment are enrolled in Boone County schools for the duration of their care. Does the tax board consider those youth “residents” of the County for the duration of their treatment; or, is residency based on their parents’/guardians’ address?

Response: In general, the board will follow the statutory guidelines set forth in RSMo §1.020 (14) which defines “Place of residence” as the place where the family of any person permanently resides in this state, and the place where any person having no family generally lodges.

4. The RFP indicates that the County may check the offeror's references, yet I do not see a place where these are requested. Should the offeror include a references page?

Response: **References are not required to be submitted with the proposal, references may be requested during contract negotiation. Offerer's references will not be checked until the contract negotiation portion of awarding funds.**

5. If agencies are submitting more than one proposal in response to an RFP, does the agency need to submit Attachments D-F with each proposal?

Response: **Yes, please provide Attachments D-F for each program proposal.**

6. We carry Comprehensive General Liability Insurance for \$1,000,000. To increase our coverage to \$2,000,000.00, would be an increase in our annual budget. Is this a non-negotiable requirement?

Response: **The Commercial General Liability Insurance requirements have been reduced to \$1,000,000.000. Please be replace the Insurance Requirements that were in the original RFP with the attached.**

7. We carry Commercial Automobile Liability for \$1,000,000.00. To increase our coverage to \$2,000,000.00 would be an increase to our annual budget. Is this a non-negotiable requirement?

Response: **The Business Automobile Liability Insurance requirements have been reduced to \$1,000,000.000. Please replace the Insurance Requirements that were in the original RFP with the attached.**

8. For the MOUs that we have in place--should they be addressed to our organization or to Kelly Wallis?

Response: **A Memorandum of Understanding (MOU) should be between the agencies that are entering into the MOU. The Purchase of Service RFP requires a copy of any MOU's that may have any relevance to the proposal.**

9. One of the required attachments is a Certificate of Good Standing from the Missouri Secretary of State's office. May we attach a screen shot of the MO SOS webpage that shows our organization's standing or are you requiring an official Certificate?

Response: **A Certificate of Good Standing is not a required attachment; please do not attach it to your proposal. Attachment D, 2014 Agency Assurance Sheet, states: "I, the undersigned, further certify I have and will make available, upon request, of the following documents...."**

10. Our 501 (c) 3 status is for more than one entity in mid Missouri. Is it alright to have a DBA as well as our official nonprofit legal entity?

Response: **Yes**

11. Our A-133 audit is for our entire system – 18 hospitals across four states. Is this alright? Our 990s are independent.

Response: **If an entity has a single audit, then it is likely the entity is getting a financial statement audit as well. The offerer should ensure that their single audit is in conjunction**

nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. 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. Insurance limits indicated below may be lowered at the discretion of the County.

Employers Liability and Workers Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers 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 Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits or provide evidence of monopolistic state coverage. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

Commercial General Liability Insurance - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect them and any subcontractor performing work covered by this contract, 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 for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

Business 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; non-owned and both on and off the site of work.

Subcontractors: Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.

Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The

Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

INDEMNITY AGREEMENT: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor 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.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #3 - Issued June 2, 2014

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 Proposal Response.

Scope of Work 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:

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

1. If "payment" is after services are rendered on a reimbursement basis, how will billing be handled and how frequently will these transactions occur? With what sort of delay in receipt of funds?

Response: Billing frequency will be determined as part of the RFP negotiation process. It is anticipated that receipt of funds will occur not more than 30 days after invoicing.

2. Some of the documents listed in the attachments seem to be irrelevant. For example, we are not expending federal money and my organization does not otherwise receive any federal money, so why should we have to provide the certification indicated in the attachment? Additionally, I am informed by our accountant (who prepares our 990) that a full audit is not required by the IRS for organizations with annual budgets less than \$50,000; do you really expect us to conduct an audit for BCCBS purposes?

Response: All attachments are relevant; if an attachment does not apply to your organization, please explain this in the Application Narrative. Additionally, if your organization is not required or is exempt from conducting an annual independent financial audit, please explain this in your Application Narrative as well.

3. Please define "purchase of service" and "pilot project" as intended for this RFP.

Response: Please reference the “Examples of Types of Funding Classifications Envisioned” section of the BCCSB’s Funding Policy. This section further defines the Purchase of Services and Pilot Project programs. The BCCSB’s Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.

4. I do not think our organization is required to have any sort of accreditation, so do we need some sort of paperwork stating same?

Response: If your organization is not required to have any sort of accreditation, please explain this in your Application Narrative.

5. If the extended deadlines are July 10 at 1:15 for hard copy – when would you like electronic submissions?

Response: **Please submit the electronic copy after 1:30 p.m. and before 5:00 p.m. on July 10.**

6. If a proposal expands a present program in order to serve a population that cannot access services due to federal eligibility requirements, how should Attachment C be completed? For example, if additional staff will be required does that go under Program Expenses on Form C or does that information go into the Budget Narrative?

Response: **The proposed program expenses should be included on Attachment C under Program Expenses. Each line of Attachment C should be explained in the Budget Narrative as requested in section 3.b. of the Application Narrative.**

7. Given your answer to the above question #6, please answer the question below. Also how is #1 and #2 in Program Expenses different from Number of Direct Program Staff?

Response: **Personnel and Non-Personnel under Program Expenses are costs for personnel and non-personnel – this would be a dollar figure. The figures to include in the Number of Direct Program Staff are the number of full/part time staff the budget supports.**

8. Regarding the format of vendor responses, may a cover letter be attached and if so, does that count towards the page limit?

Response: **A cover letter may be attached and will count toward the page limit.**

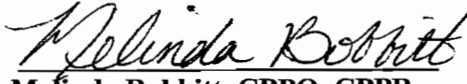

9. Regarding the format of vendor responses, is the budget narrative considered an attachment to the vendor response or is it also included in the page limit?

Response: **The Budget Narrative is part of the Application Narrative and is included in the page limitation.**

10. Regarding the format of vendor responses, if information is provided in a chart format, must the chart be double spaced?

Response: **A chart included in the body of the Application Narrative does not need to be double-spaced.**

By:


Melinda Bobbitt, CPPO, CPPB 
Director of Purchasing

OFFEROR has examined copy of Addendum #3 to Request for Proposal **27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application** receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #2 - Issued May 28, 2014

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 Proposal Response.

Scope of Work 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. Change Bid Due Date and Opening Date to the following:

Response Submission Deadline: July 10, 2014, 1:15 p.m. Central Time
Proposal Opening: July 10, 2014, 1:30 p.m. Central Time

- II. Attached for informational purpose are the pre-proposal conference sign-in sheets from the conferences that were held on May 23, 2014.
- III. Provided for informational purpose is the evaluation weighted criteria that will be used by the Children’s Services Board to evaluate the proposal responses received.

Agency and Service Information	15%
Evaluation	50%
Budget	35%

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

1. May the 15-page limitation on the application narrative be exceeded (under section V. Application)?

Response: Every effort should be made to stay within the 15-page limitation. Should Offeror have pertinent information that exceeds 15 pages, additional pages may be submitted.

2. Do you want the entire regional budget within the entire state budget?

Response: The budget submitted should be consistent with the agency’s annual independent financial audit.

3. Section IV. Funding Available, in the RFP, states that indirect costs are not allowed. Addendum #1 states indirect costs are allowed. Which is correct?

Response: The RFP states *additional* indirect costs will not be allowed. As stated in Addendum #1, administrative and indirect costs are allowable; however, for Purchase of

Service proposals, expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.

