

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

May Session of the April Adjourned

Term. 20 09


In the County Commission of said county, on the 28th day of May 20 09


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

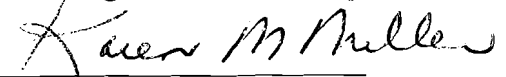
Now on this day the County Commission of the County of Boone does hereby approve the request by Friends of Mauller Road to adopt 1.1 miles of Mauller Road from Route VV to Creasy Springs Road.

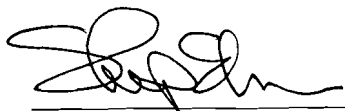
Done this 28th day of May, 2009.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Kenneth M. Pearson
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

APR 30 2009

Boone County Public Works Adopt-A-Road Application & Information Sheet

Road Name: Mauler Road

Agreement Renewal Date: _____
(to be completed by BCPW)

Starting Point: Highway VV

Ending Point: Creasy Springs Road

Adopt-A-Road Sign Requested: YES NO *Already have sign*

Organization Name: Friends of Mauler Road
(As you wish for it to appear on the Adopt-A-Road Sign, if requested)

Contact Person: Christy Ludeman Title: _____

Address: 7124 N Moberly Dr City: Columbia Zip: 65202

Phone # 1: 499-4726 Phone # 2: 239-9794 FAX: _____ Email Address: ludemanc@missouri.edu

Please Indicate Preferred Method of Contact: Email Telephone FAX U.S. Postal

Alternate Contact Person: n/a Title: _____

Address: _____ City: _____ Zip: _____

Phone # 1: _____ Phone # 2: _____ FAX: _____ Email Address: _____

Please Indicate Preferred Method of Contact: Email Telephone FAX U.S. Postal

Participants must agree to follow these guidelines at all times:

DO

- Wear a safety vest
- Be aware of oncoming traffic
- Be cautious when crossing roadways
- Stay clear of construction projects, mowing operations and maintenance activities
- Work only during daylight hours
- Have at least one adult supervisor for every 5 participants age 13 to 17 and one adult supervisor for every 4 participants age 6 to 12. Children under age 6 may not participate.

DO NOT

- Work during bad weather, extreme temperatures and peak travel times
- Participate in horseplay or activity that might distract drivers
- Pick up, remove the lid from, shake or even touch any hazardous substances, like syringes or drug-making equipment, or any other suspicious litter. Instead, mark the area in some way and call the Department of Public Works or Boone County Sheriff.
- Trespass on private property.

Christine Ludeman 4/27/09
Signature (Contact Person) Date

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STATE OF MISSOURI }
County of Boone } ea.


April Session of the April Adjourned Term. 20 04

In the County Commission of said county, on the 13th day of April 20 04

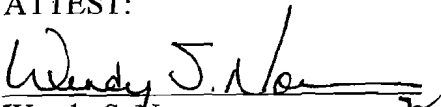
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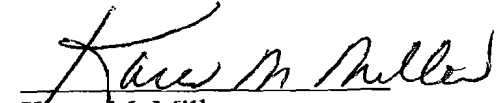
Now on this day the County Commission of the County of Boone does hereby approve the request by Darlene Sutton on behalf of the Friends of Mauller Road to adopt 1.1 miles of Mauller Road from Route VV to Creasy Springs Road for litter control.

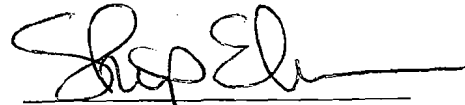
Done this 13th day of April, 2004.


Keith Schnarre
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

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STATE OF MISSOURI }
County of Boone } ea.

May Session of the April Adjourned

Term. 20 09

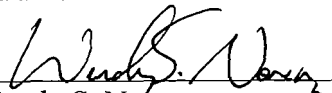
In the County Commission of said county, on the 28th day of May 20 09

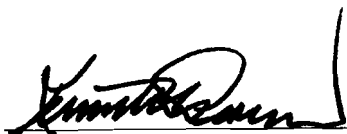
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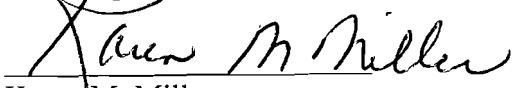
Now on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the VOCA Grant Application.

Done this 28th day of May, 2009.

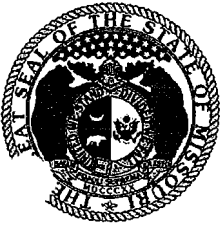
ATTEST:


Wendy S. Noren
Clerk of the County Commission


Kenneth M. Pearson
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner



Office of the Boone County Prosecuting Attorney

DANIEL K. KNIGHT, Prosecutor

705 E. Walnut Street – Courthouse
Columbia, Missouri 65201-4485

573-886-4100
FAX: 573-886-4148

DATE: May 28, 2009

TO: Commissioner Pearson
Commissioner Miller
Commissioner Elkin

FROM: Boone County Prosecuting Attorney

RE: VOCA Grant Award ~~Acceptance~~ *Application*

We respectfully request your approval to apply for VOCA (Victims of Crime Act) grant funds for our Victim Response Team through the Department of Public Safety in the amount of \$42,089.71. We have been receiving funds for the Victim Response Team since 1993. The local match of \$10,522.43 is derived from the existing salary of the Victim Assistant position. The grant funds will be used for the salary of our Victim Specialist.

We anticipate serving over 3000 victims in the next grant cycle.

Thank you for your consideration of this request.

VOCA APPLICATION SUMMARY REPORT

Agency Name Boone County Prosecuting Attorney

Program Title Victim Response Team

Authorized Official Name and Address	Project Director Name and Address	Contact Person Name and Address
Name: <u>Kenneth Pearson</u>	Name: <u>Bonnie J. Adkins</u>	Name: <u>Bonnie J. Adkins</u>
Address: <u>801 E. Walnut Street</u>	Address: <u>705 E. Walnut Street</u>	Address: <u>705 E. Walnut Street</u>
City: <u>Columbia</u>	City: <u>Columbia</u>	City: <u>Columbia</u>
State/Zip: <u>MO 65201</u>	State/Zip: <u>MO 65201-4485</u>	State/Zip: <u>MO 65201-4485</u>
E-Mail: <u>kpearson@boonecountymo.org</u>	E-Mail: <u>badkins@boonecountymo.org</u>	E-Mail: <u>badkins@boonecountymo.org</u>
Phone Number: (<u>573</u>) <u>886</u> - <u>4305</u>	Phone Number: (<u>573</u>) <u>886</u> - <u>4112</u>	Phone Number: (<u>573</u>) <u>886</u> - <u>4112</u>
Fax Number: (<u>573</u>) <u>886</u> - <u>3311</u>	Fax Number: (<u>573</u>) <u>886</u> - <u>4148</u>	Fax Number: (<u>573</u>) <u>886</u> - <u>4148</u>

Total Amount of VOCA Funds Requested \$ 42,089.71

Prorate the VOCA Funds Requested (give dollar amount and percentage) by types of victims to be served: (Please give your best estimates.)

\$ 14,731.40 35 % Domestic Violence \$ 1,683.58 4 % Child Abuse \$ 1,262.70 3 % Sexual Assault
 \$ 24,412.03 58 % Total Underserved and Other (Break out total of Underserved/Other and prorate Total below)

Prorated Amounts and % of Underserved (\$ and % must equal \$ and % Total Underserved and Other above):

Description of Underserved/Other	Prorated \$ Amount	% Of Total Underserved and Other
Burglary/Stealing/Forgery/Tampering +	\$ 9,276.58	38 %
Assault (Non-domestic) Peace Disturbance +	\$ 6,347.12	26 %
Property Damage/Trespass/Other Property Crimes +	\$ 7,567.72	31 %
ACA/UJW (Weapons Offenses) +	\$ 488.25	2 %
Underserved Victims +	\$ 732.36	3 %

Indicate the anticipated number of victims to be served by this VOCA funded project: 3,100 Total Victims of Crime _____ Hotline Calls
 (Not including hotline calls)

If a domestic violence shelter, indicate the anticipated number of women and children to be served in shelter or outreach services, the number of anticipated hotline calls and the anticipated number of bednights.
 _____ Women _____ Children _____ Hotline Calls
 _____ Bednights

Geographic Area(s) to be served by this VOCA project:

The requested VOCA funds will be used to: Fund a New Project Expand/Enhance an Existing Project Continue a Previously Funded VOCA Project

Give a brief summary of the VOCA project. (Please type the description on this form.)

The Victim Response Team is dedicated to addressing the needs of crime victims in Boone County. The Victim Specialist and Victim Assistant provide basic and comprehensive services to victims of crime. These services are designed to minimize harm to victims through the provision of information, advocacy, and support during the investigation, prosecution and disposition of criminal cases.



APPLICATION FOR FUNDING

Missouri Department of Public Safety
Office of the Director
P.O. Box 749
Jefferson City, MO 65102

1-573-751-4905
website: www.dps.mo.gov



SECTION 1 - INSTRUCTIONS This application must be typewritten. Please refer to the enclosed instructions to complete this form.

SECTION 2 - Crime Victim Services Unit (CVSU) Grant Programs
VOCA - Victims of Crime Act
SASP - Sexual Assault Services Program
DUNS Number 073755977
SSVF - State Services to Victims Fund
Recovery VOCA - Victims of Crime Act
CCR CAGE/NCAGE # 4SWR3
STOP - Stop Violence Against Women Grant Program
Recovery Stop Violence Against Women Grant Program

SECTION 3 - APPLICANT AGENCY
AGENCY: Boone County
ADDRESS: 705 E. Walnut Street
CITY: Columbia
STATE: MO
ZIP: 65201
Faith-Based (Religiously Affiliated) Organization? Yes [] No [x]

SECTION 8 - PROJECT TITLE
Victim Response Team

SECTION 9 - TYPE OF APPLICATION
[] New [] Revised [] Renewal [x] Continuation

SECTION 4 - APPLICANT AUTHORIZED OFFICIAL
NAME: Kenneth Pearson
FAX: 573-886-3311
PHONE: 573-886-4305

SECTION 10 - CURRENT CONTRACT NUMBER(S)
2006-VOCA-0091

TITLE: Presiding Commissioner
AGENCY: Boone County Commission
ADDRESS: 801 E. Walnut Street
CITY: Columbia
STATE: MO
ZIP: 65201

SECTION 11 - APPLICANT AGENCY'S FEDERAL TAX I.D. #
43-6000349

SECTION 12 - PROGRAM CATEGORY

SECTION 5 - APPLICANT PROJECT DIRECTOR
NAME: Lonnie J. Adkins
FAX: 573-886-4148
PHONE: 573-886-4112

SECTION 13 - CONTRACT PERIOD
BEGINNING DATE 10 1 2009 ENDING DATE 9 30 2010

TITLE: Office Administrator
E-Mail Address: badkins@boonecountymo.org
AGENCY: Boone County Prosecuting Attorney
ADDRESS: 705 E. Walnut Street
CITY: Columbia
STATE: MO
ZIP: 65201

SECTION 14 - TYPE OF PROJECT
[] Statewide [] Regional [x] Local

SECTION 15 - PROGRAM INCOME
Will Program Income be generated? [] Yes [x] No

SECTION 6 - APPLICANT FISCAL OFFICER
NAME: Kay Murray
FAX: 573-886-4369
PHONE: 573-886-4385
TITLE: Boone County Treasurer
AGENCY: Boone County Treasurer's Office
ADDRESS: 801 E. Walnut Street
CITY: Columbia
STATE: MO
ZIP: 65201

SECTION 16 - BUDGET TOTAL COST
PERSONNEL 52,612.14

VOLUNTEER MATCH

TRAVEL

EQUIPMENT

SUPPLIES/OPERATIONS

CONTRACTUAL

RENOVATION/CONSTRUCTION

TOTAL PROJECT COSTS 52,612.14

SECTION 7 - NON-PROFIT BOARD CHAIRPERSON (IF APPLICABLE)
NAME: n/a
PHONE:
TITLE:

FEDERAL/STATE SHARE 80 % 42,089.71

LOCAL MATCH SHARE 20 % 10,522.43

AGENCY:
ADDRESS:
CITY: STATE: ZIP:

SECTION 17 - AUTHORIZED OFFICIAL'S SIGNATURE
Signature: [Handwritten Signature] Date: 5/28/09

PERSONNEL

PROJECT TITLE: Victim Response Team

APPLICANT AGENCY: Boone County Prosecutor

INSTRUCTIONS

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Include all personnel to be employed on the proposed project. 2. Under Title or Position, list each proposed position. 3. Under Name of the Individual, list the name of the person who will fill each proposed position (if known). 4. Show Gross Monthly Salary for each individual and show the Percent Of Time to be devoted to this grant-funded project. The minimum percentage of time that may be budgeted on the grant is 10%. We will not fund any position that is less than 10% on the grant. 5. The Total Costs should be calculated as follows:
(Salary/Month) x (% of Time on Grant) x (Months to be employed). | <ol style="list-style-type: none"> 6. Under the Fringe Benefits section, identify the particular benefits such as social security, workers' compensation, medical insurance, etc. If dental and vision insurance are not included in the health insurance premium they should be listed separately. All fringe benefits provided must be itemized. 7. Under the column entitled Basis for Cost Estimate, enter the formula for computing the cost for each fringe benefit. 8. Enter the total in the Total Cost column. 9. A Retained Position is a position that would have been lost if not for these funds. |
|---|--|

TITLE OR POSITION	NAME OF INDIVIDUAL	NEW OR RETAINED POSITION	SALARY PER MONTH	FT OR PT	% OF TIME ON GRANT	MONT HS TO BE EMPLOYED	TOTAL COST
Victim Specialist	Mark Koch	Retained	3719.73	FT	94	12	42089.71
Victim Assistant	Joyce Thomassen	Retained	2541.06	FT	35	12	10522.43

SUBTOTAL \$ 52612.14

FRINGE BENEFITS	BASIS FOR COST ESTIMATE	
F.I.C.A. & Medicare (.0765)		
PENSION/RETIREMENT		
LIFE INSURANCE		
MEDICAL INSURANCE		
UNEMPLOYMENT COMPENSATION		
WORKERS' COMPENSATION LIAB.		
OTHER (PLEASE IDENTIFY)		

SUBTOTAL \$

State/Federal Share	\$ 42,089.71	TOTAL PERSONNEL COST \$	52612.14
Local Match Share	\$ 10,522.43		

PERSONNEL INFORMATION

Grant Project Staff Only

Staff Member	Brief List of Experience and Current Job Responsibilities
1. <u>Mark Koch</u> (Name) <u>Victim Specialist</u> (Title)	Licensed Occupational Therapist. Over ten years experience in victim services, with emphasis in domestic and sexual violence advocacy. Provides comprehensive victim services including crisis intervention, case management, individual goal/action planning with crime victims and their families. Offers orientation to the criminal justice system and referrals to community services and statewide resources.
2. <u>Joyce Thomassen</u> (Name) <u>Victim Assistant</u> (Title)	Bachelor of Arts in Psychology. Over five years experience in victim service provision with expertise in the areas of domestic and sexual violence advocacy. Substance abuse counselor. Provides comprehensive victim services, including crisis intervention, individual goal/action planning, restitution management and orientation to the criminal justice system. Offers referrals to ancillary service providers.
3. _____ (Name) _____ (Title)	
4. _____ (Name) _____ (Title)	
5. _____ (Name) _____ (Title)	
6. _____ (Name) _____ (Title)	

JOB DESCRIPTION

BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE

VICTIM SPECIALIST
VICTIM RESPONSE TEAM
STATUS: FULL-TIME

RESPONSIBILITIES:

The responsibilities of the Crime Victim Specialist in the Boone County Prosecuting Attorney's Office include, but are not limited to the following:

- Contact and assist victims of crime and their families with problems related to the crime.
- Provide crisis counseling to victims in situational crisis, i.e. victims of rape, victims of domestic violence and families of homicide victims.
- Provide brief counseling for parents of children who have been sexually abused.
- Assess needs of victims of crime, provide support and recommend and locate community resources for services.
- Maintain a high degree of cooperation and communication with community agencies and individuals who work with sexually abused children and adults as well as domestic violence services.
- Review all new case files to identify victims, with special emphasis on child victims of crime, sexual assault, domestic violence and victims of DWI accidents.
- Interview and provide emotional support for victims of crime.
- Consult and collaborate with attorneys, investigators and other staff members regarding care, problems and solutions for victims of crime.
- Orient victims to the judicial process.
- Provide information to victims with regard to all court appearances and case status.
- Orient child victims to courtroom practices, procedures and personnel.
- Assist victims with all forms and applications for Crime Victim's Compensation Fund.
- Escort victims to court.
- Supervise social work student interns, including training, consultation and performance evaluation.
- Advise victims of their right to appear personally or by counsel at the final sentencing.
- Advise victims of final disposition of their case.
- Provide information of post-conviction activity by Board of Probation & Parole.
- Provide victims with program evaluation forms and respond to internal and state evaluations.
- Document services provided to victims of crime.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Masters degree in social work, counseling or psychology or equivalent combination of education and experience.