4. Is it acceptable to define outcomes as short-term, intermediate, and long term?

Response: **Yes. Please stay within the format of Attachment A.**

5. How will billing occur?

Response: **It is anticipated agencies will be reimbursed for services provided through contract. The agency will provide the service at a unit cost and invoice Children's Services.**

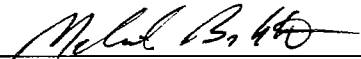
6. Can letters of support be used in lieu of Memorandums of Understanding to demonstrate collaboration with other agencies?

Response: **Yes.**

7. Regarding Attachment B – Agency Financial Information, we do see the “other revenue” line, but we would like for individual lines to be added to this form for private insurance and private pay.

Response: **There will not be additional lines added for private insurance and private pay at this time. Please provide a detailed description of the agency's revenue in the budget narrative.**

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #2 to Request for Proposal 27-10JUN14 – *Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application* receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #1 - Issued May 23, 2014

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 Proposal Response.

Scope of Work 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. If any Offeror is interested in obtaining a copy of the RFP in Word format and the Budget Worksheets in Excel, please e-mail request to mbobbitt@boonecountymo.org.
- II. The County has received the following questions and is providing a response:
 1. What is the timeline of the funding? Is it one year? Has a definitive start date and end date of the funding been established yet?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.**

2. How many times can organizations re-apply? Annual basis? If you receive funding one year, can you submit renewals annually or is there a limit?

Response: **The renewal periods will be negotiated as part of the RFP process.**

3. Can an organization apply for the pilot program and the purchase for services contracts? Or are you only allowed to submit to one?

Response: **Organizations may apply for both the pilot program and purchase of services contracts.**

4. Can an organization submit more than one pilot program?

Response: **Yes.**

5. What is the funding cap request per proposal for the pilot program? What is the funding cap request for the purchase for services contract? Is it a set amount or is it variable?

Response: **There is no funding cap established at this time for either the pilot program or purchase of services contracts.**

6. If a new non-profit organization has applied for their 501(3)(c) designation but it is still pending by the deadline date of the grant, will some consideration be given to the non-profits as long as they can document their application for 501(3)(c)?

Response: **Consideration may be given to a non-profit organization that has not yet obtained a 501(c)(3) designations; however, an organization must have obtained the 501(c)(3) designations prior to entering into a contract.**

7. Does the general liability insurance requirement and worker's compensation insurance requirement need to be in place before applying for the grant? Can this be an allowed expenditure in the budget of the request for funding proposal or is this at the expense of the organization? Do applicants need to provide an indemnity clause with their application, or only if selected for an award?

Response: **Insurance certificate does not have to be provided to submit a proposal response. It will be required at contract execution. The Offeror has discretion as to whether to itemize this expense or include it in their overall unit pricing. Indemnity clause may be provided with application or after selected for award.**

8. Is there a list of "allowable expenditures" of what can be requested for the proposal? Or a list of things that are "not allowable"? That would be helpful to have if it is available.

Response: **There is not currently a list of "allowable" or "not allowable" expenditures.**

9. For the pilot program, can participants/subjects in the research pilot be paid for their participation for completing surveys, classes, etc. as part of the funding? For example, "each participant who completes the pre- and post surveys and the classes on advocacy will have their name entered into a drawing to win a \$100.00 gift card to _____."

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the Boone County Community Services Board's (BCCSB) Funding Policy.**

10. If a new non-profit has just been certified the state and Jason Kander's office sent a letter stating that their independent audit is not due to the state until August of 2015, is this letter allowable to present in lieu of doing an independent audit prior to submission as required by the grant?

Response: **Yes.**

11. Are there stipulations about minimum wage and paying employees in the pilot program hourly? Or can a stipend be paid to them per 3 month intervals?

Response: **All applicable state and federal labor laws must be followed.**

12. Will we be allowed to ask questions at the conference on Friday, May 23?

Response: **Yes.**

13. Can our organization apply as a lead organization with community collaborations as long as MOU's are in place?

Response: Preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies. The contracting agency must comply with terms for entering into subcontracts with other agencies.

14. Is there a limit on the number of programs our organizations can apply for contracts?

- a. If the answer is more than one program, does our organization need to submit a separate application for each program or can we submit one set of standard uniform information and then separate sections for each individual program?

Response: There is no limit on the submission of applications. Please submit a separate application for each proposed service your agency is requesting funding, including the standard uniform information.

- b. If our organization can apply for multiple service contracts for separate programs, are there funding restrictions for each program? Ceiling on how much the organization can ask for total?

Response: Parameters around level of funding have not been established at this time.

15. Will evidence-based program training be funded under both of the RFP's?

Response: Evidence-based program training may be considered for funding, provided the program training complies with the BCCSB's Funding Policy and the parameters established for funding by the Request For Proposal.

- a. Are there any restrictions on the % of training costs?

Response: No restrictions have been established at this time.

- b. Are there any restrictions on the % of administration costs?

Response: For the Purchase of Service Contract there is not a restriction on the percentage of administrative costs, however, the administrative costs should be included in the overall unit cost to provide the proposed service.

19. Can funding be used for rent or the purchase of a physical building (i.e. a community center) in either RFP?

Response: All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy. For Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.

20. Can you clarify what specifically you are seeking in the anticipated outcomes, outcomes, indicators, and measurement sections (or how these differ)? Some of this information seems repetitive – is that okay?

Response: **There are excellent resources available on-line that provide detailed explanations of these terms. One resource to find this information is <http://www.cdc.gov/eval/resources/index.htm>.**

21. May we submit letters of support with our proposals?

Response: **Letters of support are not required. Letters of support will be considered as part of the application narrative. Consideration should be given to page limitations outlined in the Request for Proposals.**

22. Are the awarded contracts going to be fee for services (we get reimbursed for the services we provide) or cost-based? If they are fee for service, how are the rates determined?

Response: **Agencies will be reimbursed based on the unit cost provided in the Output section of the Application and detailed in the Budget Narratives.**

23. Attachment B - Our fiscal year runs from July to June. With that in mind, here is how I feel the years should run: Prior Year- July 2012- June 2013, Current Year July 2013-June 2014, and Proposed Year July 2014-June 2015. Is this correct? If so, our July 2013- June 2014 information will be incomplete (missing May and June numbers), should we project those numbers to show 12 months? Our agency wide budget is not completed for the upcoming year (July 2014-June 2015). Should we provide a preliminary budget?

Response: **As the contract term has not yet been established, agencies may use the agency's fiscal year budget to fill out the worksheets. Agencies should project for a full fiscal year for the current year. When an agency budget has not been completed for the proposed year a preliminary or anticipated budget should be provided. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

24. Attachment B - In regards to Attachment B; is this full agency budget or Boone County specific? (we cover 8 counties and our funding isn't designated by County)

Response: **Agencies may use their full agency budget for Attachment B. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

25. Attachment C - Where do we include the funding we are requesting from the Children's Service Funds?

Response: **The amount requested from the Children's Services Fund should not be included on Attachment C.**

26. Attachment C - In the bottom box, what is the difference between "Actual" and "Current"?

Response: **The bottom box should read from left to right, “Prior Actual Year”, “Current Year”, and “Proposed Year”. An amended Attachment C is attached.**

27. Attachment C - I could not find any comments related to administrative or indirect cost. Are such costs allowable costs in the regular services RFP? If so, are there limitations?

Response: **Administrative and indirect costs are allowable, however, for Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

28. Under this funding, can a provider provide contracted services to adult clients if deemed beneficial to their child/ren? For example, when a family starts receiving services from Children’s Division if a mental health screening or assessment were completed quickly it may help the child maintain placement in their biological home or return sooner. We often cannot provide services for biological parents of children in care because they lack insurance and funds. We have tried accepting CTS funds but that has not been successful.

Response: **All requests for funds will be considered, provided the request follows statutory guidelines and complies with the BCCSB’s Funding Policy. The BCCSB’s Funding Policy outlines who the beneficiaries of the fund are and addresses maximization of funding. The BCCSB’s Funding Policy may be found at <http://www.showmeboone.com/communitvservices/policies.asp>.**

29. If a provider submits a proposal that addresses two of the identified needs on page 2 of the RFP, can the applicant combine both identified service needs in one proposal and are two proposals required?

Response: **Separate applications are required for each proposed service your agency is requesting funding. The proposed service may address one or more statutorily eligible service areas as outlined on page 2 of the Purchase of Service Request for Proposal.**

30. Can funding be used toward offsetting the family’s cost of obtaining services? For example, if a family has health insurance with a large deductible (\$2500). If they want us to provide services that cost \$1000, the family will still pay the entire fee out of pocket, due to the high deductible, which is a significant barrier to services for many families. Can funding be used to pay for the services we deliver in this case?

Response: **Please review the section titled “Maximization of Funding,” in the BCCSB’s Funding Policy.**

31. Attachment D, Agency Assurance Sheet: MU has a different governance structure than most nonprofits. Our authorized research signer always signs assurances on behalf of The Curators of the University of Missouri. We plan to have her sign on the CEO line. Should we just draw through the Agency Board chair line since it does not apply?

Response: **Yes.**

32. Attachment B Agency Financial Information: MU is a large institution with hundreds of different funding streams, departments, and programs. Should we fill out this form at the department or program levels?

Response: **For the University of Missouri, Attachment B should be filled out at the Department level and Attachment C should be filled out at the program level.**

33. Do we receive funding up front or reimbursement?

Response: **Agencies will receive funding through reimbursement.**

34. Reporting requirements, how often and include what? Quantitative vs. Qualitative?

Response: **Reporting requirements will be established during contract negotiation. It is anticipated that reporting terms will be at the most on a quarterly basis and at a minimum a biannual basis. Reporting requirements will include both quantitative and qualitative information depending on how agency outcomes and indicators are measured.**

35. We have a federally negotiated indirect rate. How do we account for this in the application?

Response: **Administrative and indirect costs are allowable, however, for Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

36. Can you elaborate on the local match and preferences given to those offerors?

Response: **Further information regarding match funding may be found in the BCCSB's Funding Policy. Offerors that provide the Board with an opportunity to match funds will be given preference.**

37. What is the maximum amount of funds that can be requested for each RFP?

Response: **There is no funding cap established at this time for either the pilot program or purchase of services contracts.**

38. Can funding be used to support services, or supportive services/wrap-around services to children and youth who are currently enrolled in a residential chemical dependency program?

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy.**

39. Should all proposals be for a twelve month period? I see that there is the option for negotiation to renew funded proposals, but in our original design for programming, should we limit programming to twelve months?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. Agencies should define proposed program terms in the application and budget narratives.**

40. What will technically be considered a "Collaborative Program"

Response: **"Collaborative Program" is not a term used in the Requests for Proposals. Preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.**

- Will "Collaborative Programs" mentioned be required to provide authentic proof/memorandum of collaborative or partnership agreements with proposal submission.

Response: **Substantive and ongoing collaboration with other agencies must be demonstrated.**

41. Can "match funding" requirements be furthered clarified.

Response: **Further information regarding match funding may be found in the BCCSB's Funding Policy. The BCCSB's Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.**

- Which funding sources/agencies will be deemed appropriate for fund matching?

Response: **Consideration will be given to all match funding opportunities.**

- Is there a (minimum or maximum) in which match funds will be restricted.

Response: **No.**

42. Define "healthy lifestyles" and what is expected of prevention programs that fall within this effort.

Response: **The Board will evaluate proposals for prevention programs which promote healthy lifestyles based on the information and description of the Offeror. It is expected that agencies provide meaningful services to children, youth and families.**

- What will be considered "Health"?

Response: **The offeror should define what they consider health to be in their proposal.**

- Will preference be given to single-focused/targeted programs (ex. obesity prevention for children)

Response: **No.**

- Will proposals that focus on multi-faceted prevention efforts be considered as viable candidates?

Response: **Yes.**

43. How many times can organizations re-apply? Is it on an Annual basis? If you receive funding one year, can you submit renewals annually or is there a limit?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.**

44. Section I - Overview:

Must offerors submit proposals providing services throughout Boone County, or may proposals focus on certain geographic areas such as the City of Columbia?

Response: **Please reference the "Beneficiaries and Outcomes" section of the BCCSB's Funding Policy.**


45. Attachment C Program Budget Worksheet

- a. Because Section VII - Term; Termination of Contract Agreement indicates that the initial term of contract will be negotiated, should the offeror assume that the Program Budget Worksheet is to be filled out on a calendar year basis?

Response: **As the contract term has not yet been established, agencies may use the agency's fiscal year budget to fill out the worksheets. Agencies should project for a full fiscal year for the current year. When an agency budget has not been completed for the proposed year a preliminary or anticipated budget should be provided. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

- b. The Worksheet requires Program Revenue and Expenses for Prior (2013), Current (2014), and Proposed Year (2015). Because revenue from certain sources (such as United Way) are contractually committed on calendar year basis, some revenue shown for Current year may not be available for Proposed Year. How should offerors treat this type of revenue on Exhibit C?

Response: **See above.**

By: 
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Proposal 27-10JUN14 – *Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application* receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



COUNTY OF BOONE - MISSOURI

REQUEST FOR PROPOSAL (RFP) #: 27-10JUN14

Purchase of Service Contracts

Boone County Children's Services Fund

2014 Application

BOONE COUNTY CHILDREN'S SERVICES BOARD MISSION:

*To improve the lives of children, youth and families in Boone County
by strategically investing in the creation and maintenance of integrated systems
that deliver effective and quality services for children and families in need.*

RFP TIMELINE:

Important Events	Location	Dates
Issue - Release Date	Boone County Purchasing 613 E. Ash St, Room 110 Columbia, MO 65201	May 9, 2014
Written Questions Due By	mbobbitt@boonecountymo.org	May 21, 2014 12:00 p.m. Central Time
Pre-Proposal Conference - Information Session	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	May 23, 2014. 10:00 a.m. Central Time
Response Submission Deadline	Boone County Purchasing 613 E. Ash St, Room 110 Columbia, MO 65201	June 10, 2014 9:15 a.m. Central Time
Proposal Opening – Names of Offerors Read Aloud	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	June 10, 2014 9:30 a.m. Central Time

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

I. Overview

On November 6, 2012, the citizens of Boone County passed County of Boone Proposition 1, which created a Children's Services Fund for children and youth nineteen years of age or less in Boone County. The Boone County Children's Services Board (BCCSB) has been appointed by the County Commission and entrusted to oversee this Fund. The Fund is created pursuant to RSMo §67.1775, RSMo §210.861, and the ballot language presented to the voters on November 6, 2012. RSMo §210.861 specifies the types of services that may be funded by the BCCSB. By statute, funds may be invested to address the following needs:

- up to thirty days of temporary shelter for abused, neglected, runaway, homeless or emotionally disturbed youth
- respite care services
- unmarried parent services
- outpatient chemical dependency and psychiatric treatment programs
- counseling and related services as a part of transitional living programs
- home-based and community-based family intervention programs
- prevention programs which promote healthy lifestyles among children and youth and strengthen families
- crisis intervention services, inclusive of telephone hotlines
- individual, group, or family professional counseling and therapy services
- psychological evaluations
- mental health screenings.

Revenues collected and deposited in the community children's services fund **may not** be expended for inpatient medical, psychiatric, and chemical dependency services, or for transportation services.