Minimum of 2 years experience in related field

Excellent oral and written communication skills

Ability to communicate and provide brief counseling for children & adults

Educated in cultural awareness and possess the ability to communicate and be non-biased to others who may have a different ethnic, socio-economic background, race or religion.

Thorough knowledge of the judicial process

Thorough knowledge of the issues of domestic violence.

Thorough knowledge of the issues of sexual assault for both adults and children.

Knowledge of local area referral services.

Ability to work independently as well as part of a team to meet the needs of victims of crime.

JOB DESCRIPTION

BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE

VICTIM ASSISTANT
VICTIM RESPONSE TEAM
STATUS: FULL-TIME

RESPONSIBILITIES:

The responsibilities of the Victim Assistant in the Boone County Prosecuting Attorney's Office include, but are not limited to the following:

- Review new case files to identify victims of crimes
 - Provide crisis intervention and case management assistance for victims of crime and their families
 - Facilitate communication between the crime victim and the designated Assistant Prosecuting Attorney
 - Orient victims to the judicial process, advise them of their rights, and accompany them to court proceedings
 - Provide victims with assistance in filing applications for Crime Victims' Compensation
 - Notify crime victims of court events and assist them with completing Victim Impact Statements
 - Supervise program volunteers as needed
 - Organize restitution documentation
 - Notify and provide explanation of case disposition
 - Provide crime victims and their families with information regarding post-conviction victim services
- ***Any other duties as designated by the Chief Investigator, Office Administrator or Prosecuting Attorneys.***

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Minimum of 4 years related experience, or combination of education & experience

Supervisory and victim related experience preferred

High School Diploma or equivalent

Excellent oral and written communication skills

Educated in cultural awareness and possess the ability to communicate and be non-biased to others who may have a different ethnic, socio-economic background, race or religion.

Thorough knowledge of the judicial process

Ability to work independently as well as part of a team to meet the needs of victims of crime.

**Prosecuting Attorney Dept. Nos. 1261, 1262, 1263,
Summary 1264, 2600, 2610, 2620
2630, 2640, 2903**

Budget Summary

Fund	Dept	Department Name	2007	2008	2009	2009	2009	2009
			Actual	Projected	Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total
100	1261	Prosecuting Attorney	\$ 1,561,946	\$ 1,578,125	\$ 1,376,022	\$ 226,744	\$ -	\$ 1,602,766
100	1262	Victim Witness	155,669	158,733	118,488	20,690	-	139,178
100	1263	IV-D Child Support	484,570	511,674	404,667	73,291	174	478,132
100	1264	PA Retirement	7,752	7,752	-	7,752	-	7,752
260	2600	PA Training	5,179	5,050	-	4,692	-	4,692
261	2610	PA Tax Collection	28,219	28,931	47,966	1,865	-	49,831
262	2620	PA Contingency	19,006	20,000	-	20,000	-	20,000
263	2630	PA Bad Check Collections	121,819	132,164	106,522	9,878	-	116,400
264	2640	PA Forfeiture Money	-	2,279	-	13,500	-	13,500
290	2903	PA-Law Enf Sales Tax	274,656	281,478	280,151	5,536	-	285,687
Total			\$ 2,658,816	\$ 2,726,186	\$ 2,333,816	\$ 383,948	\$ 174	\$ 2,717,938

Personnel Summary

Fund	Dept	Department Name	2007	2008	2009
			Full-time Equivalent	Full-time Equivalent	Full-time Equivalent
100	1261	Prosecuting Attorney	22.32	22.32	22.32
100	1262	Victim Witness	3.00	3.00	2.75
100	1263	IV-D Child Support	9.00	9.00	9.00
100	1264	PA Retirement	-	-	-
260	2600	PA Training	-	-	-
261	2610	PA Tax Collection	0.62	0.62	1.25
262	2620	PA Contingency	-	-	-
263	2630	PA Bad Check Collections	2.18	2.18	1.68
264	2640	PA Forfeiture Money	-	-	-
290	2903	PA-Law Enf Sales Tax	5.00	5.00	5.00
Total FTEs			42.12	42.12	42.00

Prosecuting Attorney

Dept. No. 1261

Annual Budget

1261 PROSECUTING ATTORNEY 100 GENERAL FUND		2007	2008	2008	2009	2009	2009	%CHG
ACCT	DESCRIPTION	ACTUAL	BUDGET + REVISIONS	PROJECTED	CORE REQUEST	SUPPLMENTAL REQUEST	ADOPTED BUDGET	FROM PY BUD
3411	FEDERAL GRANT REIMBURSE	67,724	64,252	64,252	64,252	0	58,855	8-
	SUBTOTAL *****	67,724	64,252	64,252	64,252	0	58,855	8-
	CHARGES FOR SERVICES							
3528	REIMB PERSONNEL/PROJECTS	30,177	30,202	30,484	30,484	0	30,484	0
3560	COLLECTION FEES	33,358	30,000	50,000	50,000	0	50,000	66
3574	P.A. FEES	142,511	130,000	118,000	118,000	0	118,000	9-
	SUBTOTAL *****	206,046	190,202	198,484	198,484	0	198,484	4
	MISCELLANEOUS							
3826	PRIOR YEAR COST REPAYMENT	10,032	0	0	0	0	0	0
	SUBTOTAL *****	10,032	0	0	0	0	0	0
	TOTAL REVENUES *****	283,804	254,454	262,736	262,736	0	257,339	1
	PERSONAL SERVICES							
10100	SALARIES & WAGES	1,090,305	1,118,402	1,104,674	1,115,540	0	1,115,540	0
10110	OVERTIME	28,739	29,500	29,500	29,500	0	29,500	0
10120	HOLIDAY WORKED	809	750	750	750	0	750	0
10200	FICA	81,187	87,871	84,681	87,653	0	87,653	0
10300	HEALTH INSURANCE	106,020	106,020	106,020	106,020	0	106,020	0
10325	DISABILITY INSURANCE	4,124	4,224	4,224	4,239	0	4,239	0
10350	LIFE INSURANCE	1,168	1,182	1,182	1,182	0	1,182	0
10375	DENTAL INSURANCE	7,945	7,945	7,945	7,945	0	7,945	0
10400	WORKERS COMP	7,598	7,946	7,946	6,936	0	6,936	12-
10500	401(A) MATCH PLAN	8,807	13,057	9,443	13,057	0	13,057	0
10510	CERF-EMPLOYER PD CONTRIBUTION	2,885	3,000	2,809	0	0	3,200	6
10600	UNEMPLOYMENT BENEFITS	3,971	0	0	0	0	0	0
	SUBTOTAL *****	1,343,559	1,379,897	1,359,174	1,372,822	0	1,376,022	0
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	16,459	18,106	22,000	21,371	0	21,371	18
23000	OFFICE SUPPLIES	14,595	13,860	13,860	14,858	0	14,858	7
23001	PRINTING	3,308	1,125	850	1,378	0	1,378	22
23050	OTHER SUPPLIES	115	250	100	250	0	250	0
23300	UNIFORMS	75	75	100	100	0	100	33
23850	MINOR EQUIP & TOOLS (<\$1000)	451	250	275	275	0	275	10
	SUBTOTAL *****	35,004	33,666	37,185	38,232	0	38,232	13
	DUES TRAVEL & TRAINING							
37000	DUES	3,780	3,835	4,355	4,455	0	4,455	16
37200	SEMINARS/CONFEREN/MEETING	1,155	2,770	2,500	1,290	0	1,290	53-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	882	1,197	1,300	935	0	935	21-
37230	MEALS & LODGING-TRAINING	2,670	3,285	3,825	2,966	0	2,966	9-
	SUBTOTAL *****	8,488	11,087	11,980	9,646	0	9,646	12-
	UTILITIES							
48000	TELEPHONES	9,865	13,172	13,172	13,172	0	13,172	0
48050	CELLULAR TELEPHONES	852	1,068	960	960	0	960	10-
	SUBTOTAL *****	10,718	14,240	14,132	14,132	0	14,132	0
	VEHICLE EXPENSE							
59000	MOTORFUEL/GASOLINE	6,132	7,840	8,367	9,600	0	9,600	22
59030	MOTOR VEHICLE LICENSE FEE	114	74	50	111	0	111	50
59100	VEHICLE REPAIRS	660	1,340	1,900	1,500	0	1,500	11
59105	TIRES	467	150	230	690	0	690	360
59200	LOCAL MILEAGE	1,446	1,250	1,000	1,100	0	1,100	12-
59201	SPECIAL MILEAGE	0	100	0	0	0	0	0
	SUBTOTAL *****	8,821	10,754	11,547	13,001	0	13,001	20
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	2,445	3,453	3,517	3,707	0	3,707	7
60200	EQUIP REPAIRS/MAINTENANCE	130	200	200	200	0	200	0
	SUBTOTAL *****	2,575	3,653	3,717	3,907	0	3,907	6
	CONTRACTUAL SERVICES							
71000	INSURANCE AND BONDS	330	165	165	0	0	0	0
71100	OUTSIDE SERVICES	0	1,000	1,000	1,000	0	1,000	0
71500	BUILDING USE/RENT CHARGE	139,020	139,020	139,020	146,621	0	146,621	5
71600	EQUIP LEASES & METER CHRG	212	205	205	205	0	205	0
	SUBTOTAL *****	139,562	140,390	140,390	147,826	0	147,826	5

Prosecuting Attorney

Dept. No. 1261

1261 PROSECUTING ATTORNEY
 100 GENERAL FUND

ACCT	DESCRIPTION	2007 ACTUAL	2008 BUDGET + REVISIONS	2008 PROJECTED	2009 CORE REQUEST	2009 SUPPLMENTAL REQUEST	2009 ADOPTED BUDGET	%CHG FROM PY BUD
	FIXED ASSET ADDITIONS							
91300	MACHINERY & EQUIPMENT	248	0	0	0	0	0	0
92400	REPLCMENT AUTO/TRUCKS	12,968	0	0	0	0	0	0
	SUBTOTAL *****	<u>13,216</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES *****	1,561,946	1,593,687	1,578,125	1,599,566	0	1,602,766	0

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Victim Witness

Dept. No. 1262

Annual Budget

1262 VICTIM WITNESS 100 GENERAL FUND		2007	2008	2008	2009	2009	2009	%CHG
ACCT	DESCRIPTION	ACTUAL	BUDGET + REVISIONS	PROJECTED	CORE REQUEST	SUPPLMENTAL REQUEST	ADOPTED BUDGET	FROM PY BUD
3411	INTERGOVERNMENTAL REVENUE FEDERAL GRANT REIMBURSE	51,986	44,834	44,834	31,567	0	31,567	29-
	SUBTOTAL *****	51,986	44,834	44,834	31,567	0	31,567	29-
3826	MISCELLANEOUS PRIOR YEAR COST REPAYMENT	0	0	4,163	0	0	0	0
	SUBTOTAL *****	0	0	4,163	0	0	0	0
	TOTAL REVENUES *****	51,986	44,834	48,997	31,567	0	31,567	29-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	108,151	111,206	112,547	111,737	0	100,577	9-
10110	OVERTIME	734	900	750	750	0	750	16-
10200	FICA	7,101	5,153	5,146	8,605	0	5,190	0
10300	HEALTH INSURANCE	13,062	9,500	9,500	14,250	0	9,500	0
10325	DISABILITY INSURANCE	340	244	244	416	0	251	2
10350	LIFE INSURANCE	142	106	106	159	0	106	0
10375	DENTAL INSURANCE	978	712	712	1,068	0	712	0
10400	WORKERS COMP	511	350	350	494	0	297	15-
10500	401(A) MATCH PLAN	1,125	1,105	600	1,755	0	1,105	0
10510	CERF-EMPLOYER PD CONTRIBUTION	41	0	0	0	0	0	0
10600	UNEMPLOYMENT BENEFITS	5,356	0	0	0	0	0	0
	SUBTOTAL *****	137,543	129,276	129,955	139,234	0	118,488	8-
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	334	437	437	448	0	448	2
23000	OFFICE SUPPLIES	2,339	1,917	1,917	1,917	0	1,917	0
23001	PRINTING	121	350	300	300	0	300	14-
23050	OTHER SUPPLIES	0	250	250	250	0	250	0
23850	MINOR EQUIP & TOOLS (<\$1000)	0	750	750	750	0	750	0
	SUBTOTAL *****	2,794	3,704	3,654	3,665	0	3,665	1-
	DUES TRAVEL & TRAINING							
37000	DUES	185	275	325	325	0	325	18
37200	SEMINARS/CONFEREN/MEETING	695	390	260	180	0	180	53-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	584	595	235	330	0	330	44-
37230	MEALS & LODGING-TRAINING	998	277	604	340	0	340	22
	SUBTOTAL *****	2,463	1,537	1,424	1,175	0	1,175	23-
	UTILITIES							
48000	TELEPHONES	1,857	1,875	1,850	1,850	0	1,850	1-
	SUBTOTAL *****	1,857	1,875	1,850	1,850	0	1,850	1-
	EQUIP & BLDG MAINTENANCE							
	SUBTOTAL *****	0	0	0	0	0	0	0
	CONTRACTUAL SERVICES							
71600	EQUIP LEASES & METER CHRG	80	0	0	0	0	0	0
	SUBTOTAL *****	80	0	0	0	0	0	0
	OTHER							
84010	RECEPTION/MEETINGS	110	150	0	150	0	150	0
84600	COURT COSTS	3,834	6,400	6,500	3,500	0	3,500	45-
84700	WITNESS EXPENSES	3,861	12,500	10,500	5,500	0	5,500	56-
84800	TRANSCRIPTS-CRIMINAL	3,124	9,850	4,850	4,850	0	4,850	50-
	SUBTOTAL *****	10,929	28,900	21,850	14,000	0	14,000	51-
	TOTAL EXPENDITURES *****	155,669	165,292	158,733	159,924	0	139,178	15-

Decimal values have been truncated.

Child Support Enforcement

Dept. No. 1263

Annual Budget

1263 IV-D 100 GENERAL FUND		2007	2008	2008	2009	2009	2009	%CHG
ACCT	DESCRIPTION	ACTUAL	BUDGET + REVISIONS	PROJECTED	CORE REQUEST	SUPPLEMENTAL REQUEST	ADOPTED BUDGET	FROM PY BUD
3465	INTERGOVERNMENTAL REVENUE FEDERAL REIMBURSE EXPENSES	558,360	618,450	556,665	524,560	0	507,793	17-
	SUBTOTAL *****	558,360	618,450	556,665	524,560	0	507,793	17-
	TOTAL REVENUES *****	558,360	618,450	556,665	524,560	0	507,793	17-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	309,243	323,837	321,178	322,940	0	322,940	0
10110	OVERTIME	5,250	5,500	2,000	2,500	0	2,500	54-
10120	HOLIDAY WORKED	153	0	0	0	0	0	0
10200	FICA	21,652	25,194	22,514	24,896	0	24,896	1-
10300	HEALTH INSURANCE	42,750	42,750	42,750	42,750	0	42,750	0
10325	DISABILITY INSURANCE	1,121	1,207	1,207	1,204	0	1,204	0
10350	LIFE INSURANCE	466	477	477	477	0	477	0
10375	DENTAL INSURANCE	3,204	3,204	3,204	3,204	0	3,204	0
10400	WORKERS COMP	1,688	1,730	1,730	1,431	0	1,431	17-
10500	401 (A) MATCH PLAN	2,150	5,265	3,800	5,265	0	5,265	0
10600	UNEMPLOYMENT BENEFITS	3,780	0	0	0	0	0	0
	SUBTOTAL *****	391,458	409,164	398,860	404,667	0	404,667	1-
	MATERIALS & SUPPLIES							
22000	POSTAGE	0	0	0	2,400	0	2,400	0
22500	SUBSCRIPTIONS/PUBLICATIONS	566	839	839	1,780	0	1,780	112
23000	OFFICE SUPPLIES	1,768	3,150	3,150	2,150	0	2,150	31-
23001	PRINTING	1,088	1,250	1,250	250	0	250	80-
23850	MINOR EQUIP & TOOLS (<\$1000)	0	630	630	630	0	630	0
	SUBTOTAL *****	3,422	5,869	5,869	7,210	0	7,210	22
	DUES TRAVEL & TRAINING							
37000	DUES	510	700	700	700	0	700	0
37200	SEMINARS/CONFEREN/MEETING	2,335	3,444	2,870	995	0	390	88-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	3,224	3,413	1,913	479	0	250	92-
37230	MEALS & LODGING-TRAINING	5,206	4,412	2,412	1,480	0	500	88-
	SUBTOTAL *****	11,276	11,969	7,895	3,654	0	1,840	84-
	UTILITIES							
48000	TELEPHONES	3,841	5,533	4,033	5,533	0	5,424	1-
48002	DATA COMMUNICATIONS	7,200	7,200	7,200	9,250	0	8,650	20
48100	NATURAL GAS	1,978	3,000	3,000	3,750	0	3,750	25
48200	ELECTRICITY	4,527	4,264	4,264	5,500	0	5,500	28
48300	WATER	192	206	206	240	0	240	16
48400	SOLID WASTE	168	168	168	200	0	200	19
48600	SEWER USE	191	202	202	250	0	250	23
	SUBTOTAL *****	18,098	20,573	19,073	24,723	0	24,014	16
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	32	1,101	1,053	1,830	0	1,830	66
	SUBTOTAL *****	32	1,101	1,053	1,830	0	1,830	66
	CONTRACTUAL SERVICES							
70050	SOFTWARE SERVICE CONTRACT	156	1,226	1,302	1,873	0	1,873	52
71000	INSURANCE AND BONDS	135	170	170	170	0	170	0
71100	OUTSIDE SERVICES	5,873	11,976	12,024	8,200	0	8,200	31-
71500	BUILDING USE/RENT CHARGE	50,781	53,000	53,000	27,972	0	27,972	47-
71600	EQUIP LEASES & METER CHR	3,334	1,861	861	182	0	182	90-
	SUBTOTAL *****	60,281	68,233	67,357	38,397	0	38,397	43-
	FIXED ASSET ADDITIONS							
91000	OFFICE EQUIPMENT	0	9,868	7,657	0	0	0	0
91300	MACHINERY & EQUIPMENT	0	500	0	0	0	0	0
91301	COMPUTER HARDWARE	0	3,910	3,910	174	0	174	95-
91302	COMPUTER SOFTWARE	0	332	0	0	0	0	0
92301	REPLC COMPUTER HDWR	0	950	0	0	0	0	0
	SUBTOTAL *****	0	15,560	11,567	174	0	174	98-
	TOTAL EXPENDITURES *****	484,570	532,469	511,674	480,655	0	478,132	10-

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Prosecuting Attorney Retirement

Dept. No. 1264

Mission

The Prosecuting Attorney's Retirement Fund is a statutory retirement fund provided for prosecuting attorneys in the State of Missouri. Boone County is required by law to make a specified annual contribution to the fund; however, the fund is controlled and managed by the State of Missouri.

Budget Highlights

Legislation passed and signed into law during 2003 reduced the county's annual contribution by one-half and added a \$4 surcharge to the court costs on all criminal and traffic cases handled by the Prosecuting Attorney. The surcharge is remitted to the State.

Annual Budget

1264 PA RETIREMENT 100 GENERAL FUND		2007	2008	2008	2009	2009	2009	%CHG
ACCT	DESCRIPTION	ACTUAL	BUDGET + REVISIONS	PROJECTED	CORE REQUEST	SUPPLMENTAL REQUEST	ADOPTED BUDGET	FROM FY BUD
86790	MO PROSECUTOR'S RETIREMEN OTHER	7,752	7,752	7,752	7,752	0	7,752	0
	SUBTOTAL *****	7,752	7,752	7,752	7,752	0	7,752	0
	TOTAL EXPENDITURES *****	7,752	7,752	7,752	7,752	0	7,752	0

Decimal values have been truncated.

Prosecuting Attorney Training

Department Number 2600

Mission

The PA Tax Training fund was established to account for the monies received pursuant to RSMo 56.765. The funding for this budget is intended to provide training for prosecuting attorneys and their staff. The Prosecuting Attorney administers this fund.

Budget Highlights

There are no significant changes to this budget.

Annual Budget

2600 PA TRAINING								
260 PA TRAINING FUND								
ACCT	DESCRIPTION	2007 ACTUAL	2008 BUDGET + REVISIONS	2008 PROJECTED	2009 CORE REQUEST	2009 SUPPLEMENTAL REQUEST	2009 ADOPTED BUDGET	%CHG FROM PY BUD
3540	DEFENDANT CRT COSTS&RECOUPMENT	4,780	4,800	4,950	4,950	0	4,950	3
	SUBTOTAL *****	4,780	4,800	4,950	4,950	0	4,950	3
	INTEREST							
3711	INT-OVERNIGHT	12	14	5	5	0	5	64-
3712	INT-LONG TERM INVEST	58	45	67	67	0	67	48
3798	INC/DEC IN FV OF INVESTMENTS	169	191	73	75	0	75	60-
	SUBTOTAL *****	241	250	145	147	0	147	41-
	TOTAL REVENUES *****	5,021	5,050	5,095	5,097	0	5,097	0
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	720	960	960	1,300	0	1,300	35
37210	TRAINING/SCHOOLS	880	1,150	960	0	0	0	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	702	1,420	850	935	0	935	34-
37230	MEALS & LODGING-TRAINING	2,876	3,770	2,280	2,457	0	2,457	34-
	SUBTOTAL *****	5,179	7,300	5,050	4,692	0	4,692	35-
	TOTAL EXPENDITURES *****	5,179	7,300	5,050	4,692	0	4,692	35-

Decimal values have been truncated.

Prosecuting Attorney Tax Collection

Dept. No. 2610

Annual Budget

2610 PA TAX COLLECTION								
2610 PA TAX COLLECTION FUND								
ACCT	DESCRIPTION	2007 ACTUAL	2008 BUDGET + REVISIONS	2008 PROJECTED	2009 CORE REQUEST	2009 SUPPLEMENTAL REQUEST	2009 ADOPTED BUDGET	%CHG FROM PY BUD
3560	CHARGES FOR SERVICES COLLECTION FEES	33,358	30,000	50,000	50,000	0	50,000	66
	SUBTOTAL *****	33,358	30,000	50,000	50,000	0	50,000	66
	INTEREST							
3711	INT-OVERNIGHT	47	48	20	20	0	20	58-
3712	INT-LONG TERM INVEST	239	150	290	250	0	250	66
3798	INC/DEC IN FV OF INVESTMENTS	638	650	380	380	0	380	41-
	SUBTOTAL *****	925	848	690	650	0	650	23-
	TOTAL REVENUES *****	34,283	30,848	50,690	50,650	0	50,650	64
	PERSONAL SERVICES							
10100	SALARIES & WAGES	24,636	25,312	23,693	44,127	0	44,127	74
10110	OVERTIME	323	550	250	250	0	250	54-
10200	FICA	1,909	1,978	1,832	3,394	0	3,394	71
10400	WORKERS COMP	130	136	136	195	0	195	43
	SUBTOTAL *****	27,000	27,976	25,911	47,966	0	47,966	71
	MATERIALS & SUPPLIES							
22000	POSTAGE	0	0	0	210	0	210	0
22500	SUBSCRIPTIONS/PUBLICATIONS	278	278	310	310	0	310	11
23000	OFFICE SUPPLIES	941	1,000	1,000	1,000	0	1,000	0
23001	PRINTING	0	75	50	95	0	95	26
23050	OTHER SUPPLIES	0	50	50	50	0	50	0
23850	MINOR EQUIP & TOOLS (<\$1000)	0	100	100	100	0	100	0
	SUBTOTAL *****	1,219	1,503	1,510	1,765	0	1,765	17
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	0	60	100	100	0	100	66
	SUBTOTAL *****	0	60	100	100	0	100	66
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	0	1,450	1,410	0	0	0	0
	SUBTOTAL *****	0	1,450	1,410	0	0	0	0
	TOTAL EXPENDITURES *****	28,219	30,989	28,931	49,831	0	49,831	60

Decimal values have been truncated.

Prosecuting Attorney Contingency

Department Number 2620

Mission

The PA Contingency Department accounts for fees collected under RSMo 56.330 for the Prosecuting Attorney of a first class county to be used to pay for incidental costs. The maximum amount of expenditures allowed from this fund each year is \$20,000. Unexpended amounts do not accumulate in the fund. Prior to 1991, these revenues were accounted for in the General Fund. The Prosecuting Attorney, with the approval of a circuit judge, administers this fund.

Budget Highlights

There are no significant changes in this budget.

Annual Budget

2620 PA CONTINGENCY								
262 PA CONTINGENCY FUND								
ACCT	DESCRIPTION	2007 ACTUAL	2008 BUDGET + REVISIONS	2008 PROJECTED	2009 CORE REQUEST	2009 SUPPLMENTAL REQUEST	2009 ADOPTED BUDGET	%CHG FROM PY BUD
3569	CHARGES FOR SERVICES OTHER FEES	19,551	20,000	18,028	20,000	0	20,000	0
	SUBTOTAL *****	19,551	20,000	18,028	20,000	0	20,000	0
	INTEREST							
3711	INT-OVERNIGHT	31	41	12	12	0	12	70-
3712	INT-LONG TERM INVEST	128	128	180	180	0	180	40
3798	INC/DEC IN FV OF INVESTMENTS	409	540	314	314	0	314	41-
	SUBTOTAL *****	569	709	506	506	0	506	28-
	TOTAL REVENUES *****	20,120	20,709	18,534	20,506	0	20,506	0
	CONTRACTUAL SERVICES							
71105	LEGAL SERVICES	0	0	0	500	0	500	0
	SUBTOTAL *****	0	0	0	500	0	500	0
	OTHER							
84600	COURT COSTS	1,249	2,500	3,000	2,500	0	2,500	0
84700	WITNESS EXPENSES	2,334	6,500	6,500	6,000	0	6,000	7-
84800	TRANSCRIPTS-CRIMINAL	15,422	10,500	10,500	10,500	0	10,500	0
85400	CRIMINAL INVESTIGATION	0	500	0	500	0	500	0
	SUBTOTAL *****	19,006	20,000	20,000	19,500	0	19,500	2-
	TOTAL EXPENDITURES *****	19,006	20,000	20,000	20,000	0	20,000	0

Decimal values have been truncated.

Prosecuting Attorney Bad Check Collections

Dept. No. 2630

Annual Budget

2630 PA BAD CHECK COLLECTIONS
263 PA BAD CHECK FUND

ACCT	DESCRIPTION	2007 ACTUAL	2008 BUDGET + REVISIONS	2008 PROJECTED	2009 CORE REQUEST	2009 SUPPLEMENTAL REQUEST	2009 ADOPTED BUDGET	%CHG FROM PY BUD
3560	COLLECTION FEES	130,803	120,000	100,000	100,000	0	100,000	16-
	SUBTOTAL *****	130,803	120,000	100,000	100,000	0	100,000	16-
	INTEREST							
3711	INT-OVERNIGHT	251	252	85	85	0	85	66-
3712	INT-LONG TERM INVEST	1,249	772	1,215	1,100	0	1,100	42
3798	INC/DEC IN FV OF INVESTMENTS	3,349	3,380	1,515	1,500	0	1,500	55-
	SUBTOTAL *****	4,850	4,404	2,815	2,685	0	2,685	39-
	MISCELLANEOUS							
3835	SALE OF COUNTY FIXED ASSET	9	0	0	0	0	0	0
3892	DEPOSIT OVERAGE	100	115	75	75	0	75	34-
	SUBTOTAL *****	109	115	75	75	0	75	34-
	TOTAL REVENUES *****	135,763	124,519	102,890	102,760	0	102,760	17-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	89,527	95,432	92,325	76,642	0	76,642	19-
10110	OVERTIME	971	1,500	750	750	0	750	50-
10200	FICA	7,775	10,030	9,058	5,920	0	8,482	15-
10300	HEALTH INSURANCE	13,918	17,480	17,480	12,730	0	16,292	6-
10325	DISABILITY INSURANCE	372	524	524	286	0	410	21-
10350	LIFE INSURANCE	150	195	195	142	0	182	6-
10375	DENTAL INSURANCE	1,044	1,310	1,310	954	0	1,221	6-
10400	WORKERS COMP	555	750	750	340	0	488	34-
10500	401(A) MATCH PLAN	918	2,217	1,742	1,567	0	2,055	7-
	SUBTOTAL *****	115,232	129,438	124,134	99,331	0	106,522	17-
	MATERIALS & SUPPLIES							
22000	POSTAGE	0	5	0	2,405	0	2,405	0
22500	SUBSCRIPTIONS/PUBLICATIONS	34	102	200	200	0	200	96
23000	OFFICE SUPPLIES	3,210	3,250	3,250	3,250	0	3,250	0
23001	PRINTING	1,972	2,424	2,100	2,228	0	2,228	8-
23050	OTHER SUPPLIES	533	250	250	250	0	250	0
23850	MINOR EQUIP & TOOLS (<\$1000)	246	300	300	300	0	300	0
	SUBTOTAL *****	5,996	6,331	6,100	8,633	0	8,633	36
	DUES TRAVEL & TRAINING							
37000	DUES	100	325	405	405	0	405	24
37200	SEMINARS/CONFEREN/MEETING	0	160	160	0	0	0	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	0	146	165	0	0	0	0
37235	MEALS & LODGING - OTHER	0	496	450	0	0	0	0
	SUBTOTAL *****	100	1,127	1,180	405	0	405	64-
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	490	550	490	490	0	490	10-
60200	EQUIP REPAIRS/MAINTENANCE	0	50	0	50	0	50	0
	SUBTOTAL *****	490	600	490	540	0	540	10-
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	0	250	250	250	0	250	0
	SUBTOTAL *****	0	250	250	250	0	250	0
	OTHER							
86896	DEPOSIT SHORTAGE	1	50	10	50	0	50	0
	SUBTOTAL *****	1	50	10	50	0	50	0
	TOTAL EXPENDITURES *****	121,819	137,796	132,164	109,209	0	116,400	15-

Decimal values have been truncated.

Prosecuting Attorney Forfeiture Fund

Department Number 2640

Mission

The PA Forfeiture Fund accounts for the monies distributed to the Prosecuting Attorney as part of a federal drug forfeiture program. The Prosecuting Attorney has received no distributions for several years and future distributions are not expected. The fund will be closed at such time that the existing resources in the fund are fully expended.

Expenditures must comply with strict federal program guidelines and are restricted to drug enforcement or drug prosecution activities.

Budget Highlights

This budget includes a small amount for training and a lump-sum amount for outside services. No specific spending plans are identified at this time for the lump-sum amount; it may be spent throughout the year on allowable activities as directed by the Prosecuting Attorney.

Annual Budget

2640 PA FORFEITURE MONEY								%CHG
264 PA FORFEITURE FUND								FROM
ACCT	DESCRIPTION	2007 ACTUAL	2008 BUDGET + REVISIONS	2008 PROJECTED	2009 CORE REQUEST	2009 SUPPLMENTAL REQUEST	2009 ADOPTED BUDGET	PY BUD
	INTEREST							
3711	INT-OVERNIGHT	41	43	20	20	0	20	53-
3712	INT-LONG TERM INVEST	197	130	150	125	0	125	3-
3798	INC/DEC IN FV OF INVESTMENTS	548	550	250	250	0	250	54-
	SUBTOTAL *****	786	723	420	395	0	395	45-
	TOTAL REVENUES *****	786	723	420	395	0	395	45-
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	0	500	575	575	0	575	15
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	0	700	597	750	0	750	7
37230	MEALS & LODGING-TRAINING	0	1,100	1,107	1,125	0	1,125	2
	SUBTOTAL *****	0	2,300	2,279	2,450	0	2,450	6
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	0	11,750	0	11,050	0	11,050	5-
	SUBTOTAL *****	0	11,750	0	11,050	0	11,050	5-
	TOTAL EXPENDITURES *****	0	14,050	2,279	13,500	0	13,500	3-

Decimal values have been truncated.