II. Funding Goals

The Board believes that it should invest in meaningful services to children, youth and families in a way that utilizes multiple effective strategies. To that end, the Board intends to invest its funding *appropriated for services* in the following general categories:

- Pilot programs that provide innovative services
- Purchase of service programs
- Match funding opportunities
- Strategic opportunities
- Contingency reserve to support other programs with circumstances requiring immediate attention

This RFP seeks applications for purchase of service programs. Preference will be given to programs which provide an opportunity for the BCCSB to partner with other funding sources in providing match funding for procurement of services to maximize the ability to reach and serve children, youth and families in need in Boone County. Preference will also be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.

III. Minimum Eligibility Criteria

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
- 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

IV. Funding Available

Applications for funding will be accepted to provide services to children and youth nineteen years of age or less and their families in all service areas fundable pursuant to statute, additional indirect costs will not be allowed.

V. Application

Submit a separate application for each proposed service your agency is requesting funding.

The Application Narrative cannot exceed 15 double-spaced pages, on standard white paper, with at least 12-point font and one-inch margins, excluding required attachments.

Please submit two original copies to:

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

Paper copies must be sealed in an envelope with RFP # and name of Offeror on the outside of the envelope. Proposals MUST be delivered no later than 9:15 a.m. central time, June 10, 2014. Proposals will not be accepted after this date and time and the County will return such late proposals to the Offeror.

Please submit an electronic copy after 9:30 a.m. central time June 10, 2014 and before 11:30 a.m. June 10 in Microsoft Word or PDF format to: mbobbitt@boonecountymmo.org. Please do not submit the electronic copy prior to 9:30 a.m. central time, June 10, 2014.

VI. Contracting Agency Requirements

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 \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 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

\$2,000,000.00 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 \$2,000,000.00 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 \$2,000,000.00 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 \$2,000,000.00 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.

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.

Subcontracts : The Contractor may enter into subcontracts for components of the consulting service 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.

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

VII. Instructions and General Conditions

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.

- If you have obtained this proposal 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 addenda if we do not have you on our Vendor list for this proposal.
- 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.
- 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.
- 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.

Ambiguity, Conflict, or Other Errors in the RFP:

- If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, 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.
- The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.
- 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.
- 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.

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-responsibility.

Acceptance of Proposals: The County will accept for evaluation all proposals that are submitted properly. However, the County reserves the right to request clarifications or corrections to proposals.

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

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

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.

- Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful firm'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.
- 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, Tuesday, June 10, 2014 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. Select "Purchasing", then "2014 Bid Tabulations".
- Proposal responses are due by Tuesday, June 10, 2014 at 9:15 a.m. No late proposals will be accepted.

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:

- **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.

Guidelines for Written Questions: All questions regarding this Request for Proposal should be submitted in writing, prior to the pre-proposal conference, no later than 12:00 p.m., May 21, 2014. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPO, CPPB, and 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.

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

Pre-Proposal Conference: To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference has been scheduled for May 23, 2014 at 10:00 a.m. central time in the Boone County Commission Chambers, 801 E. Walnut Street, Columbia, Missouri 65201.

- 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.
- 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.

Term; Termination of Contract Agreement:

- The initial term of the resulting contract agreement from this Purchase of Services Request for Proposal will be negotiated. The negotiated contract may have an option for renewal.
- 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 60 days prior written notice to the Contractor.

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:

- Negotiations may be conducted in person, in writing, or by telephone.
- 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.
- 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.
- 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.
- 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.
- The County reserves the right to contact any and all references to obtain without limitation, information regarding the Offeror's performance on previous projects. A uniform sample of references may be checked for each short-listed Offeror.

**BOONE COUNTY CHILDREN'S SERVICES FUND
2014 APPLICATION NARRATIVE FOR FUNDING
PURCHASE OF SERVICES PROGRAMS**

Agency Name:

Agency Address:

Agency Phone Number:

Primary Agency Contact (include title):

Email Address:

Contact Phone Number:

Amount Requested:

Federal Tax ID (or Social Security #):

Signature:

Date:

1. AGENCY AND SERVICE INFORMATION

a. Background Information:

- i. Attach a copy of your agency's Mission Statement.
- ii. Attach a list of your agency's Board of Directors.
- iii. Provide a summary of your agency's services within Boone County.
- iv. Provide agency and program brochures related to these services, if available.

b. Target Population:

- i. Describe your agency's target population(s).
- ii. State the statutorily eligible service area(s) (see page 2) your target population falls within.
- iii. Within your target population, is there a segment of the population your agency is unable to serve? If so, please describe.
- iv. Describe any impediments your agency has in serving your target population.

c. Service Need:

- i. Provide a detailed description of the unmet need in Boone County for your agency's services.
- ii. Provide statistical data with cited sources regarding unmet need and the target population you propose to serve. As appropriate, use your own agency's data, outside data, needs assessment data and data from *The Institute of Public Policy's Community Input Analysis & Needs Assessments Synthesis*, which may be found at: www.showmeboone.com/communityservices/information.asp.
- iii. State the purpose of your proposed service.
- iv. State the goals of your proposed service.
- v. Describe the anticipated outcomes of your proposed service.
- vi. Identify other providers of this proposed service in Boone County.
- vii. What agencies do you receive referrals from and to what agencies do you make referrals?
- viii. Please provide a copy any Memorandums of Understanding you may have with other agencies which are relevant to this proposal.

2. EVALUATION

a. Performance Information:

- i. Attach a Program Performance Measures Worksheet (see Attachment A).

b. Outcomes:

- i. Describe your service outcomes (outcomes need to be measurable and time specific).

c. Indicators:

- i. Identify and describe the indicators which will measure your service outcomes.
- ii. Identify your agency's performance target of these indicators.

d. Measurement:

- i. Discuss who will be responsible for the accomplishment of each of the outcomes.
- ii. Discuss how the data will be collected.
- iii. Identify your agency's timeline for each outcome.
- iv. Include copies of any evaluation tools you will be using and provide a description of why you are using these tools compared to other tools.

e. Input

i. Clinical Expertise:

1. Discuss the capacity of your agency to deliver the proposed service.

ii. Service Activity:

1. Describe the interventions and/or activities that will be used to address the unmet need in Boone County.
2. Identify and discuss the evidence-based practices that will be used and relevant research supporting the efficacy of the proposed interventions and/or activities.
3. If there is no research to support the efficacy of the proposed interventions and/or activities, please explain the rationale for utilizing the interventions and/or activities.

f. Output:

- i. Service to be provided
- ii. Unit measurement
- iii. Unit cost
- iv. Amount requested
- v. Number of individuals to be served
- vi. Average units of services per individual

3. BUDGET

a. Budget Worksheets to be Attached:

- i. Agency Financial Worksheet (see Attachment B)
- ii. Program Budget Worksheet (see Attachment C)

b. Budget Narrative

- i. Please explain each line of the budget worksheets from Attachments B and C.

4. AGENCY ASSURANCE, CERTIFICATION, AND WORK AUTHORIZATION SHEETS

Please review, sign, and return the Agency Assurance Sheet (see Attachment D), the Certification Sheet (See Attachment E), and the Work Authorization Sheet (see Attachment F) with the proposal. The sheets outline the expectations and requirements for any agencies requesting and/or receiving funds through the Boone County Children's Services Fund.

ATTACHMENT A

Program Performance Measures Information Worksheet

The following synonyms, definitions, and examples may help you completing the required program performance measures information:

	Activity	Output	Outcome	Indicator	Method of Measurement
Synonyms	<i>Activity = Service</i>	<i>Output = Product</i>	<i>Outcome = Change</i>	<i>Indicator = Measure</i>	<i>Method of Measurement = Information gathering instrument or technique</i>
Definitions	An <i>Activity</i> is the program service or sub service being provided	An <i>Output</i> is expressed as the NUMBER of things produced by an activity and the number people for whom it is provided	An <i>Outcome</i> describes a beneficial CHANGE in people	An <i>Indicator</i> is the specific item of information by which a program's LEVEL OF SUCCESS is measured	A <i>Method Of Measurement</i> is the instrument or technique used to gather the information needed to measure the program's success.
Example	Activity= Before/after school youth enrichment programming Sub-Activity=Tutoring	150 hours of tutoring sessions for 30 children	Child's academic performance improves	Number and percent of participants who receive better grades following participation in program as compared to period prior to participation	Utilize school report card data pre and post participation in the program.