Prosecuting Attorney Law Enforcement Sales Tax

Dept. No. 2903

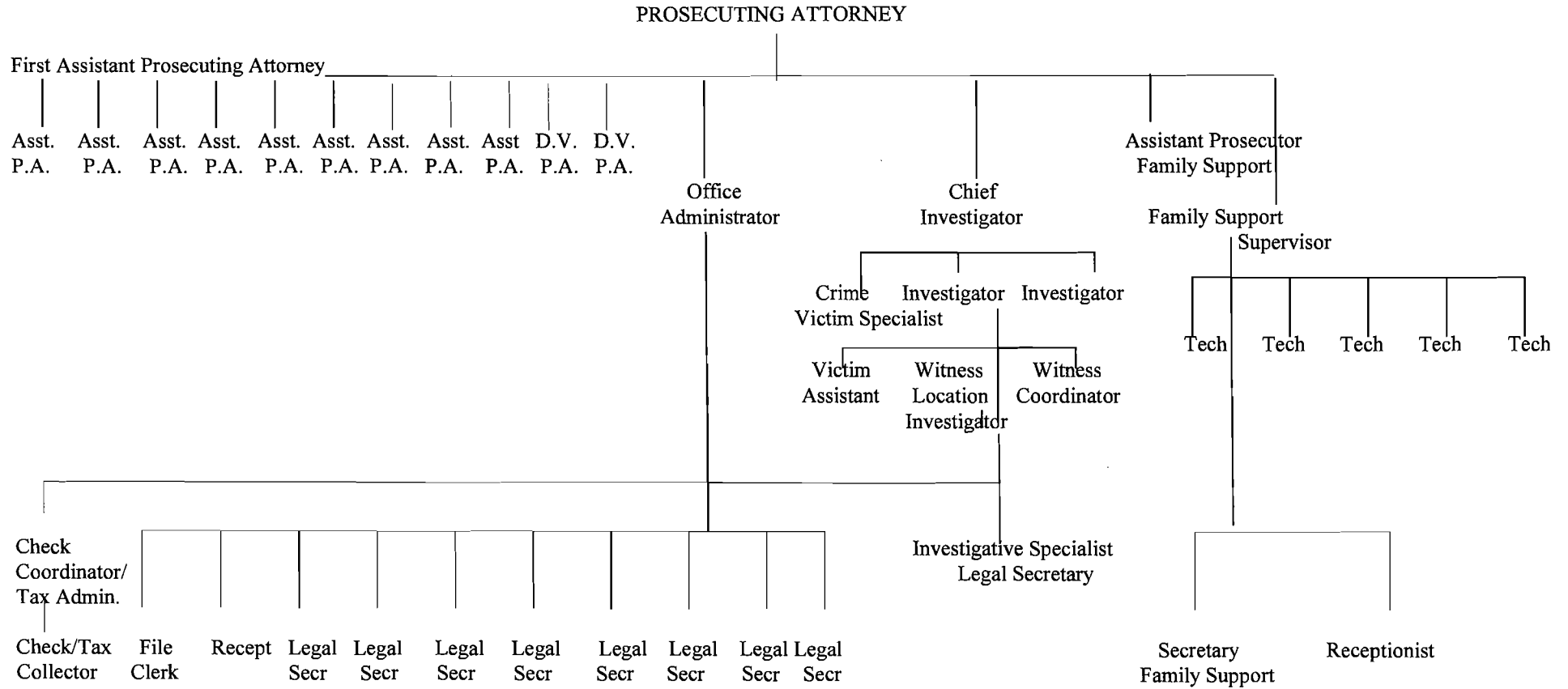
Annual Budget

2903 PROSECUTING ATTRNY-LE SALES TX
290 LAW ENFORCEMENT SERVICES FUND

ACCT	DESCRIPTION	2007 ACTUAL	2008 BUDGET + REVISIONS	2008 PROJECTED	2009 CORE REQUEST	2009 SUPPLMENTAL REQUEST	2009 ADOPTED BUDGET	%CHG FROM PY BUD
PERSONAL SERVICES								
10100	SALARIES & WAGES	221,083	226,746	225,980	226,782	0	226,782	0
10110	OVERTIME	2,297	2,150	2,500	3,500	0	3,500	62
10120	HOLIDAY WORKED	0	100	100	100	0	100	0
10200	FICA	16,886	17,518	17,020	17,624	0	17,624	0
10300	HEALTH INSURANCE	23,750	23,750	23,750	23,750	0	23,750	0
10325	DISABILITY INSURANCE	824	842	842	852	0	852	1
10350	LIFE INSURANCE	259	265	265	265	0	265	0
10375	DENTAL INSURANCE	1,780	1,780	1,780	1,780	0	1,780	0
10400	WORKERS COMP	1,181	1,206	1,206	1,013	0	1,013	16-
10500	401(A) MATCH PLAN	1,775	2,925	1,300	2,925	0	2,925	0
10510	CERF-EMPLOYER PD CONTRIBUTION	1,381	1,450	1,440	0	0	1,560	7
	SUBTOTAL *****	271,219	278,732	276,183	278,591	0	280,151	0
MATERIALS & SUPPLIES								
23000	OFFICE SUPPLIES	0	1,000	1,000	1,000	0	1,000	0
	SUBTOTAL *****	0	1,000	1,000	1,000	0	1,000	0
DUES TRAVEL & TRAINING								
37000	DUES	650	650	755	910	0	910	40
37200	SEMINARS/CONFEREN/MEETING	240	480	480	480	0	480	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	0	438	332	332	0	332	24-
37230	MEALS & LODGING-TRAINING	427	1,038	795	918	0	918	11-
	SUBTOTAL *****	1,317	2,606	2,362	2,640	0	2,640	1
UTILITIES								
48000	TELEPHONES	1,842	1,920	1,900	1,896	0	1,896	1-
	SUBTOTAL *****	1,842	1,920	1,900	1,896	0	1,896	1-
EQUIP & BLDG MAINTENANCE								
	SUBTOTAL *****	0	0	0	0	0	0	0
FIXED ASSET ADDITIONS								
91302	COMPUTER SOFTWARE	278	0	0	0	0	0	0
	SUBTOTAL *****	278	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	274,656	284,258	281,445	284,127	0	285,687	0

Decimal values have been truncated.

BOONE COUNTY PROSECUTING ATTORNEY ORGANIZATIONAL CHART



OTHER FUNDING SOURCES

List the agency's other funding sources for this project. Include any other sources of federal, state, local, or private funding. *(Make copies of this form if necessary.)*

Source of Funding	Amount	Description of the Funding	Funding Period	Expenditures Covered by Funding
Boone County Prosecutor's Office Victim Witness Fund (General Fund)	\$ 10,522.43	Matching funds provided by Boone County's General Fund	10/1/09-9/30/10	20% Matching funds, taken from the salary of the Victim Assistant.
	\$			
	\$			
	\$			
	\$			
	\$			

BOONE COUNTY PROCUREMENT POLICY

Part A--Methods of Source Selection

§3-101 Competitive Sealed Bidding.

(1) *Conditions for Use.* All contracts of the County shall be awarded by competitive sealed bidding except as otherwise provided in Sections 3-102 (Competitive Sealed Proposals), 3-103 (Contracting for Designated Professional Service), 3-104 (Small Purchases), 3-105 (Sole Source Procurement), 3-106 (Emergency Procurements), or 5-401 (Public Announcement and Selection Process) of this Policy.

(2) *Invitation for Bids and Request for Bids.* An Invitation for Bids and Request for Bids shall be issued and shall include specifications, and all contractual terms and conditions applicable to the procurement.

(3) *Public Notice.* All public notices of the Invitation for Bids and Request for Bids shall be given a reasonable time, not less than fifteen (15) calendar days prior to the date set forth therein for the opening of bids. When time is of the essence, the Purchasing Director has the discretion to shorten the minimum time the bid is left open, with an opening date of 3 days from time of issue to allow for an emergency faxed bid. Such notice may include publication in a newspaper of general circulation of at least five hundred copies per issue a reasonable time prior to bid opening. (50.660 RSMo). The public notice shall state the place, date, and time of bid opening.

(4) *Bid Opening.* Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the Invitation for Bids or Request for Bids. The amount of each bid, and such other relevant information as the purchasing agent deems appropriate, together with the name of each bidder shall be recorded; the record and each bid shall be open to public inspection in accordance with Section 1-301 (Public Access to Procurement Information). Bids are generally opened in the Purchasing department except for bids greater than \$250,000 and Road Project bids generated by the Public Works department. The County Commission prefers these be opened in a scheduled Commission meeting.

(5) *Bid Award Recommendations.* The Purchasing Department shall present bid award recommendations in two scheduled commission meetings for all contract awards except for bid award recommendations for bids opened in scheduled Commission meetings which may be approved by County Commission during the first reading following the public bid opening.

Policy Revision: July 31, 2007, commission order # 321 -2007

(6) *Bid Acceptance and Bid Evaluation.* Bids shall be unconditionally accepted without alteration or correction, except as authorized in this Policy. Bids shall be evaluated based on the requirements set forth in the Invitation for Bids or Request for Bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs,

and total or life cycle costs. The Invitation for Bids or Request for Bids will set forth the evaluation criteria to be used.

(7) *Correction or Withdrawal of Bids; Cancellation of Awards.* Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or in such circumstances, may be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written notice received in the office designated in the Invitation for Bids or Request for Bids prior to the time set for bid opening. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the County or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if:

(a) the mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or

(b) the bidder submits evidence which clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the purchasing agent.

(8) *Award.* The contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the Invitation for Bids or Request for Bids. In the event the low responsive and responsible bid for a construction project exceeds available funds as certified by the Boone County Auditor, and such bid does not exceed such funds by more than [five] percent, the purchasing agent is authorized, when time or economic considerations preclude re-solicitation of work of a reduced scope, to negotiate an adjustment of the bid price with the low responsive and responsible bidder, in order to bring the bid within the amount of available funds. Any such negotiated adjustment shall be based only upon eliminating independent deductive items specified in the Invitation for Bids or Request for Bids.

(9) *Multi-Step Sealed Bidding.* When it is considered impractical to prepare initially a purchase description to support an award based on price, an Invitation for Bids or Request for Bids may be issued requesting the submission of un-priced offers to be followed by an Invitation for Bids or Request for Bids limited to those bidders whose offers have been determined to be technically acceptable under the criteria set forth in the first solicitation.

§3-102 Competitive Sealed Proposals.

(1) *Conditions for Use.* When the purchasing agent determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the County, a contract may be entered into by use of the competitive sealed proposals method.

(2) *Request for Proposals.* Proposals shall be solicited through a Request for Proposals.

(3) *Public Notice.* Adequate public notice of the Request for Proposals shall be given in the same manner as provided in Section 3-101(3) (Competitive Sealed Bidding, Public Notice); provided, the minimum time shall be thirty (30) calendar days. When time is of the essence, the Purchasing Director has the discretion to shorten the minimum time the proposal is left open, with an opening date of 21 days from time of issue.

(4) *Receipt of Proposals.* No proposals shall be handled so as to permit disclosure of the contents of any proposal to competing offeror's during the process of negotiation. A register of proposals shall be prepared containing the name of each offeror, the number of modifications

received, if any, and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award (610.021 RSMo).

(5) *Evaluation Factors.* The Request for Proposals shall state the relative importance of price and other evaluation factors.

(6) *Discussion with Responsible Offerors and Revisions to Proposals.* As provided in the Request for Proposals, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.

(7) *Award.* Award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the County, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award is made.

§3-103 Contracting for Designated Professional Services.

(1) *Authority.* For the purpose of procuring professional services as defined by the laws of the State of Missouri, any Administrative Authority requiring such services may procure them on its own behalf. No contractor for the services of County Counselor may be awarded without the approval of the Boone County Commission. The Boone County Purchasing department recommends that the following selection procedures be followed in these instances.

(2) *Selection Procedure.*

(a) *Obtain Statement of Qualifications.* Persons engaged in providing the designated types of professional services may submit statements of qualification and expressions of interest in providing such professional services. An Administrative Authority using such professional services may specify a uniform format for statements of qualifications. Persons may amend these statements at any time by filing a new statement. (See sample Exhibit A)

(b) *Provide adequate Public Announcement and Form of Request for Proposals.* Adequate public notice of the Request for Proposals shall be given in the same manner as provided in Section 3-102(3) (Competitive Sealed Proposals, Public Notice); provided the minimum time shall be thirty (30) calendar days. The Request for Proposals shall describe the services required, list the types of information and data required of each offeror, and state the relative importance of particular qualifications. Refer to paragraph 3-102 for competitive sealed proposals' procedures.

(c) *Conduct Discussions.* The Administrative Authority procuring the required professional services may conduct discussions with any offeror who has submitted a proposal to determine such offeror's qualifications for further consideration. Discussions shall not disclose any information derived from proposals submitted by other offerors.

(d) *Award.* A written award shall be made to the offeror selected by the Administrative Authority procuring the required professional services. The award will be based on the evaluation factors set forth in the request for proposals. If compensations cannot be agreed upon with the best qualified offeror, then negotiations will be formally terminated

with the selected offeror. If proposals were submitted by one or more other offerors determined to be qualified, negotiations may be conducted with such other offeror or offerors, in the order of their respective qualification ranking, and the contract may be awarded to the offeror then ranked best qualified if the amount of compensations is determined to be fair and reasonable.

§3-104 Small Purchases.

(1) *General.* Any contract not exceeding \$4,500.00 in a ninety day period may be made in accordance with the small purchase procedures authorized in 50.660 RSMo. Contract requirements shall not be artificially divided (i.e. stringing purchases) so as to constitute a small purchase under this Section.

(2) *Small Purchases Over \$2,500:* The Purchasing department recommends that insofar as it is practical for small purchases in excess of \$2,500, no less than three businesses shall be solicited to submit written quotations. Award shall be made to the business offering the lowest acceptable quotation. Quotations should be on company letterhead and may be transmitted by facsimile machine or e-mail. A "no bid" response submitted by a vendor is acceptable as a quote. The names of the businesses submitting quotations, and the date and amount of each quotation, shall be recorded and maintained as a public record.

(3) *Exception to Small Purchases Over \$2,500:* The Boone County Sheriff Department may waive obtaining three quotes when purchasing used vehicles for the Narcotics Unit for vehicles less than \$4,500.

Policy Revision: March 8, 2007, commission order #: 95-2007

§3-105 Sole Source Procurement.

A contract of a value in excess of \$5000 may be awarded without competition when the Commission finds that there is only one feasible source for the required supply, or service item. A contract of a value under \$5000 may be awarded without competition when a Commissioner approves of the contract based upon a finding that there is only one feasible source for the required supply, or service item. The requesting department must complete a Sole Source Request Form and submit it to the Purchasing department. (See attached Exhibit C). The Purchasing department shall keep and maintain, and provide upon request of the Commission documentation, after conducting a good faith review of available sources, that there is only one feasible source for the required supply or service. The purchasing agent shall conduct negotiations as to price, delivery, and terms as appropriate under the circumstances. The Purchasing department shall post notices of proposed sole source purchases of a value in excess of \$3000 at its offices or on its website. The Purchasing department shall also advertise the requesting department's intent to make a sole source purchase of a value in excess of \$5000 in at least one daily and one weekly newspaper of general circulation in such places as are most likely to reach prospective bidders or offerors. Except for regulated utility services, a record of sole source procurements shall be maintained as a public record in the Purchasing department and shall list each contractor's name, the amount and type of each contract, a listing of the item(s) procured under each contract, and the identification number of each contract file. The

Purchasing Agent will review the record of sole source providers yearly in December, and submit the list of renewals for approval for the next fiscal year to the commissioners in regular session.

Policy Revision: May 22, 2007, commission order #: 212-2007

§3-106 Emergency Procurements.

Notwithstanding any other provisions of this Policy, and by direction of the liaison Commissioner to any Department, and in the absence of an assigned liaison Commissioner, it shall be the Presiding Commissioner, the purchasing agent may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to public health, welfare, or safety; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. In the case of a major disaster affecting County operations caused by weather, terrorism, war, accidents, explosions, Acts of God, etc. the Presiding Commissioner or liaison Commissioner could enact the emergency purchasing policy to cover whatever goods or services may be necessary to stabilize the County's operations. A written determination of the basis for the emergency and for the selection of the particular contractor shall be documented on the *Emergency Procurement Form* and submitted to the Purchasing Department by the requesting department. (See attached Exhibit D) As soon as practicable, a record of each emergency procurement shall be made and maintained in the Purchasing department contract file and shall set forth the contractor's name, the amount and type of the contract, a listing of the item(s) procured under the contract, and the identification number of the contract file.

§3-107 Cancellation of Request for Bid or Request for Proposal.

A request for bid, a request for proposal, or other solicitation may be canceled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is for good cause and in the best interests of the County. The reasons therefor shall be made part of the bid file. Each solicitation issued by the County shall state that the solicitation may be canceled and that any bid or proposal may be rejected in whole or in part for good cause when in the best interests of the County. Notice of cancellation shall be sent to all businesses solicited. The notice shall identify the solicitation, explain the reason for cancellation and, where appropriate, explain that an opportunity will be given to compete on any re-solicitation or any future procurement of similar items. Reasons for rejection shall be provided upon request by unsuccessful bidders or offerors.

§3-108 Non-Competitive Negotiations.

A contract may be awarded without competition when the liaison Commissioner to any Department, and in the absence of an assigned liaison Commissioner, it shall be the Presiding Commissioner, agree that the required supply, or service item falls under a non-competitive negotiation. Used in those specific instances where competition is nonexistent; or to satisfy certain proprietary conditions caused by the existence of patents, copyrights, secret processes; or the purchase of captive replacement parts, OEM parts or components for equipment, as well as the technical services related to such equipment; as long as governmental policy, rules and regulations do not prohibit them.

Part B--Qualifications and Duties of Bidders and Offerors

§3-201 Responsibility of Bidders and Offerors.

(1) *Determination of Non-responsibility.* Following the bid award, if a bidder or offeror who otherwise would be awarded a contract is found non-responsible, a written determination of non-responsibility, setting forth the basis of the finding, shall be prepared by the purchasing agent and retained in the bid file. The unreasonable failure of a bidder or offeror to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility with respect to such bidder or Offeror. The final determination shall be made part of the bid file and be made a public record.

(2) *Right of Non-disclosure.* Information furnished by a bidder or offeror pursuant to this Section shall not be disclosed by the County outside of the office of the purchasing agent, or Administrative Authority, without prior written consent by the bidder or offeror.