Activity	Output(s)	Outcome(s)	Indicator(s)	Method of Measurement

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ATTACHMENT B

AGENCY FINANCIAL INFORMATION

AGENCY NAME:

AGENCY REVENUE	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. DIRECT SUPPORT					
A. Heart of Missouri United Way					
B. Other United Ways					
C. Capital Campaigns					
D. Grants (non-governmental)					
E. Fund Raising & Other Direct Support					
TOTAL DIRECT SUPPORT (sub-totals)					
2. GOVERNMENT CONTRACTS/SUPPORT:					
A. Boone County - Social Service Funding					
B. Boone County - Other					
C. Other Counties					
D. City of Columbia - Social Service Funding					
E. City of Columbia - Other					
F. Other Cities					
G. Federal (Medicaid, Title III, etc.)					
H. State (Purchase of Services, Grants, etc.)					
I. Other (Schools, Courts, etc.)					
TOTAL GOV'T CONTRACTS/SUPPORT (sub-totals)					
3. Program Service Fees					
4. Investment Income (realized & unrealized)					
5. Other Revenue Items					
TOTAL AGENCY REVENUE					
AGENCY EXPENSES	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
Expenses for Program Services					
Expenses for Management and General					
Expenses for Fundraising					
TOTAL AGENCY EXPENSES					
% of Management and Fundraising Expenses					
NET ASSETS	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% CHANGE CURRENT TO PROPOSED	
Net Assets, End of Year					
CASH FLOWS	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% CHANGE CURRENT TO PROPOSED	
Cash, End of Year					

ATTACHMENT C

PROGRAM BUDGET WORKSHEET

PROGRAM NAME:

TOTAL PROGRAM REVENUE	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. DIRECT SUPPORT					
A. Heart of Missouri United Way					
B. Other United Ways					
C. Capital Campaigns					
D. Grants (non-governmental)					
E. Fund Raising & Other Direct Support					
2. GOVERNMENT CONTRACTS/SUPPORT:					
A. Boone County - Social Service Funding					
B. Boone County - Other					
C. Other Counties					
D. City of Columbia - Social Service Funding					
E. City of Columbia - Other					
F. Other Cities					
G. Federal (Medicaid, Title III, etc.)					
H. State (Purchase of Services, Grants, etc.)					
I. Other (Schools, Courts, etc.)					
3. Program Service Fees					
4. Investment Income (realized & unrealized)					
5. Other Revenue Items					
TOTAL PROGRAM REVENUE	\$0	\$0	\$0		

PROGRAM EXPENSES	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. Personnel					
2. Non-Personnel					
TOTAL PROGRAM EXPENSES	\$0	\$0	\$0		

NUMBER OF DIRECT PROGRAM STAFF (FTE)	ACTUAL	CURRENT	PROPOSED
<i>FTE = number of direct program service hours worked by employee per year/2080 (e.g. 1040/2080= .5 FTE)</i>			

ATTACHMENT D

2014 AGENCY ASSURANCE SHEET **(Please complete and return with Proposal Response)**

I, the undersigned, certify that the statements in this request for funding proposal application are true and complete to the best of my knowledge, and accept, as to any funds awarded, the obligation to comply with the Boone County Children's Services Board (BCCSB) and any of the Boone County Children's Services Fund's conditions specified in the funding award and contract.

I, the undersigned, certify that in addition to the conditions mentioned above, will maintain accepted accounting procedures to provide for accurate and timely recording of receipt of funds, expenditures, and of unexpended balances. I, the undersigned, further certify I have and will make available, upon request, the following documentation for accuracy and validity:

- Proof of 501(c)(3)
- Certificate of Corporate Good Standing
- Most Recent 990 Federal Form
- Agency Strategic Plan
- Copies of Agency Accreditations
- Most Recent Agency Independent Audit
- Agency Policy of Non-Discrimination
- Agency Policy for Screening of Staff and Volunteers for Child Abuse and Neglect
- Agency Statement of Confidentiality
- Memorandums of Understanding (not currently needed for Contingency Funds Request)

Printed Name - Agency Executive Director/President/CEO

Date

Signature - Agency Executive Director/President/CEO

Date

Printed Name - Agency Board Chair

Date

Signature - Agency Board Chair

Date

ATTACHMENT E

(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.

Name and Title of Authorized Representative

Signature

Date

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 14

In the County Commission of said county, on the 30th day of December 20 14

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the attached Contract Amendment Number One to 3-130709TV – John Deere 6125M Cab Tractors.

The terms of this amendment are stipulated in the attached Contract Amendment Number One. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Amendment Number One.

Done this 30th day of December, 2014.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

Boone County Purchasing

Amy Robbins
Director



613 E. Ash Street, Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Amy Robbins
DATE: December 22, 2014
RE: Contract Amendment Number One to *3-130709TV – John Deere 6125M Cab Tractors*

Contract *3-130709TV – John Deere 6125M Cab Tractors* was approved in commission on February 20, 2014 on commission order 73-2014. The attached amendment changes the directions on Purchase Orders contained on the vendor's quote summary to make out the service agreement PO to Sydenstricker Implement Co. instead of John Deere Company.

cc: Greg Edington
Contract File

**CONTRACT AMENDMENT NUMBER ONE
PURCHASE AGREEMENT FOR
JOHN DEERE 6125M CAB TRACTORS**

The Agreement **3-130907TV** dated February 20, 2014 made by and between Boone County, Missouri and **John Deere Company**, for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

- 1. CHANGE: Directions on Purchase Order contained on Quote Summary, Quote ID; 8965516, created on 12/4/2013 as follows:

County should make out purchase order for Service Agreement: PowerGard Protection (60 Mo./5,000 Hr.) to Sydenstricker Implement Co.

- 2. Except as specifically amended hereunder, all other terms, conditions and provisions of the original agreement and Amendment Number One shall remain in full force and effect.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

JOHN DEERE COMPANY

by Tamara Helbert
title Contract Administrator

BOONE COUNTY, MISSOURI

by: Boone County Commission
Daniel K. Atwill
Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

[Signature]
County Counselor

ATTEST:

Wendy S. Noren
Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

June Pitchford by [Signature] 12/22/14 2040-92300
Signature Date ~~No Appropriation Required~~
Appropriation Account



ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
 John Deere Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580;
 DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
 Sydenstricker Implement Co.
 1500 N Route J
 Rocheport, MO 65279
 573-446-3030
 rocheport@sydenstrickers.com

Quote Summary

Prepared For:
 Boone County Public Works
 5551 S Tom Bass Rd
 Columbia, MO 65201
 Business: 573-886-4275

Delivering Dealer:
Sydenstricker Implement Co.
 Norman Anderson
 1500 N Route J
 Rocheport, MO 65279
 Phone: 573-446-3030
 nanderson@sydenstrickers.com

Quote ID: 8965516
Created On: 04 December 2013
Last Modified On: 31 January 2014
Expiration Date: 03 January 2014

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 6125M Cab Tractor	\$ 81,270.60 X	2 =	\$ 162,541.20
New - Grace Period, 6125M, Scrapper Use:-N/A, 60 Total Months or 5000 Total Hours, Limited, U.S., \$250 Deductible, Wed Dec 18 10:09:17 CST 2013 Contract: MODOT Purchase Tractor Contract_3-130709TV Price Effective Date: July 1, 2013	\$ 2,538.00 X	2 =	\$ 5,076.00
Sub Total			\$ 167,617.20
Equipment Total			\$ 167,617.20

* Includes Fees and Non-contract items

Quote Summary	
Equipment Total	\$ 167,617.20
Trade In	
SubTotal	\$ 167,617.20
Total	\$ 167,617.20
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 167,617.20

Salesperson : X _____

Accepted By : X _____

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 14

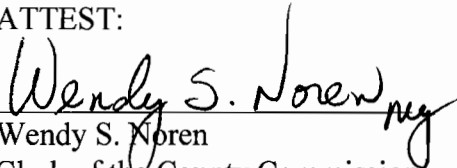
In the County Commission of said county, on the 30th day of December 20 14

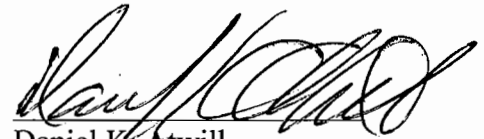
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the attached Subrecipient Monitoring Agreement between the City of Columbia and the County of Boone relating to the FY2014 Justice Assistance Grant Program Award. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

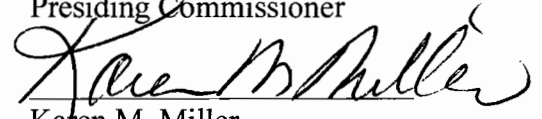
Done this 30th day of December, 2014.

ATTEST:


Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

022304

Permanent Record
Filed in Clerk's Office

Introduced by McDaniel

First Reading 11-17-14

Second Reading 12-1-14

Ordinance No. 022304

Council Bill No. B 366-14

AN ORDINANCE

authorizing a subrecipient monitoring agreement with Boone County, Missouri relating to acceptance of the FY 2014 Justice Assistance Grant (JAG) Program Award to purchase equipment for the Police Department; appropriating funds; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

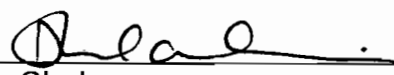
SECTION 1. The City Manager is hereby authorized to execute a subrecipient monitoring agreement with Boone County, Missouri relating to acceptance of the FY 2014 Justice Assistance Grant (JAG) Program Award to purchase equipment for the Police Department. The form and content of the agreement shall be substantially in the same form as set forth in "Exhibit A" attached hereto.

SECTION 2. The sum of \$27,741.60 is hereby appropriated from the Federal Revenues Account No. 110-2120-461.10-19 GBRYNE to the Instruments/Apparatus Account No. 110-2120-510.14-70 GBRYNE.

SECTION 3. This ordinance shall be in full force and effect from and after its passage.

PASSED this 18th day of December, 2014.

ATTEST:


City Clerk


Mayor and Presiding Officer

604-2014

**SUBRECIPIENT MONITORING AGREEMENT
BETWEEN THE CITY OF COLUMBIA, AND
THE COUNTY OF BOONE, MISSOURI**

FY 2014 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

THIS AGREEMENT dated the 30th day of December, 2014, is made by and between Boone County, Missouri through its County Commission (herein "County"), and the City of Columbia, Missouri (herein "City"),

WHEREAS, both the City and the County are empowered to enter into a cooperative agreement for the purposes herein stated pursuant to RSMo §70.220; and

WHEREAS, the City and County are participants in the Justice Assistance Grant Program, Award #2014-DJ-BX-0502, and have been awarded funds thereunder; and

WHEREAS, the County acts as the applicant/fiscal agent for the joint funds for purposes of the aforementioned grant; and

WHEREAS, the City acts as the subrecipient for purposes of said grant; and

WHEREAS, in order to comply with the terms of the grant, certain additional agreements are required to provide reasonable assurance that the Federal award compliance requirements are met.

NOW, THEREFORE, the County and City agree as follows:

1. The City, consistent with its current external auditing practices, agrees to subject expenditures under the Justice Assistance Grant Program Award, Award #2014-DJ-BX-0502, to single audit protocols as dictated by OMB Circular A-133.
2. The City agrees to provide County with information reasonably requested to comply with the "subrecipient monitoring" requirements of A-133 Compliance supplement, copies of which are attached hereto and incorporated herein by reference.
3. The City will provide the County a report based upon its OMB-Circular A-133 audit relating to the expenditures of the funds it receives under the Intergovernmental Cooperative Agreement between the City and the County relating to the Justice Assistance Grant Program Award for Fiscal Year 2014.
4. The City agrees to comply with all provisions and requirements as set out by the Department of Justice in connection with the award of the subject grant. To the extent that the City's expenditures of the grant are questioned by the Department of Justice or its designee and amounts are determined to be disallowed or required to be paid

604-2014

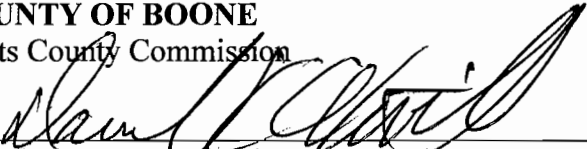
back to the Department of Justice, the City will make said payment consistent with the requirements of the Department of Justice.

5. The parties will cooperate with each other to furnish any and all documentation required to comply with the requirements of the subject grant.

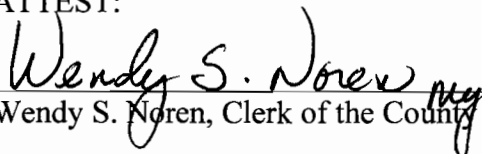
6. This agreement relates to FY 2014 Justice Assistance Grant Program Award #2014-DJ-BX-0502, CFDA #16.738.

IN WITNESS WHEREOF, the individual parties, by and through their duly authorized representatives signatories, have executed this agreement on the day and year above first written.

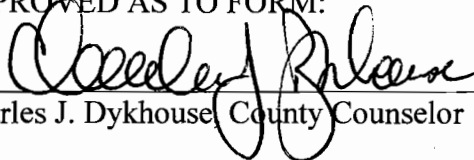
COUNTY OF BOONE
By its County Commission

By: 
Daniel K. Atwill, Presiding Commissioner

ATTEST:


Wendy S. Noren, Clerk of the County Commission

APPROVED AS TO FORM:


Charles J. Dykhouse, County Counselor

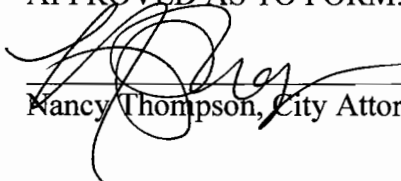
CITY OF COLUMBIA

By: 
Mike Matthes, City Manager

ATTEST:

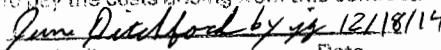

Sheela Amin, City Clerk

APPROVED AS TO FORM:


Nancy Thompson, City Attorney

CERTIFICATION:

I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.

 12/18/14
Auditor Date
No Financial obligation

604-2014

M. SUBRECIPIENT MONITORING

Control Objectives

To provide reasonable assurance that Federal award information and compliance requirements are identified to subrecipients, subrecipient activities are monitored, subrecipient audit findings are resolved, and the impact of any subrecipient noncompliance on the pass-through entity is evaluated. Also, the pass-through entity should perform procedures to provide reasonable assurance that the subrecipient obtained required audits and takes appropriate corrective action on audit findings.