§3-202 Cost or Pricing Data in Capital Projects.

(1) *Required Submissions Relating to the Award of Contracts.* A prospective contractor shall submit cost or pricing data when the contract is expected to exceed \$100,000 and is to be awarded by competitive sealed proposals (Section 3-102; Competitive Sealed Proposals), or by sole source procurement authority (Section 3-105; Sole Source Procurement).

(2) *Exceptions.* The submission of cost or pricing data relating to the award of a contract is not required when:

- (a) the contract price is based on adequate price competition;
- (b) the contract price is based on established catalogue prices or market prices;
- (c) the contract price is set by law or regulation; or
- (d) it is determined in writing by the purchasing agent, and at the direction of the

Boone County Commission, that the requirements of Section 3-202(1) (Cost or Pricing Data; Required Submissions Relating to the Award of Contracts) may be waived, and the determination states the reasons for such waiver (i.e. Emergency 3-106).

(3) *Required Submissions Relating to Change Orders or Contract Modifications.* A contractor shall submit cost or pricing data prior to the pricing of any change order or contract modification, including adjustments to contracts awarded by competitive sealed bidding, whether or not cost or modification involves aggregate increases or aggregate decreases in costs plus applicable profits that are expected to exceed \$100,000.

(4) *Exceptions.* The submission of cost or pricing data relating to the pricing of a change order or contract modification is not required when:

- (a) unrelated and separately priced adjustments for which cost or pricing data would not be required are consolidated for administrative convenience; or
- (b) it is determined in writing by the purchasing agent, and as approved by the Boone County Commission, that the requirements of Section 3-202(3) (Cost or Pricing Data; Required Submissions Relating to Change Orders or Contract Modifications) may be waived, and the determination states the reasons for such waiver.

(5) *Certification Required.* A contractor, actual or prospective, required to submit cost or pricing data in accordance with this Section, shall certify that, to the best of its knowledge and belief, the cost or pricing data submitted was accurate, complete, and current as of a mutually specified date prior to the award of the contract or the pricing of the change order or contract modification.

(6) *Price Adjustment Provision Required.* Any contract award, change order, or contract modification under which the submission and certification of cost or pricing data are required shall contain a provision stating that the price to the County, including profit or fee, shall be adjusted to exclude any significant sums by which the County finds that such price was increased because the contractor-furnished cost or pricing data was inaccurate, incomplete, or not current as of the date agreed upon between the County and the contractor.

§3-203 Cost or Price Analysis.

A cost analysis or price analysis, as appropriate, shall be conducted prior to award of the contract other than one awarded under Section 3-101 (Competitive Sealed Bidding). A written record of such cost analysis or price analysis shall be made a part of the contract file.

§3-204 Bid and Performance Bonds on Supply or Service Contracts.

Bid and performance bonds or other security may be requested for supply contracts or service contracts as the Purchasing Agent or Administrative Authority deems advisable to protect the County's interests. The Purchasing department generally requests bonds and securities for contracts greater than \$25,000, however the Purchasing Agent or Administrative Authority has the discretion to request bonds or other security for contracts less than \$25,000. Any such bonding requirements shall be set forth in the solicitation. Bid or performance bonds shall not be used as a substitute for a determination of a bidder or offeror's responsibility. (Bidders submit Bid Bond – in the amount of 5% of bid. Then Contractor submits a Performance Bond and a Labor & Material Bond for full amount of contract amount)).

Part C--Types of Contracts and Contract Administration

§3-301 Types of Contracts.

(1) *General Authority.* Subject to the limitations of this Section, any type of contract which is appropriate to the procurement and which will promote the best interests of the County may be used. A cost-plus-a-percentage-of-cost contract is prohibited. A cost reimbursement contract may be used only when a determination is made in writing that such contract is likely to be less costly to the County than any other type of contract, or that it is impracticable to obtain the supply, service, or construction item required except under such a contract.

(2) *Multi-Term Contracts.*

(a) *Specified Period.* Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the County, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds.

(b) *Determination Prior to Use.* Prior to the utilization of a multi-term contract, it shall be determined in writing by the requesting administrative authority:

(i.) that estimated requirements cover the period of the contract and are reasonably firm and continuing; and

(ii) that such a contract will serve the best interests of the County by encouraging effective competition or otherwise promoting economies in Boone County procurement.

(c) *Cancellation Due to Unavailability of Funds in Succeeding Fiscal Periods.* When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled and the contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract. The cost of cancellation may be paid from any appropriations available for such purposes.

(3) *Multiple Source Contracting.*

(a) *General.* A multiple source award is an award of an indefinite quantity contract for one or more similar supplies or services to more than one bidder or offeror. The obligation to order the County's actual requirements is limited by the provisions of Uniform Commercial Code Section 2-306(1).

(b) *Limitations on Use.* A multiple source award may be made when award to two or more bidders or offerors for similar products is necessary for adequate delivery, service, or product compatibility. Any multiple source award shall be made in accordance with the provisions of Section 3-101 (Competitive Sealed Bidding), Section 3-201 (Competitive Sealed Proposals), Section 3-104 (Small Purchases), and Section 3-106 (Emergency Procurements), as applicable. Multiple source awards shall not be made when a single award will meet the County's needs without sacrifice of economy or service. Awards shall not be made for the purpose of dividing the business, making available product or supplier selection to allow for user preference unrelated to utility or economy, or avoiding the resolution of tie bids. Any such awards shall be limited to the least number of suppliers necessary to meet the valid requirements.

(c) *Contract and Solicitation Provisions.* All eligible users of the contract shall be named in the solicitation, and it shall be mandatory that the actual requirements of such users that can be met under the contract be obtained in accordance with the contract, provided that:

(i) the County shall reserve the right to take bids separately if a particular quantity requirement arises which exceeds its normal requirement or an amount specified in the contract; and

(ii) the County shall reserve the right to take bids separately if the purchasing agent approves a finding that the supply or service available under the contract will not meet a non-recurring special need of the County.

(d) *Intent to Use.* If a multiple source award is anticipated prior to issuing a solicitation, the County shall reserve the right to make such an award and the criteria for award shall be stated in the solicitation.

(e) *Determination Required.* The purchasing agent shall make a written determination setting forth the reasons for a multiple source award, which shall be made a part of the official record.

§3-302 Contract Clauses and Their Administration.

(1) Contract Clauses. All County contracts for supplies, services, and construction shall include provisions necessary to define the responsibilities and rights of the parties to the contract. The purchasing agent, after consultation with the Boone County County Counselor, may issue clauses appropriate for supply, service, or construction contracts, addressing among others the following subjects:

- (a) the unilateral right of the County to order in writing changes in the work within the scope of the contract;
- (b) the unilateral right of the County to order in writing temporary stopping of the work or delaying performance that does not alter the scope of the contract;
- (c) variations occurring between estimated quantities of work in contract and actual quantities;
- (d) defective pricing;
- (e) liquidated damages;
- (f) specified excuses for delay of nonperformance;
- (g) termination of the contract for default;
- (h) termination of the contract in whole or in part for the convenience of the County of Boone; (i) suspension of work on a construction project ordered by the County; and (j) site conditions differing from those indicated in the contract, or ordinarily encountered, except that a differing site conditions clause need not be included in a contract:
 - (i) when the contract is negotiated
 - (ii) when the contractor provides the site or design; or
 - (iii) when the parties have otherwise agreed with respect to the risk of differing site conditions.

(2) *Price Adjustments.*

- (a) Adjustments in price resulting from the use of contract clauses required by Subsection (1) of this Section shall be computed in one or more of the following ways:
- (i) by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
 - (ii) by unit prices specified in the contract or subsequently agreed upon;
 - (iii) by the costs attributable to the events or situations under such clauses with adjustment of profit or fee, all as specified in the contract or subsequently agreed upon;
 - (iv) in such other manner as the contracting parties may mutually agree; or
 - (v) in the absence of agreement by the parties, by a unilateral determination by the County of the costs attributable to the events or situations under such clauses with adjustment of profit or fee as computed by the County, as accounted for in accordance with generally accepted accounting practices and subject to the provisions of Article 9 (Appeals and Remedies).

(b) A contractor shall be required to submit cost or pricing data if any adjustment in contracting price is subject to the provisions of Section 3-202 (Cost or Pricing Data).

(3) *Standard Clauses and Their Modification.* The purchasing agent, after consultation with the Boone County County Counselor, may establish standard contract clauses for use in Boone County contracts. If the purchasing agent establishes any standard clauses addressing the

subjects set forth in Subsection (1) of this Section, such clauses may be varied provided that any variations are supported by a written determination that states the circumstances justifying such variations, and provided that notice of any such material variation be stated in the invitation for bids or request for proposals.

§3-303 Contract Administration.

A contract administration system designed to insure that a contractor is performing in accordance with the solicitation under which the contract was awarded, and the terms and conditions of the contract, shall be maintained by the administrative authority.

§3-304 Right to Inspect Plant.

The County may, at reasonable times, inspect the part of the plant, place of business, or work site of a contractor or subcontractor at any tier which is pertinent to the performance of any contract awarded or to be awarded by the County.

§3-305 Right to Audit Records.

(1) *Audit of Cost or Pricing Data.* The County may at reasonable times and places audit the books and records of any contractor who has submitted cost or pricing data pursuant to Section 3-202 (Cost or Pricing Data) to the extent that such books, documents, papers, and records are pertinent to such cost or pricing data. Such books and records shall be maintained by the contractor for a period of five (5) years from the date of final payment under the subcontract or as otherwise provided by laws of the State of Missouri.

(2) *Contract Audit.* The County shall be entitled to audit the books and records of a contractor or a subcontractor at any tier under any negotiated contract or subcontract other than a firm fixed-price contract to the extent that such books, documents, papers, and records are pertinent to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of five (5) years from the date of final payment under the subcontract or as otherwise provided by laws of the State of Missouri.

§3-306 Reporting of Anti-competitive Practices.

When for any reason collusion or other anti-competitive practices are suspected among any bidders or offerors, a notice of the relevant facts shall be transmitted to the state Attorney General and Boone County County Counselor.

§3-307 County Procurement Records.

(1) *Retention of Procurement Records.* All procurement records shall be retained and disposed of by the Boone County Clerk for the County in accordance with records retention guidelines and schedules approved by the Missouri Secretary of State.

ARTICLE 4--SPECIFICATIONS

§4-101 Maximum Practicable Competition.

All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage competition in satisfying the County's needs, and shall not be unduly restrictive. The policy enunciated in this Section applies to all specifications including but not limited to, those prepared for the County by architects, engineers, designers, and draftsmen.

§4-102 Brand Name or Equal Specification.

(1) *Use.* Brand name or equal specifications may be used when the purchasing agent determines in writing that:

- (a) no other design or performance specification or qualified products list is available;
- (b) time does not permit the preparation of another form of purchase description, not including a brand name specification;
- (c) the nature of the product or the nature of the County's requirements makes use of a brand name or equal specification suitable for the procurement; or
- (d) use of a brand name or equal specification is in the County's best interests.

(2) *Designation of Several Brand Names.* Brand name or equal specifications shall seek to designate three, or as many different brands as are practicable, as "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award.

(3) *Required Characteristics.* Unless the purchasing agent determines in writing that the essential characteristics of the brand names included in the specifications are commonly known in the industry or trade, brand name or equal specifications shall include a description of the particular design, functional, or performance characteristics which are required.

(4) *Nonrestrictive Use of Brand Name or Equal Specifications.* Where a brand name or equal specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition.

§4-103 Brand Name Specification

(1) *Use.* Since use of a brand name specification is restrictive of product competition, it may be used only when the purchasing agent makes a written determination that only the identified brand name item or items satisfy the County's needs.

(2) *Competition.* The purchasing agent shall seek to identify sources from which the designated brand name item or items can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under Section 3-105 (Sole Source Procurement).

ARTICLE 5

POLICY FOR CONTRACTING FOR ARCHITECTURAL, ENGINEERING, AND LAND SURVEYING SERVICES

(Revised 1/04 by Public Works)

It shall be the policy of Boone County, Missouri (the "County") to negotiate contracts for architectural, engineering and land surveying on the basis of demonstrated competence and qualifications at fair and reasonable prices. In order to implement this general policy, the following policies and procedures shall be applied:

1. GENERAL QUALIFICATIONS – Only persons, firms, partnerships, corporations or other legal entities providing architectural, engineering and land surveying services (referred to in this policy as "Consultants") that are licensed or registered with their respective governmental agencies and are in good standing shall be permitted to contract with the County. In addition, all Consultants that contract with the County for professional services shall be required to maintain professional liability insurance and other standard business insurance coverages customarily maintained by businesses offering these professional services in such amounts and with such coverage as the County may from time-to-time determine necessary to assure the responsible performance of work and to protect the County and Consultants. The Consultants meeting these qualifications and who have shown an interest in performing services for the County, will be sent an annual General Consultant Services Agreement. (See Attachment A).
2. COUNTY REGISTRY OF CONSULTANTS – The Boone County Public Works Department (the "Department") shall maintain a registry classified by category of Consultants interested in performing architectural, engineering and land surveying services for the County. Consultants may be listed in the County registry upon filing a statement of qualifications as prescribed in this policy.
3. STATEMENT OF QUALIFICATION – Each Consultant desiring to be registered with the County for consideration in contracting with the County for architectural, engineering and land surveying services shall file a new or updated statement of qualifications before the close of each calendar year in accordance with this policy:
 - 3.1. Content of Statement of Qualifications – Each statement of qualifications shall contain the following:
 - 3.1.1. Business Information – Contain basic biographical information about the firm, including firm name and former firm names, address, date established, statement of business organization, names of all owners, principles, partners and professional employees.
 - Staff Information – Contain resumes of each professional in the firm, including a description of experience, technical competence, and areas of expertise. The description should also include the number of ancillary

staff with job descriptions or titles and relevant experience available for assignment.

Registration and Licensing – Contain evidence of professional registration or licensing with the state of Missouri and, in the case of business entities which must be registered with the Secretary of State, current copies of registration and statements of good standing.

Work History – Contain a listing of all government agencies for which work was performed within the preceding two years and nature of services. In the event the Consultant seeking registry has not performed professional services for governmental entities, then the Consultant shall provide a listing of institutional or business clients for whom work has been performed in the preceding two years. If references are unavailable, then the Consultant seeking registration shall provide a detailed explanation of why references are not available.

- 3.1.2 Subcontractors – Contain a listing of subconsultants or subcontractors normally retained by Consultant to perform work not customarily performed by the Consultant. Relevant descriptions of expertise of subcontractors should be included when appropriate.

Project Listing – Contain a listing of completed and pending projects in which the consultant was or is the primary provider of professional services or manager of the project.

Insurance – Contain evidence of insurance coverages and amounts carried by the Consultant as required by the general qualifications for County Consultants.

- 3.1.3 Quality Controls – Contain a description of internal quality control and assurance procedures used to verify accuracy and reliability of work product.

- 3.2 Registry Information – The Registry of Consultants shall be open to the public for inspection. Consultants which do not annually update statements of qualifications may remain on the registry at the discretion of the Department but need not be considered nor have the right to make claim of entitlement to be considered for performing contract work with the County. It shall be the responsibility of each Consultant to maintain a current statement of qualifications.

4. SELECTION OF CONSULTANTS – Consultants shall be selected for ongoing general consulting services on an “as needed” basis, for planning, feasibility studies, surveys, cost estimating, and other related work not currently designated or funded for capital improvement expenditures and for professional services on specific projects which are

designated or funded for current or future capital improvements. Consultants shall be selected for each category in the following manner:

- 4.1 General Consulting Services – The Department shall select, contact and written work requests or proposals from one or more Consultants listed on the County Registry of Consultants that have executed a county general consultant services agreement for the current fiscal year. Written proposals from such consultants shall contain information necessary to evaluate the Consultant’s current ability to efficiently deliver required services in a timely manner. Proposals shall include the following information consistent with the general consultant services agreement: a written proposal responsive to the Department’s request for services or proposal with the same or greater level of specificity required by the request for services or proposal. The Consultant shall specifically identify services which are included as basic services and those services which are excluded from basic services, time or schedule for completion, the cost of services, and the basis of billing. After evaluation on the basis of the foregoing criteria and any other information which the Department has gathered, the Department shall negotiate a contract for services and forward to the County Commission its recommendation for selection of a Consultant for general service and the applicable contract for the specific work. The County Commission may also procure general consulting services in the manner prescribed by this policy.

- 4.2 Capital Improvement Project Consultant Services – For professional services on specific projects for which the fees are estimated to exceed \$60,000, the Consultant shall be selected in the following manner: the Department shall contact a sufficient number of Consultants from the County Registry of Consultants in order to identify Consultants both qualified and available to perform needed work and to insure that two (2) or more written proposals will be received for the proposed project. The Department shall send written requests for proposals to all of those Consultants who, in the opinion of the Department, possess the necessary qualifications, capacity and ability to perform the professional services required by the County in an efficient and timely manner and who are available to perform such services. Consultant proposals to the County shall be returned to the County no later than 3 weeks from receipt and shall include, at a minimum, the following information to the extent not included in the Consultant’s current statement of qualifications on file with the County:
 - 4.2.1 Experience – The professional experience and technical competence with respect to the type of services required.