Control Environment

- Establishment of "tone at the top" of management's commitment to monitoring subrecipients.
- Management's intolerance of overriding established procedures to monitor subrecipients.
- Entity's organizational structure and its ability to provide the necessary information flow to monitor subrecipients are adequate.
- Sufficient resources dedicated to subrecipient monitoring.
- Knowledge, skills, and abilities needed to accomplish subrecipient monitoring tasks defined.
- Individuals performing subrecipient monitoring possess knowledge, skills, and abilities required.
- Subrecipients demonstrate that:
 - They are willing and able to comply with the requirements of the award, and
 - They have accounting systems, including the use of applicable cost principles, and internal control systems adequate to administer the award.
- Appropriate sanctions taken for subrecipient noncompliance.

Risk Assessment

- Key managers understand the subrecipient's environment, systems, and controls sufficient to identify the level and methods of monitoring required.
- Mechanisms exist to identify risks arising from external sources affecting subrecipients, such as risks related to:
 - Economic conditions.
 - Political conditions.
 - Regulatory changes.
 - Unreliable information.
- Mechanisms exist to identify and react to changes in subrecipients, such as:
 - Financial problems that could lead to diversion of grant funds.
 - Loss of essential personnel.
 - Loss of license or accreditation to operate program.
 - Rapid growth.
 - New activities, products, or services.

604-2014

- Organizational restructuring.

Control Activities

- Identify to subrecipients the Federal award information (e.g., CFDA title and number, award name, name of Federal agency, amount of award) and applicable compliance requirements.
- Include in agreements with subrecipients the requirement to comply with the compliance requirements applicable to the Federal program, including the audit requirements of OMB Circular A-133.
- Subrecipients' compliance with audit requirements monitored using techniques such as the following:
 - Determining by inquiry and discussions whether subrecipient met thresholds requiring an audit under OMB Circular A-133.
 - If an audit is required, assuring that the subrecipient submits the report, report package or the documents required by OMB circulars and/or recipient's requirements.
 - If a subrecipient was required to obtain an audit in accordance with OMB Circular A-133 but did not do so, following up with the subrecipient until the audit is completed. Taking appropriate actions such as withholding further funding until the subrecipient meets the audit requirements.
- Subrecipient's compliance with Federal program requirements monitored using such techniques as the following:
 - Issuing timely management decisions for audit and monitoring findings to inform the subrecipient whether the corrective action planned is acceptable.
 - Maintain a system to track and following-up on reported deficiencies related to programs funded by the recipient and ensure that timely corrective action is taken.
 - Regular contacts with subrecipients and appropriate inquiries concerning the Federal program
 - Reviewing subrecipient reports and following-up on areas of concern.
 - Monitoring subrecipient budgets.
 - Performing site visits to subrecipient to review financial and programmatic records and observe operations.
 - Offering subrecipients technical assistance where needed.
- Official written policies and procedures exist establishing:
 - Communication of Federal award requirements to subrecipients.
 - Responsibilities for monitoring subrecipients.
 - Process and procedures for monitoring.
 - Methodology for resolving findings of subrecipient noncompliance or weaknesses in internal control.
 - Requirements for and processing of subrecipient audits, including appropriate adjustment of pass-through entity's accounts.

604-2014

Information and Communication

- Standard award documents used by the non-Federal entity contain:
 - A listing of Federal requirements that the subrecipient must follow. Items can be specifically listed in the award document, attached as an exhibit to the document, or incorporated by reference to specific criteria.
 - The description and program number for each program as stated in the CFDA. If the program funds include pass-through funds from another recipient, the pass-through program information should also be identified.
 - A statement signed by an official of the subrecipient, stating that the subrecipient was informed of, understands, and agrees to comply with the applicable compliance requirements.
- A recordkeeping system is in place to assure that documentation is retained for the time period required by the recipient.
- Procedures are in place to provide channels for subrecipients to communicate concerns to the pass-through entity.

Monitoring

- Establish a tracking system to assure timely submission of required reporting, such as: financial reports, performance reports, audit reports, onsite monitoring reviews of subrecipients, and timely resolution of audit findings.
- Supervisory reviews performed to determine the adequacy of subrecipient monitoring.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 14

In the County Commission of said county, on the 30th day of December 20 14

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the attached Agreement between the County of Boone and True North of Columbia, Inc. for the purchase of the program service Shelter for Victims of Domestic Violence. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Done this 30th day of December, 2014.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

605-2014

AGREEMENT

THIS AGREEMENT entered into this 30th day of December, 2014, by and between the County of Boone, Missouri, through its County Commission, hereinafter called "County", and True North of Columbia, Inc. hereinafter called "Provider";

WITNESSETH:

WHEREAS, County desires to purchase the following program service:

Shelter for Victims of Domestic Violence

as stated in the proposal, including any revisions, received by and on file with the County, which is hereby incorporated by reference as fully as if herein set forth;

NOW, THEREFORE, it is hereby agreed by and between County and Provider as follows:

I.

Provider agrees to furnish and County agrees to purchase:

Emergency shelter and supportive services for victims of domestic violence.

II.

Provider agrees that the services provided under this Agreement shall be provided to residents of Boone County and funds shall be spent as set forth in the FY2015 proposal on file with the County.

Provider certifies that this expenditure is essential to the provision of the services as described in Paragraph I.

III.

Provider agrees to submit to and maintain with the County current versions of the following required documents of the contracted entity: IRS Tax Exempt Status Determination letter; documentation from the Missouri Secretary of State indicating the entity is registered as a corporation in good standing; most recently completed IRS 990 or 990 EZ; financial statement and accompanying assurance completed within six months of the end of the entity's most recent fiscal year; organizational chart; board of directors roster; if applicable, an ADA plan of accommodation and a transition plan.

IV.

Provider agrees that the County shall be recognized as a financial supporter in all its promotional materials and advertising. A copy of the County logo will be used whenever possible.

V.

Provider agrees that it is responsible for all funds made available to Provider by this agreement and further agrees that it will reimburse to the County any funds expended in

violation of County, State or Federal law or in violation of this Agreement.

VI.

This Agreement shall not be assigned, and no services contained herein shall be subcontracted, by the Provider to any persons or entities without the prior written approval of the County. Any sub-contractor or assignee shall be subject to the audit requirements stated herein and all other conditions and requirements of this Agreement.

VII.

Provider shall be liable, and agrees to be liable for, and shall indemnify, defend and hold the County harmless from all claims, suits, judgments or damages, including court costs and attorney's fees, arising out of or in the course of the operation of this Agreement. It is the responsibility of the Provider to identify and maintain insurance coverage which shall meet the Provider's obligation to indemnify the County as set out above.

VIII.

Provider agrees to comply with all applicable provisions of: the Fair Labor Standards Act, as amended; the Employment Practices Act, as amended; the Civil Rights Act of 1964, as amended; Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Omnibus Reconciliation Act of 1981, as amended; the Americans with Disabilities Act of 1990, as amended; and all other applicable Federal and State laws which prohibit discrimination in employment and the delivery of services on the basis of race (racism), color, national origin, ancestry, sex, religion, disability, age (employment), and familial status (housing).

IX.

EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED

(a) Provider agrees to comply with Missouri State Statute section 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.

For agreements in excess of five thousand dollars (\$5,000):

(b) As a condition for the award of this Agreement the Provider shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The Provider shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

(c) Provider shall require each sub-contractor to affirmatively state in its Agreement with Provider that the sub-contractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Provider shall also require each sub-contractor to provide Provider with a sworn affidavit under the penalty of perjury attesting to the fact that the sub-contractor's employees are lawfully present in the United States.

X.

County agrees to pay Provider the sum of \$26,908.41 (based on the cash balance available in Boone County Domestic Violence Account (Dept. #2030, Acct. # 86900) as of September 30, 2014) as follows:

605-2014

A. The County will pay 50% of the contracted sum in January, 2015.

B. The County will pay 50% of the contracted sum in July, 2015.

XI.