Performance Ability – The ability and capacity to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project.

Past Performance Record – The Consultant’s past record of performance with respect to such factors of cost, quality of work, and ability to meet schedules.

Proposal – The Consultant’s proposal for doing the work, including description of included and excluded services, in accordance with the criteria established in the request for proposal.

Fees and Expenses – A fee proposal including estimates of professional fees, the basis for the proposed fees, proposed schedule for payment, and identification and estimate of reimbursable expenses and other costs associated with proposed services.

Insurance Coverage – Evidence of current professional liability insurance coverages and amounts of coverage unless specific insurance requirements are specified in the request for proposal, in which case evidence that these requirements are satisfied.

5. PROPOSAL EVALUATIONS – A selection committee consisting of the Director of Public Works, Manager of Design and Construction, and the Department’s Project Engineer will review the proposals that exceed \$60,000 for the Capital Improvement Projects. The Committee shall investigate and evaluate the proposals received and may conduct screening interviews or conferences in person or by telephone to make a short list of Consultants with whom contract negotiations may be conducted. Preference may be given to Consultants who have previously performed work in connection with the proposed project. On the basis of the Committee’s investigation and evaluation of the proposals, the Department will list the Consultants in order of qualifications and ability to perform the desired work at a fair and reasonable price in order to negotiate a mutually satisfactory contract for professional services.
6. CONTRACT NEGOTIATIONS – Regardless of the nature of services sought, the first selected Consultant shall be requested to interview with the Committee to define the scope of services to be provided and to establish the compensation as well as other elements or requirements for the work. The Consultant’s fees and expenses for the work shall also be negotiated on the basis of what amounts are mutually agreed upon to be fair and reasonable. The committee will make its recommendation to the Department director. A contract shall be prepared on the basis of these discussions and negotiations by either the Department or County Counselor which, once finalized, shall be submitted to the County Commission for award and final approval. If after reasonable effort as determined by the Department a contract cannot be negotiated, the negotiations with the first designated Consultant shall be terminated and negotiations shall be started with the next selected Consultant meeting the County’s requirement.

7. **CONTRACT AWARDS** – If the Department is able to successfully negotiate the terms and conditions of a contract with the Consultant it shall recommend award of the contract to the Consultant by the County Commission which shall be the contracting party. In the event the County Commission declines award to the recommended Consultant, the Department shall negotiate a contract and recommend award to the next succeeding qualified Consultant until contract is awarded.
8. **WAIVER OF POLICY REQUIREMENTS** – The Department may in its sole discretion waive any of the procedural requirements set forth in this policy in cases of emergency, exigent circumstances or other circumstances warranting waiver as long as the reasons for waiver are documented in writing; upon timely request of any party objecting to the waiver, the waiver shall be reviewed and approved by the County Commission.
9. **CONSULTANT DISQUALIFICATION** – Any Consultant which in the opinion of the Department is not qualified to perform work for the County, or is not financially solvent or responsible, or which violates any term or condition of this policy or substantially or repeatedly fails to perform any term or condition of a contract with the County deemed material by the Department may be disqualified from contracting with the County and will be notified of such disqualification in writing. Any Consultant aggrieved by any decision of the Department disqualifying the Consultant from contracting with the County may appeal such decision to the County Commission within ten (10) days of the rendition of such decision.

Professional Service Agreements up to \$4,500

Per Commission Order #179-2001

The Director of Public Works has been granted the authority to enter into professional service agreements for roadway and building improvement in an amount up to \$4,500, and authorize additional services up to 10% or \$4,500 whichever is less per contract. Professional service agreements in excess of \$4,500 will be allowed relating to traffic analysis only. Done this 17th day of April, 2001.

1. A Request for Proposal is issued by the Department of Public Works to a qualified vendor holding a general contract with the County via the Qualifications Based Selection Process.
2. The Vendor returns a proposal defining the scope of work to the Department of Public Works.
3. The Department will forward the proposals to the County attorney who will prepare TWO original contracts.
4. The original contracts are returned to the Department for the Director's signature. The Department will prepare a Purchase Requisition to be attached to the contract.

5. The two original contracts with the Director's signature and the Purchase Requisition are then forwarded to the Auditor's office. The Auditor will certify funds and issue a Purchase order.
6. All documents will then be forwarded back to the Department of Public Works.
7. A temporary copy will be made of the contract and retained at Public Works, while the two originals and the vendor copy of the Purchase Order are sent back to the Vendor for signature. The Vendor may use the P.O. as a Notice to Proceed.
8. One signed original to replace the temporary copy is to be returned to the Department of Public Works for retention in the Road file.
9. A copy of the contract and P.O. is sent to the liaison commissioner to report at the regular commission meeting.

VOCA CERTIFIED ASSURANCES

AGENCY NAME: Boone County Prosecuting Attorney

PROJECT TITLE: Victim Response Team

The Subgrantee is subject to compliance with the following assurances:

1. **Laws, Orders, Circulars and Regulations:** The Subgrantee agrees to comply, and assure that all its subcontractors will comply, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; the Victims of Crime Act (VOCA) of 1984, 42 U.S.C. 10603 (a)(2) and (b)(1) and (2) and the applicable Program Guidelines and Regulations; the Missouri Department of Public Safety VOCA Request for Proposal and Application Packet for the specified contract period; the financial and administrative requirements set forth in the current edition of the Office of Justice Programs Financial Guide; and all other applicable federal and State laws, orders, circulars or regulations as they pertain to the use of VOCA and match funds.
2. **Services to Battered Women and their Children:** The Subgrantee, if providing services to battered women and their children through this contract, shall comply with the service standards and guidelines set forth by the Missouri Coalition Against Domestic and Sexual Violence Service Standards and Guidelines for Domestic Violence Programs, as they relate to the provision of services required herein.
3. **Civil Rights information:** The Subgrantee agrees to collect and maintain information on race, sex, national origin, age, and disability of recipients of assistance, where such information is voluntarily furnished by those receiving assistance.
4. **Coordination of activities:** The Subgrantee shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
5. **Non-Supplantation:** The Subgrantee assures that federal VOCA funds made available will not be used to supplant state and local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for the activities of this project (Supplanting does not apply to non-profit organizations).
6. **Data Collection:** The Subgrantee assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require. This includes any additional information that may be necessary in follow-up to monitoring and/or audit issues, and in response to requests from the Department of Justice, Office of Justice Programs.
7. **Access to Records:** The Subgrantee authorizes the Missouri Department of Public Safety and/or the Office for Victims of Crime and/or the Office of the Comptroller, and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant.
8. **Equal Employment Opportunity Program:** The Subgrantee assures that, if required to formulate an Equal Employment Opportunity Program (EEO) in accordance with 28 CFR 42.301 et seq., it will submit a certification to the Missouri Department of Public Safety that it has a current EEO on file that meets the requirements therein.
9. **Discrimination Prohibited:** The Subgrantee assures that it will comply, and all its subcontractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or the Victims of Crime Act (as applicable) which prohibits discrimination in federally funded programs on the basis of race, color, national origin, religion or sex; Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, or nation origin (includes limited English proficiency – LEP) in federally funded programs; Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination in federally funded programs on the basis of disability; Subtitle A, Title II of the Americans with Disability Act (ADA) (1990) which prohibits discrimination on the basis of disability; Title IX of the Education Amendments of 1972 which prohibits discrimination in federally funded programs on the basis of sex; the Age Discrimination Act of 1975 which prohibits discrimination in federally funded programs on the basis of age; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination 28 CFR Part 35 and Part 39.

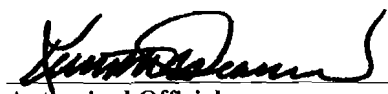
The Subgrantee assures that, in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin (including limited English proficiency), age, disability or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights (OCR) of the Office of Justice Programs, U.S. Department of Justice.
10. **Limited English proficiency (LEP):** The Subgrantee assures that, in accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). “Meaningful access” will generally involve some combination of oral interpretation services and written translation of vital documents.

11. **Faith-based Organizations:** Such organizations applying for and receiving federal funds must ensure that services are offered to all crime victims without regard to religious affiliation, that federal funds are not used for inherently religious activities – that these activities must be held separately from the federally funded activities and that the receipt of services is not contingent upon participation in a religious activity or event.
12. **Historic Preservation Act:** Subgrantees must be in compliance with the National Historic Preservation Act (16 USC 470) stating that you must consult the State Historic Preservation Officer to identify protected properties and agree to avoid or mitigate adverse effects to such properties.
13. **Fair Labor Standards Act:** All recipients of federal funds will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.
14. **Client-Counselor Confidentiality:** The Subgrantee assures that they will maintain confidentiality of client-counselor information as required by state and federal law
15. **Confidentiality of Research Information:** The Subgrantee assures that except as otherwise provided by federal law, they shall not use or reveal any research or statistical information furnished under this program by any person identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information, and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. See Section 1407(d) of VOCA codified at 42 U.S.C. 10604.
16. **Injury or Damage:** The Subgrantee agrees that they will be responsible for any and all injury or damage as a result of any service rendered under the terms and conditions of the contract. In addition to the liability imposed upon the Subgrantee on the account of personal injury, bodily injury (including death) or property damage suffered as a result of the Subgrantee's performance under the contract, the Subgrantee assumes the obligation to save the Department of Public Safety (DPS) and the Office of the Director, including its officers, employees and representatives, harmless and to indemnify DPS and the Office of the Director, including its officers, employees and representatives, from every expense, liability or payment arising out of such negligent act. The Subgrantee also agrees to hold DPS and the Office of the Director, including its officers, employees and representatives, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the Subgrantee under the terms of the contract.
17. **Relationship:** The Subgrantee agrees that they will represent themselves to be an independent Subgrantee offering such services to the general public and shall not represent themselves or their employees to be employees of the Office of the Director or the Department of Public Safety. Therefore, the Subgrantee shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agree to indemnify, save, and hold the Office of the Director and the Department of Public Safety, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.
18. **Law Enforcement Certification:** If the Subgrantee is a law enforcement agency, the Subgrantee assures that the agency is in compliance with sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that "any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be eligible to receive state or federal funds which would otherwise be paid to it for purposes of training and certifying peace officers or for other law enforcement, safety or criminal justice purposes."
19. **Uniform Crime Reporting and Racial Profiling:** If the Subgrantee is a law enforcement agency, the Subgrantee assures that the agency is in compliance with the provisions of Section 43.505, RSMo relating to uniform crime reporting, and Section 590.650, RSMo relating to racial profiling.
20. **Victims' Rights Compliance:** The Subgrantee assures that it will provide the eligible direct victim services, as may be required, set forth in Missouri's Constitutional Amendment for **Victims' Rights and Section 595.209, RSMo**. (These eligible direct victim services do not include general witness assistance).
21. **Criminal Activity:** The Subgrantee assures that they will formally report to the Missouri Department of Public Safety within 48 hours of notification that a Department of Public Safety grant-funded individual is arrested for or formally charged with a misdemeanor or felony regardless if the criminal offense is related to the individual's employment. The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.
22. **Renewal:** An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal shall be subject to the terms set forth by

the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.

- 23. **Fund Availability:** It is understood and agreed upon that, in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in federal or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.
- 24. **Termination of Award:** The Missouri Department of Public Safety, Office of the Director reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the Subgrantee. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the Subgrantee under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri. The Subgrantee shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.
- 25. **Annual Performance Report:** The Subgrantee agrees to provide information on the activities supported and an assessment of the effects that the VOCA victim assistance funds have had on services to crime victims for a one year period October 1 through September 30. This information will be submitted annually on the DPS "VOCA Annual Performance Report" no later than October 15 of each year.

The Subgrantee hereby certifies, by signature, acceptance of the terms and conditions specified or incorporated by reference herein, including those stated in the contract application.



Authorized Official DATE 5/28/09



Project Director DATE 5-18-09

AUDIT REQUIREMENTS

As a recipient of funds through the Missouri Department of Public Safety, you **ARE** required to submit a copy of your agency's audit for the period covered by this contract.

- ⇒ An audit is required for the agency fiscal year, when **State** financial assistance, (which consists of funds received directly from the State of Missouri, but does not include federal pass-through funds), of **\$100,000** or more is expended by the applicant agency.
- ⇒ An audit is required for the agency fiscal year, when **Federal** financial assistance, (which consists of funds received from the Federal Government or federal funds passed through state agencies), of **\$500,000** or more is expended by the applicant agency.
- ⇒ No audit of any type is required when **STATE** financial assistance of less than \$100,000 or **FEDERAL** financial assistance of less than \$500,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.



This section must be completed **even if your agency is not required** to submit an audit to the Missouri Department of Public Safety

1. Date of last audit: 1/1/08 2. Date(s) covered by last audit: 1/1/07-12/31/07
3. Last audit performed by: KPMG Limited Liability Partnership
Phone number of auditor: (314) 244-4024
4. Date of next audit: 1/1/09 5. Date(s) to be covered by next audit: 1/1/08-12/31/08
6. Next audit will be performed by: RubinBrown LLP. St. Louis, Missouri
Phone number of auditor: (314) 290-3300
7. Total amount of funds received from ALL entities ***INCLUDING*** the Department of Public Safety
Federal Amount: \$ 1,798,406.00 State Amount: \$ 2,901,691.00

NOTE: State Auditor of Missouri audits all state agencies, third class counties, and all judicial circuits. First, second, and fourth class counties and other local political subdivisions and not-for-profit agencies must make arrangements with a private CPA firm to perform an audit.

Signed: 
(Authorized Official)

Date: 5/28/09

Agency: Boone County Commission

Phone: (573) 886-4305

REPORT OF EXPENDITURES AND CHECK PAYEE INFORMATION

The following information is necessary if your agency receives a contract from the Missouri Department of Public Safety

Name and address of the individual who will be responsible for completing the Monthly Report of Expenditures and Request for Reimbursement. *(The Monthly Report of Expenditures and Request for Reimbursement will be mailed to this individual each month.)*

NAME: Bonnie J. Adkins

AGENCY: Boone County Prosecuting Attorney

ADDRESS: 705 E. Walnut Street
Columbia, MO 65201-4485
(Include city, state, and zip)

TELEPHONE: (573) 886-4112 FAX NUMBER: (573) 886-4148

E-MAIL ADDRESS: badkins@boonecountymo.org

Check Payee Information - List the name and address of the check payee. Do not include an individual's name, *only the name and address of the agency to which the check must be made payable.* (Example: City of Jefferson City, NOT Jefferson City Police Department)

AGENCY: Boone County Prosecuting Attorney

ADDRESS: 705 E. Walnut Street
Columbia, MO 65201-4485
(Include city, state, and zip)

Name and address of the individual to whom the check needs to be mailed. *(The check will be mailed directly to this individual each month.)*

NAME: Kay Murray

AGENCY: Boone County Treasurer

ADDRESS: 801 E. Walnut Street Room 112
Columbia, MO 65201
(Include city, state, and zip)

TELEPHONE: (573) 8864365 FAX NUMBER: (573) 886-4369

E-MAIL ADDRESS: kmurray@boonecountymo.org



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant 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 lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Daniel K. Knight

Name and Title of Authorized Representative

Signature

Date

Boone County Prosecuting Attorney

Name of Organization

705 E. Walnut Street, Columbia, Missouri 65201

Address of Organization



The Shelter

For Victims of Domestic Violence and Sexual Assault

P.O. Box 1367 Columbia, MO 65205-1367

Main Office Phone: (573) 875-0503 Main Office Fax: (573) 875-0518

Shelter Office Phone: (573) 875-1369 Shelter Office Fax: (573) 817-1280

Shelter Hotline: (573) 875-1370 or (800) 548-2480

www.boonecountysafeshelter.com

May 13, 2009

Missouri Department of Public Safety
Office of the Director
P.O. Box 749
Jefferson City, MO 65102-0749

VOCA Review Panel:

Comprehensive Human Services Inc., The Shelter strongly supports The Boone County Prosecuting Attorney's Office VOCA funding application for the 2009-10 funding period. As part of the DOVE Unit, both The Shelter and the Prosecuting Attorney's Office work together on a frequent basis. Their level of professionalism and the willingness to work for the greater good of the victim are evident.

Mark Koch, the Prosecuting Attorney's Office Victim Specialist, has provided excellent service to victims of domestic violence in the Boone County area. He is proactive in securing crime victim's compensation for victims referred through The Shelter. In addition, he has worked and continues to work with The Shelter on specific cases involving shared clientele; participated in and provided cross training to staff and volunteers; worked to enhance and improve the DOVE Unit's collaborative effect; and brainstormed ways to increase community awareness of the issues involved in domestic violence.