Provider agrees to submit to the County an annual report, due by March 31, 2016, in the form and the medium proscribed by the County.

XII.

NON-APPROPRIATION CLAUSE: Notwithstanding any other provision of this Agreement, all obligations of the County under this Agreement which require the expenditure of funds are conditioned on the availability of funds appropriated for that purpose.

XIII.

This Agreement shall be for a term of one year commencing on January 1, 2015 and ending on December 31, 2015; provided, however, that either party may terminate this agreement upon thirty (30) days written notice, in which event all reports required by the Agreement shall be submitted within thirty (30) days following the effective date of said termination.

XIV.

The signatories to this Agreement, by signing this Agreement, represent that they have obtained authority to enter into this Agreement on behalf of the respective parties to this Agreement and bind such parties to all terms and conditions contained in this Agreement.

XV.

There is no litigation, claim, consent order, settlement agreement, investigation, challenge or other proceeding pending or threatened against Provider or any individual acting on Provider's behalf, including sub-contractors, which seek to enjoin or prohibit Provider from entering into this Agreement of performing its obligations under this Agreement.

XVI.

RECORD RETENTION CLAUSE: Provider shall keep and maintain records relating to this Agreement sufficient to verify the delivery of services in accordance with the terms of this Agreement for a period of three (3) years following expiration of this Agreement and any applicable renewal.

605-2014

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their duly authorized officers the day and year first above written.

PROVIDER:

BY: Barbara Hedges

ATTEST: [Signature]

BOONE COUNTY, MISSOURI

By:

[Signature]
Commissioner

CERTIFICATION:

I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance to the credit of such appropriation sufficient to pay therefore.

June Pitchford by sj 12/24/2014
Auditor Date
2030-86900-Appropriation Account

ATTEST:

Wendy S. Noreney
County Clerk

APPROVED AS TO FORM:

[Signature]
County Counselor

(Please complete and return with Contract)

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.

Barbara Hodges, Executive Director

Name and Title of Authorized Representative

Barbara Hodges
Signature

November 20, 2014
~~November 14, 2014~~

Date



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[Contact Us](#)

Company Information

Company Name: True North of Columbia, Inc.

[View / Edit](#)

Company ID Number: 170868

Doing Business As (DBA) Name:

DUNS Number: 873043152

Physical Location:

Address 1: 1316 Parkade Blvd.

Address 2:

City: Columbia

State: MO

Zip Code: 65203-0000

County: BOONE

Mailing Address:

Address 1: P.O. Box 1367

Address 2:

City: Columbia

State: MO

Zip Code: 65205-1367

Additional Information:

Employer Identification Number: 431483863

Total Number of Employees: 20 to 99

Parent Organization:

Administrator:

Organization Designation:

Employer Category: None of these categories apply

NAICS Code: 624 - SOCIAL ASSISTANCE

[View / Edit](#)

Total Hiring Sites: 1

[View / Edit](#)

Total Points of Contact: 3

[View / Edit](#)



Company ID Number: 170868

without changes to E-Verify, the Department reserves the right to require employers to take mandatory refresher tutorials.

Termination by any party shall terminate the MOU as to all parties. The SSA or DHS may terminate this MOU without prior notice if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as they may determine.

Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

The employer understands that the fact of its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, and responses to inquiries under the Freedom of Information Act (FOIA).

The foregoing constitutes the full agreement on this subject between the SSA, DHS, and the Employer.

The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify Operations at 888-464-4218.

Employer Comprehensive Human Services, Inc.

Elizabeth Leigh Voltmer

Name (Please type or print)

Title

Electronically Signed

12/12/2008

Signature

Date

Department of Homeland Security – Verification Division



Workers Compensation and Employers Liability Insurance Policy
Insurer: Missouri Employers Mutual Insurance Company - Carrier #33413

CLASSIFICATION SCHEDULE

Insured: True North of Columbia, Inc.

The policy period is from: 06/04/2014 to 06/04/2015

The policy rating period is from: 06/04/2014 to 03/21/2015

Classifications	Code No.	Premium Basis		
		Total Estimated Annual Remuneration	Rate Per \$100 of Remuneration	Estimated Annual Premium
Location: 1 105 W Ash Street, Columbia MO 65203				
Clerical Office Employees NOC	8810	3,019	0.31	9.00
Charitable or Welfare Organization - Professional Employees & Clerical	8861	385,378	2.62	10,097.00
Charitable or Welfare Organization - Professional Employees & Clerical	8861	16,274	2.62	426.00
Charitable or Welfare Organization - All Other Employees & Drivers	9110	0	6.43	0.00
Manual Premium				10,532.00
Exp. Modifier 0.94				(\$632.00)
Modified Premium				9,900.00
Schedule Rating Credit/Debit -10%				(990.00)
Standard Premium				8,910.00
Premium Discount				(44.00)
Expense Constant				240.00
Terrorism Risk Act of 2007				102.00

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 14

In the County Commission of said county, on the 30th day of December 20 14

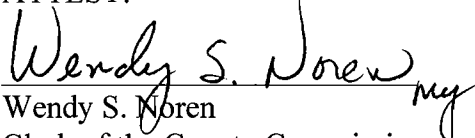
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby receive and accept the following subdivision plat and authorize the Presiding Commissioner to sign it:

- Mollies Acres 2. S2-T49N-R13W. A-R. KMMA Properties LLC, owner. Steven R. Proctor, surveyor.

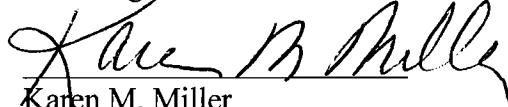
Done this 30th day of December, 2014.

ATTEST:

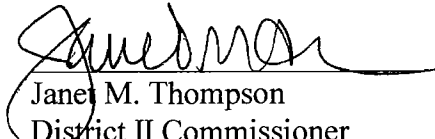

 Wendy S. Noren
 Clerk of the County Commission



Daniel K. Atwill
 Presiding Commissioner



Karen M. Miller
 District I Commissioner



Janet M. Thompson
 District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 14

In the County Commission of said county, on the 30th day of December 20 14

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone hereby refers the appeal of the denial of the Hane Subdivision Plat to the Boone County Board of Zoning Adjustment for further proceedings after the payment of appropriate fees by the applicant. In making this referral, the County Commission, on the basis of the record before it, notes the following in connection with this matter:

- RSMo Sec. 64.825 provides for the county subdivision regulations to determine, among other things, building lines.
- RSMo Sec. 64.840 provides that the Board of Zoning Adjustment is appointed to serve as the board of adjustment for building and setback regulations.
- RSMo Sec. 64.870 provides for a County Board of Zoning Adjustment to, among other things, hear and decide appeals where it is alleged that an administrative official has made an error of law and to hear and decide all matters referred to it by the County Commission.
- The issue in this appeal is where a building line must be placed for purposes of measuring the minimum lot widths in laying out lots within a platted subdivision.
- Staff has determined that the “setback” as determined by the Boone County Zoning Regulations is the appropriate place for the “building line,” when that “building line” is being used for purposes of measuring the minimum lot width required by the County’s regulations.
- Surveyor contends that the “building line” can be wherever he draws it beyond the “setback” when using the “building line” to measure minimum lot width.
- The Board of Zoning Adjustment is the appropriate body to determine if the staff’s interpretation of the regulations is in error.

Done this 30th day of December, 2014.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 14

In the County Commission of said county, on the 30th day of December 20 14

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Tuesday, December 30, 2014, at 2:00 p.m. The meeting will be held in Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(1), to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Done this 30th of December, 2014.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

[Signature]

Daniel K. Atwill
Presiding Commissioner

[Signature]

Karen M. Miller
District I Commissioner

[Signature]

Janet M. Thompson
District II Commissioner