The Shelter strongly believes that the established working relationship between our two organizations is important to reducing the incidence of domestic violence through the coordinated community response approach. If you have any questions or need additional information, please contact me at (573) 875-0503. Thank you for your consideration of the Boone County Prosecuting Attorney's Office' request for VOCA funding.

Sincerely,

E. Leigh Voltmer
Executive Director

ELV/jlg



Comprehensive Human Services, Inc.
A United Way Agency





Rainbow House

CHILDREN'S EMERGENCY SHELTER
REGIONAL CHILD ADVOCACY CENTER
TRANSITIONAL LIVING PROGRAM

1611 Towne Drive Columbia, MO 65202 (p) 573 474 6600 (f) 573 474 5992 www.Rainbowhousecolumbia.org

May 20, 2009

Missouri Department of Public Safety
Office of the Director
Post Office Box 749
Jefferson City, MO 65102

RE: Letter of Collaboration – Crime Victim Specialist
Boone County Prosecutor's Office

Dear VOCA Grant Review Committee:

This letter of collaboration is being sent on behalf of the Boone County Prosecuting Attorney's Office and their request for VOCA funding for the Crime Victim Specialist.

Rainbow House works closely and collaboratively with the Victim Specialist, Mark Koch. The Family Advocate at our agency has requested guidance from Mark when working with families in crisis. It is Mark who has educated our Family and Child Advocates throughout the past years regarding compensation for crime victims and their families and how to access the funds. Mark is a respected member of our Boone County Investigative team as well as the Interagency Council on Child Abuse and Neglect (ICAN). Mark can be relied on to assist our staff, and we would not hesitate to contact him.

Those who choose to serve crime victims are challenged daily to provide emotional support, effectively communicate with all socio-economic groups, remain current with legal and judicial information, and assist with resources for families while maintaining an approachable and professional manner. Mark successfully fulfills the role as Crime Victim Specialist and provides an effective voice for crime victims in our community.

We fully support the efforts of the Boone County Prosecutor's Office, Crime Victim Specialist, and encourage you to favorably consider their request for VOCA funding.

Sincerely,

Janie Bakutes, CAC Director

Kim Stewart, Forensic Interviewer

Kristi Turner, LCSW, Clinical Coordinator

Johanna Oldham, Family and Child Advocate



CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

May Session of the April Adjourned

Term. 20 09

In the County Commission of said county, on the

28th day of May

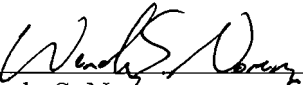
20 09

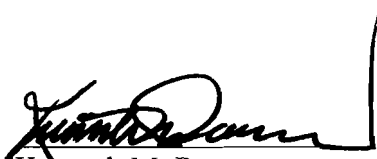
the following, among other proceedings, were had, viz:

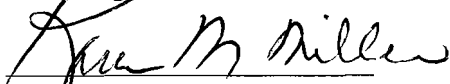
Now on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the COPS Technology Grant Application.


Done this 28th day of May, 2009.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Kenneth M. Pearson
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

Opportunity Title:	COPS Technology Program
Offering Agency:	Community Oriented Policing Services
CFDA Number:	
CFDA Description:	
Opportunity Number:	COPS-OTHERTECH-2009-1
Competition ID:	
Opportunity Open Date:	04/27/2009
Opportunity Close Date:	06/03/2009
Agency Contact:	John Oliphant Program Manager E-mail: john.Oliphant@usdoj.gov Phone: 202-307-3411

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: Boone County Missouri Sheriff's Office

Mandatory Documents

Move Form to Complete

Move Form to Delete

Mandatory Documents for Submission

Application for Federal Assistance (SF-424)

COPS Budget

COPS Application Attachment

Optional Documents

Move Form to Submission List

Move Form to Delete

Optional Documents for Submission

Other Attachments Form

Instructions

- 1** Enter a name for the application in the Application Filing Name field.

 - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.

- 2** Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.

 - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
 - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
 - To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
 - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.

- 3** Click the "Save & Submit" button to submit your application to Grants.gov.

 - Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
 - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
 - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
 - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

* 2. Type of Application:

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify)

* 3. Date Received:

06/02/2009

4. Applicant Identifier:

5a. Federal Entity Identifier:

* 5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

Boone County Sheriff's Office

* b. Employer/Taxpayer Identification Number (EIN/TIN):

43-6000349

* c. Organizational DUNS:

182739177

d. Address:

* Street1:

2121 County Drive

Street2:

* City:

Columbia

County:

* State:

MO: Missouri

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

65202

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Chad

Middle Name:

* Last Name:

Martin

Suffix:

Title:

Captain

Organizational Affiliation:

* Telephone Number:

(573) 876-6101

Fax Number:

* Email:

cmartin@boonecountymo.org

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Community Oriented Policing Services

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*** 12. Funding Opportunity Number:**

COPS-OTHERTECH-2009-1

* Title:

COPS Technology Program

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

*** 15. Descriptive Title of Applicant's Project:**

Law enforcement technology project involving automatic license plate recognition cameras, mobile data terminals, and iris (biometric) scanning technology in the jail facility.

Attach supporting documents as specified in agency instructions.

[Add Attachments](#) [Delete Attachments](#) [View Attachments](#)

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="200,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="200,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

BUDGET DETAIL WORKSHEETS

OMB Control Number: 1103-0097

Expiration Date: 5/31/2011

Applicant Legal Name:

ORI #:

Boone County Sheriff's Office

MO01000

COPS FUNDING REQUEST

Federal assistance is being requested under the following COPS Office funding category:

Please select the funding category that was selected on the COPS Application Attachment to SF-424.

- | | |
|--|---|
| <input type="checkbox"/> Tribal Resources Grant Program | <input checked="" type="checkbox"/> Targeted-Technology Program |
| <input type="checkbox"/> Targeted-Methamphetamine Initiative | <input type="checkbox"/> Universal Hiring Program |
| <input type="checkbox"/> Community Policing Development Programs | <input type="checkbox"/> Child Sexual Predator Program |
| <input type="checkbox"/> Secure Our Schools | |

A. Sworn Officer Positions

No Sworn Officer Positions Requested

Instructions: For COPS programs which fund sworn officer positions, you may apply for entry-level salaries and benefits of newly hired, additional law enforcement officers. Please refer to the Application Guide for information on the length of the grant term for the specific program which you are applying.

This worksheet will assist your agency in properly organizing your **maximum estimated** salary and benefit costs and providing the necessary financial details for review by the COPS Office. Please list the entry-level base salary and fringe benefits **rounded to the nearest whole dollar** for one sworn officer position within your agency. COPS hiring funds may also be used to pay for entry-level salaries and benefits of newly-hired, additional officers who will backfill the positions of locally-funded veteran officers that will be deployed into community policing specialty areas (i.e., School Resource Officers). **Do not include employee contributions.**

Complete part 1 if you are requesting funds for full-time officer positions.

Officer Positions Requested:

Full-time:

Enter the number of new, entry-level full-time and/or part-time officer positions that are being requested. Do not include any officers already funded (or for which funding has been requested) under any other COPS grants or any positions otherwise funded with state, local, tribal, or BIA funds. Your request should be consistent with your agency's law enforcement needs. Do not request more positions than your agency can support and retain.

Applicant Legal Name:

Boone County Sheriff's Office

ORI #:

MO01000

A. Sworn Officer Positions

Part 1: Full time sworn officer information

Total Entry-Level Base Salary for One Position \$ x **Years = \$**
(Base Salary Subtotal)

B. Fringe Benefit Cost % of Base Additional Information

Social Security If Exempt Check Here: Fixed Rate:
Can't Exceed 6.2% of total base salary. If less than 6.2%, exempt or fixed rate, provide an explanation in the "Sworn Officer Position Budget Summary".

Medicare If Exempt Check Here: Fixed Rate:
Can't Exceed 1.45% of total base salary. If less than 1.45%, exempt, or fixed rate, provide an explanation in the "Sworn Officer Position Budget Summary".

Health Insurance Family Coverage? Yes No Fixed Rate:
Can't Exceed 30% of total base salary for individual plans, or 45% for family plans. If it exceeds these rates or is a fixed rate, provide an explanation in "Sworn Officer Position Budget Summary".

Life Insurance

Vacation Number of Hours Annually:

Sick Leave Number of Hours Annually:

Retirement Fixed Rate:

Can't Exceed 20% of the total base salary (unless a fixed rate). If a fixed rate, provide an explanation in the "Sworn Officer Position Budget Summary".

Worker's Comp If Exempt Check Here: Fixed Rate:
Can't Exceed 10% of the total base salary. If exempt or if it exceeds this rate, provide an explanation in the "Sworn Officer Position Budget Summary".

Unemployment Ins. If Exempt Check Here: Fixed Rate:
Can't Exceed 5% of the total base salary. If exempt or if it exceeds this rate, provide an explanation in the "Sworn Officer Position Budget Summary".

Other Describe:

Other Describe:

Other Describe:

Total Salary (Part A) \$ + **Total Fringe Benefits (Part B)** x **# of Positions** = **Sworn Officer Total**
Transfer to Budget Summary Line 1

Applicant Legal Name:

Boone County Sheriff's Office

ORI #:

MO01000

Part 2: Sworn Officer Position Budget Summary (all applicants requesting officer position(s) must complete this section.)

After completing Part 1 of this form, answer the following questions. If necessary, attach an explanation of how you computed salaries and benefits for this worksheet. Be sure to answer EVERY question. Missing or erroneous information could significantly delay the review of your agency's request.

1. If your agency's second and third-year costs for salaries and/or fringe benefits are greater than the first year, check the reason(s) why in the space below. You must check at least one.

- Cost of living adjustment (COLA) Step Raises Change in benefit costs
 Other - please explain briefly:

2. If an explanation is required for any of the following categories, please provide in the space below: 1) Social Security, 2) Medicare, 3) Health Insurance, 4) Retirement, 5) Workers Compensation, and 6) Unemployment Insurance.

1) Social Security:

2) Medicare:

3) Health Insurance:

4) Retirement:

5) Worker's Compensation:

6) Unemployment Insurance:

Applicant Legal Name:

Boone County Sheriff's Office

ORI #:

MO01000

B. Civilian/Other Personnel

No Civilian Personnel Positions Requested

Instructions: Each position must be listed and computed separately. On this page you can enter one civilian position and then by adding another Civilian/Other Personnel page, can enter 19 more unique positions for a total of 20. Complete each position in accordance with the instructions.

Part 1: Total Base Salary and Fringe Benefits for Civilian/Other Personnel

Civilian/Other Personnel Page 1 of 1

Position Title:

Base Salary Computation: ((x) = X) **(Base Salary Subtotal)**
((Annual Base Salary X Percent of Time Devoted to the Project) X Number of Months Devoted to the Project)

Fringe Benefit Cost % of Base Salary Subtotal Additional Information

Social Security If Exempt Check Here: Fixed Rate:
Can't Exceed 6.2% of total base salary. If less than 6.2%, exempt or fixed rate, provide an explanation in the "civilian/non-sworn personnel budget summary".

Medicare If Exempt Check Here: Fixed Rate:
Can't Exceed 1.45% of total base salary. If less than 1.45%, exempt, or fixed rate, provide an explanation in the "civilian/non-sworn personnel budget summary".

Health Insurance Family Coverage? Yes No Fixed Rate:
Can't Exceed 30% of total base salary for individual plans, or 45% for family plans. If it exceeds these rates or is a fixed rate, provide an explanation in the "civilian/non-sworn personnel budget summary".

Life Insurance

Vacation Number of Hours Annually:

Sick Leave Number of Hours Annually:

Retirement Fixed Rate:

Can't Exceed 20% of the total base salary (unless a fixed rate). If a fixed rate, provide an explanation in the "civilian/non-sworn personnel budget summary".

Worker's Comp If Exempt Check Here: Fixed Rate:
Can't Exceed 10% of the total base salary. If exempt or if it exceeds this rate, provide an explanation in the "civilian/non-sworn personnel budget summary".

Unemployment Ins. If Exempt Check Here: Fixed Rate:
Can't Exceed 5% of the total base salary. If exempt or if it exceeds this rate, provide an explanation in the "civilian/non-sworn personnel budget summary".

Other Describe:

Other Describe:

Total Fringe Benefits:

Subtotal Position Salary and Benefits:

CIVILIAN/OTHER PERSONNEL TOTAL: **Total Civilian/Other Personnel Cost**
(Add together all Subtotals per position) (Transfer to Budget Summary Line 2)

Please include a detailed position description for all positions listed in the Budget Narrative

Applicant Legal Name:

Boone County Sheriff's Office

ORI #:

MO01000

Part 2: Civilian/Non-Sworn Personnel Budget Summary (all applicants requesting civilian/non-sworn position(s) must complete this section.)

After completing Part 1 of this form, answer the following questions. If necessary, attach an explanation of how you computed salaries and benefits for this worksheet. Be sure to answer EVERY question. Missing or erroneous information could significantly delay the review of your agency's request.

1. If your agency's second and third-year costs for salaries and/or fringe benefits are greater than the first year, check the reason(s) why in the space below. You must check at least one.

- Cost of living adjustment (COLA) Step Raises Change in benefit costs
 Other - please explain briefly:

2. If an explanation is required for any of the following categories, please provide in the space below: 1) Social Security, 2) Medicare, 3) Health Insurance, 4) Retirement, 5) Workers Compensation, and 6) Unemployment Insurance.

1) Social Security:

2) Medicare:

3) Health Insurance:

4) Retirement:

5) Worker's Compensation:

6) Unemployment Insurance:

Applicant Legal Name:

Boone County Sheriff's Office

ORI #:

MO01000

C. EQUIPMENT/TECHNOLOGYNo Equipment/Technology Requested

Instructions: List non-expendable items that are to be purchased. Non-expendable equipment is tangible property (e.g., technology) having a useful life of more than two years. Expendable items should be included either in the "SUPPLIES" or "OTHER" categories. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially for high-price items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "CONTRACTS/ CONSULTANTS" category. If additional budget information is required to be entered for this category please complete the information in an electronic format and attach the document using the "Other Attachments" form found in the Grants.gov forms package.

Pursuant to the Continuing Appropriations Resolution, 2008, (P.L.110-161), be advised that, to the greatest extent practical, all equipment and products purchased with these funds must be American-made.

For agencies purchasing items related to enhanced communications systems, the COPS Office expects and encourages that, wherever feasible, such voice or data communications equipment should be incorporated into an intra- or interjurisdictional strategy for communications interoperability among federal, state, and local law enforcement agencies.

See the COPS Application Guide for a list of allowable/unallowable costs for the particular program for which you are applying.

Unit/Item Description	Computation		Per Item Subtotal
	(# of Items/Units	X Unit Cost)	
License plate recognition-4 camera system	2	31,350.00	62,700.00
License plate recognition-3 camera system	2	27,170.00	54,340.00
Iris scanning biometric offender identification system	2	36,279.00	72,558.00
Ruggedized laptop computer with mounting, installation, and data connectivity	1	4,878.00	4,878.00

EQUIPMENT TOTAL:

194,476.00

Transfer to Budget
Summary Line 3

Please include a detailed description for all items listed in the Budget Narrative

Applicant Legal Name:

Boone County Sheriff's Office

ORI #:

MO01000

D. OTHER COSTS

No Other Costs Requested

Instructions: List other requested items that will support the project goals and objectives as outlined in your application. Other costs may include items such as overtime and background investigations for law enforcement officer positions and/or civilian positions if allowable under the program for which you are applying. If additional budget information is required to be entered for this category please complete the information in an electronic format and attach the document using the "Other Attachments" form found in the Grants.gov forms package.

Pursuant to the Continuing Appropriations Resolution, 2008, (P.L. 110-161), be advised that, to the greatest extent practical, all equipment and products purchased with these funds must be American-made.

See the COPS Application Guide for a list of allowable/unallowable costs for the particular program for which you are applying.

Unit/Item Description	Computation		Per Item Subtotal)
	(# of Items/Units	X Unit Cost)	
36 months of broad band data card service	36	50.00	1,800.00
Mobile client software license for laptop computer	1	2,764.00	2,764.00
Server software	1	960.00	960.00

OTHER COST TOTAL: 5,524.00

Transfer to Budget
Summary Line 4

Please include a detailed description for all items listed in the Budget Narrative

Applicant Legal Name:

Boone County Sheriff's Office

ORI #:

MO01000

E. SUPPLIES

No Supplies Requested

Instructions: List items by type (office supplies; postage; training materials; copying paper; books; hand-held tape recorders; etc). Generally, supplies include any materials that are expendable or consumed during the course of the project. If additional budget information is required to be entered for this category please complete the information in an electronic format and attach the document using the "Other Attachments" form found in the Grants.gov forms package.

See the COPS Application Guide for a list of allowable/unallowable costs for the particular program for which you are applying.

Unit/Item Description	Computation		Unit Cost)	Per Item Subtotal
	(# of Items/Units	X		
			SUPPLIES TOTAL:	<input type="text"/>
				Transfer to Budget Summary Line 5

Please include a detailed description for all items listed in the Budget Narrative

Applicant Legal Name:

Boone County Sheriff's Office

ORI #:

MO01000

F. TRAVEL/TRAINING

No Travel/Training Costs Requested

Instructions: Itemize travel expenses of project personnel by purpose (e.g., mandatory training, staff to training, field interviews, advisory group meetings). Show the basis of computation (e.g., 6 staff members times the unit cost per person for lodging for 3 days). Training projects, training fees, travel, lodging and per diem rates for trainees should be listed as separate travel items. Show the number of staff attending any event and the unit costs per person involved. Identify the location of travel, when possible. Note: Any local training costs (within a 50-mile radius) should be listed under Section D ("Other Costs"). If additional budget information is required to be entered for this category please complete the information in an electronic format and attach the document using the "Other Attachments" form found in the Grants.gov forms package.

See the COPS Application Guide for a list of allowable/unallowable costs for the particular program for which you are applying.

Reason for Travel/ Training & Location of Travel/Training	Travel/ Training Item	Computation			Per Item Subtotal
		(# of Staff	X	Unit Cost	
TRAVEL/TRAINING TOTAL:					
					Transfer to Budget Summary Line 6

Please include a detailed description for all items listed in the Budget Narrative

Applicant Legal Name:

Boone County Sheriff's Office

ORI #:

MO01000

G. CONTRACTS/CONSULTANTS

No Contracts/Consultants Costs Requested

Instructions: See the COPS Application Guide for a list of allowable/unallowable costs for the particular program for which you are applying. If additional budget information is required to be entered for this category please complete the information in an electronic format and attach the document using the "Other Attachments" form found in the Grants.gov forms package.

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. If awarded, requests for sole source procurements of equipment, technology or services in excess of \$100,000 must be submitted to the COPS Office for prior approval.

Contract Description

Per Contract Subtotal

Contracts Subtotal: (G1)

Consultant Fees: For each consultant enter the name (if known), service to be provided, hourly or daily fee (based upon an 8-hour day), and estimated length of time on the project. Unless otherwise approved by the COPS Office, approved consultant rates will be based on the salary a consultant receives from his or her primary employer. Consultant fees in excess of \$550 per day require additional written justification in the Budget Narrative and must be pre-approved in writing by the COPS Office.

Consultant Name/Title	Service Provided	(Cost	Computation X # Days or # Hours)	Per Consultant Fee Subtotal
-----------------------	------------------	-------	-------------------------------------	--------------------------------

Consultant Fees Subtotal: (G2)

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants separate from their consultant fees (e.g., travel, meals, lodging).

Consultant Name/Title	Service Provided	(Cost	Computation X # of Days)	Per Consultant Fee Subtotal
-----------------------	------------------	-------	-----------------------------	--------------------------------

Consultant Subtotal: (G3)

CONTRACTS/CONSULTANTS TOTAL:

Contracts (G1) + Consultant Fees (G2) + Consultant Expenses (G3)

Please include a detailed description for all contracts listed in the Budget Narrative.

Transfer to Budget
Summary Line 7

Applicant Legal Name:

Boone County Sheriff's Office

ORI #:

MO01000

H. INDIRECT COSTS

No Indirect Costs Requested

Instructions: Indirect costs are allowed under a **very limited** number of specialized COPS Training and Technical Assistance programs. Please see the COPS Application Guide for a list of allowable/unallowable costs for the particular program for which you are applying. If additional budget information is required to be entered for this category please complete the information in an electronic format and attach the document using the "Other Attachments" form found in the Grants.gov forms package.

If indirect costs are requested, a copy of the agency's fully-executed, negotiated Federal Rate Approval Agreement must be attached to this application.

Indirect Cost Description

Computation

Per Indirect Cost Subtotal

INDIRECT COSTS TOTAL:

Transfer to Budget
Summary Line 8

Applicant Legal Name:

Boone County Sheriff's Office

ORI #:

MO01000

BUDGET SUMMARY

Instructions: When you have completed the Budget Detail Worksheets, please transfer the category totals to the spaces below. Please compute the Total Project Amount, Total Federal Share Amount, and Total Local Share (if applicable). Please see the Application Guide for information on the maximum federal share and local matching requirements for the grant for which you are applying.

Budget Category	Category Total	Line #
A. Sworn Officer Positions		1
B. Civilian/Other Personnel		2
C. Equipment/Technology	194,476.00	3
D. Other Costs	5,524.00	4
E. Supplies		5
F. Travel/Training		6
G. Contracts/Consultants		7
H. Indirect Costs		8
Total Project Amount:	200,000.00	
Total Federal Share Amount: (Total Project Amount X Federal Share Percentage Allowable)	200,000.00	
Total Local Share Amount (If applicable): (Total Project Amount - Total Federal Share Amount)	0.00	

Contact Information for Budget Questions

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

Authorized Official's Typed Name:

Prefix: Ms.

First Name: June

Middle Name:

Last Name: Pitchford

Suffix:

Title: Auditor

Phone: (573) 886-4275 Fax: (573) 886-4280

E-mail Address: jpitchford@boonecountymmo.org

PAPERWORK REDUCTION ACT NOTICE

The public reporting burden for this collection of information is estimated to be up to 2 hours per response, depending upon the COPS program being applied for, including the time for reviewing instructions, searching existing data sources, gathering the budget data needed, and completing the worksheets. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, N.W., Washington, D.C. 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0097 and the expiration date is 5/31/2011.

COPS Application Attachment to SF-424

General Instructions:

The COPS Application Attachment to SF-424 is used in conjunction with all COPS program applications. Please ensure that you have completed all of the required sections. If a section is not applicable, please check the not applicable checkbox.

Section 1: COPS PROGRAM REQUEST

Federal assistance is being requested under the following COPS program:

Select the COPS Office grant program for which you are requesting federal assistance. Please DO NOT use this form to apply for multiple grants at one time. A separate application must be completed for each COPS program for which you are applying. Please ensure that you read, understand, and agree to comply with the applicable grant terms and conditions as outlined in the COPS Application Guide before finalizing your selection.

CHECK ONE PROGRAM OPTION ONLY

- | | |
|--|---|
| <input type="checkbox"/> Targeted-Tribal Resources Grant Program | <input checked="" type="checkbox"/> Targeted-Technology Program |
| <input type="checkbox"/> Targeted-Methamphetamine Initiative | <input type="checkbox"/> Universal Hiring Program |
| <input type="checkbox"/> Community Policing Development | <input type="checkbox"/> Child Sexual Predator Program |
| <input type="checkbox"/> Secure our Schools | |

Section 2: EXECUTIVE INFORMATION

Note: Listing individuals without ultimate programmatic and financial authority for the grant could delay the review of your application, or remove your application from consideration.

A. Applicant ORI Number:

MO01000

The ORI number is assigned by the FBI and is your agency's unique identifier. The first two letters are your state abbreviation, the next three numbers are your county's code, and the final two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your grant.

- Check here if your agency has not been assigned an ORI #.

B. Law Enforcement Executive/Program Official Information:

For Law Enforcement Agencies: Enter the law enforcement executive's name and contact information. This is the highest-ranking official within your jurisdiction (e.g., Chief of Police, Sheriff, or equivalent). **For Non-Law Enforcement Agencies:** Enter the program official's name and contact information. If the grant is awarded, this position would be responsible for the programmatic implementation of the award. If your agency is a "start-up" this section can remain blank.

Title:	<input type="text" value="Sheriff"/>
Prefix:	<input type="text" value="Mr."/>
First Name:	<input type="text" value="Dwayne"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="Carey"/>
Suffix:	<input type="text"/>
Agency Name:	<input type="text" value="Boone County Sheriff's Office"/>
Street 1:	<input type="text" value="2121 County Dr."/>
Street 2:	<input type="text"/>
City:	<input type="text" value="Columbia"/>
County:	<input type="text" value="Boone"/>
State:	<input type="text" value="MO: Missouri"/>
Province:	<input type="text"/>
Zip / Postal Code:	<input type="text" value="65202"/>
Country:	<input type="text" value="USA: UNITED STATES"/>
Telephone:	<input type="text" value="(573) 875-1111"/>
Fax:	<input type="text" value="(573) 874-8953"/>
E-mail:	<input type="text" value="dcarey@boonecountymo.org"/>
Type of Agency:	<input type="text" value="Sheriff"/>
New Startup* (please specify):	<input type="text"/>
Other* (please specify):	<input type="text"/>

Agency types that have an asterisk next to them and that are applying for COPS hiring grants must provide additional information. Please refer to the COPS Application Guide: Agency Supplemental Information section for the questions that you will need to address. Please attach this information below:

<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
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C. Government Executive/Financial Official Information:

For Government Agencies: Enter the government executive's name and contact information. This is the highest-ranking official within your jurisdiction (Mayor, City Administrator, Tribal Chairman, or equivalent). **For Non-Government Agencies:** Enter the financial official's name and contact information. If the grant is awarded, this position would be responsible for the financial management of the award. Please note that information for non-executive positions (e.g. clerk, trustees, etc., are not acceptable).

Title:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Name of Government Entity/Financial Entity:

Street 1:

Street 2:

City:

County:

State:

Province:

Zip / Postal Code:

Country:

Telephone:

Fax:

E-mail:

Type of Government Entity:

Section 3: GENERAL AGENCY INFORMATION

A. General Applicant Information

1. Cognizant Federal Agency:

Enter the legal applicant's Cognizant Federal Agency. A Cognizant Federal Agency, generally, is the federal agency from which your jurisdiction receives the most federal funding. Your Cognizant Federal Agency also may have been previously designated by the Office of Management and Budget.

2. Fiscal Year: to (mo/da/yr)

3. Population served as of the 2000 US Census:

4. If the population served is not represented by the U.S. census figures, please indicate the size of the population served:

B. Law Enforcement Agency Information

1. Is your agency contracting for law enforcement services? Contractual arrangements for law enforcement services are not fundable under the Universal Hiring Program.

Yes No

If "yes," the Legal Name and address information listed on the SF-424 under section 8 (Applicant Information) should be for the jurisdiction that will be contracting to receive law enforcement services, and NOT the law enforcement agency that will actually provide those services. Also, be sure to enter the name and agency information of the contract law enforcement department under section 2, part B (law enforcement executive information) of this document. In all contracting arrangements, the jurisdiction that is applying for assistance is ultimately responsible for ensuring compliance with all grant requirements. For additional clarification on contracting guidelines, please see the program-specific section of the COPS Application Guide.

If you are a tribal law enforcement agency, instead of providing your own law enforcement services, does your tribe exclusively contract with a non-BIA local law enforcement agency for services?

Yes No

If 'Yes,' please refer to the program-specific section of the COPS Application Guide for additional eligibility information.

2. Population Served By Law Enforcement Agency

Do officers have primary law enforcement authority for the population to be served?

Yes No

An agency with primary law enforcement authority is defined as the first responder to calls for service, and has ultimate and final responsibility for the prevention, detection, and/or investigation of crime within its jurisdiction.

If yes, what is the actual population for which your department has primary law enforcement authority? [In other words, the 2000 Census population minus the incorporated towns and cities that have their own police departments.]

If no, please explain. Include the date by which your agency anticipates having primary law enforcement authority for this population. [Please limit your response to a maximum of 250 words.]

3. Current Budgeted Sworn Force Strength as of the Date of this Application:

Full Time

Part Time

Enter the budgeted sworn force strength. The budgeted sworn force strength is the number of sworn officer positions your department has allocated within its budget, including state, Bureau of Indian Affairs, and locally-funded vacancies. Do not include unpaid/reserve officers or detention staff.

4. Current Actual Sworn Force Strength as of the Date of this Application:

Full Time

Part Time

Enter the actual sworn force strength. The actual sworn force strength is the actual number of sworn officer positions employed by your department as of the date of application. Do not include vacant positions or unpaid/reserve positions.

Section 4: LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

COPS Office grants must be used to reorient the mission and activities of law enforcement agencies toward the community policing philosophy or enhance their involvement in community policing. The following is the COPS Office definition of community policing that emphasizes the primary components of community partnerships, organizational transformation, and problem solving.

Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues, such as crime, social disorder, and fear of crime.

The COPS Office has completed the development of a comprehensive community policing self-assessment tool for use by law enforcement agencies. Based on this work, we have developed the following list of primary sub-elements of community policing. Please refer to the COPS Office web site (www.cops.usdoj.gov) for further information regarding these sub-elements

Community Partnerships:

Collaborative partnerships between the law enforcement agency and the individuals and organizations they serve to both develop solutions to problems and increase trust in police.

- Other Government Agencies
- Community Members/Groups
- Non-Profits/Service Providers
- Private Businesses
- Media

Organizational Transformation:

The alignment of organizational management, structure, personnel and information systems to support community partnerships and proactive problem-solving efforts.

Agency Management

- Climate and culture
- Leadership
- Labor relations
- Decision-making
- Strategic planning
- Policies
- Organizational evaluations
- Transparency

Organizational Structure

- Geographic assignment of officers
- Despecialization
- Resources and finances

Personnel

- Recruitment, hiring and selection
- Personnel supervision/evaluations
- Training

Information Systems (Technology)

- Communication/access to data
- Quality and accuracy of data

Problem Solving:

The process of engaging in the proactive and systematic examination of identified problems to develop effective responses that are rigorously evaluated.

- Scanning: Identifying and prioritizing problems
- Analysis: Analyzing problems
- Response: Responding to problems
- Assessment: Assessing problem-solving initiatives
- Using the Crime Triangle to focus on immediate conditions (Victim/Offender/Location)

COMMUNITY POLICING PLAN

COPS grants must be used to initiate or enhance community policing. Please complete the following questions to describe the types of community policing activities that will be initiated or enhanced as a result of COPS funding. You may find more detailed information about community policing at the COPS Office web site (www.cops.usdoj.gov).

Community Partnerships

The COPS Office is interested in determining if your organization will use the grant to assist in increasing the capacity to develop collaborative partnerships with individual and organizational stakeholders in communities to increase trust and to develop shared solutions to community problems.

If awarded funding, my organization will implement or enhance:

P1-Sharing of relevant crime and disorder information with community members.

Yes No Not Sure

P2-Seeking input from the community to identify and prioritize neighborhood problems.

Yes No Not Sure

P3-Engagement with the community in the development of responses to community problems.

Yes No Not Sure

P4-Collaboration with other agencies that deliver public services (e.g., parks and recreation, social services, public health, mental health, code enforcement).

Yes No Not Sure

Please provide specific examples of the types of activities you plan to engage in to enhance community partnerships if awarded grant funding (150 word maximum):

We will strengthen community relationships by continuing to share relevant analysis of criminal activity and trends with the community. We will facilitate this through using software we already possess to conduct crime analysis. Those results will be shared with community partners and used to develop enhanced COP strategies.

Problem Solving

The COPS Office is interested in determining if your organization will use the grant to assist in increasing the capacity to use problem solving. Problem solving is an analytical process for systematically 1) identifying and prioritizing problems, 2) analyzing problems, 3) responding to problems, and 4) evaluating problem-solving initiatives. Problem solving involves an agency-wide commitment to go beyond traditional police responses to crime to proactively address a multitude of problems that adversely affect quality of life.

If awarded funding, my organization will implement or enhance:

PS1-Integration of problem solving into patrol work.

Yes No Not Sure

PS2-Identification and prioritization of crime and disorder problems by examining patterns and trends involving repeat victims, offenders, and locations.

Yes No Not Sure

PS3-Exploring the underlying factors and conditions that contribute to crime and disorder problems.

Yes No Not Sure

PS4-Developing tailored responses to crime and disorder problems that address the underlying conditions that contribute to them.

Yes No Not Sure

Please provide specific examples of the types of activities you plan to engage in to enhance problemsolving activities if awarded grant funding (150 word maximum):

We will continue to analyze relevant criminal data in order to develop our crime prevention strategies. Based upon our conclusions we will apply problem solving best practices to better address contributing issues that impact crime in our community.

Organizational Transformation

The COPS Office is interested in determining if your organization will use the grant to assist in increasing the capacity to transform organizational environment, organizational structure, personnel, practices, and policies to support the community policing philosophy and community policing activities.

If awarded funding, my organization will implement or enhance:

OC1-Institutionalization of organizational changes that support the implementation of community policing strategies.

Yes No Not Sure

OC2-Incorporation of community policing principles into the agency's mission/vision statement and strategic plan

Yes No Not Sure

OC3-Institutionalization of community policing principles into a corresponding set of policies, practices and procedures.

Yes No Not Sure

OC4-Institutionalization of community policing agency-wide.

Yes No Not Sure

Please provide specific examples of the types of activities you plan to engage in to enhance organizational alignment towards community policing if awarded grant funding (150 word maximum):

We have already adopted many of these principals of COP into our departmental strategy. We will expand this to include operational guidelines for the examination and analysis of crime data, the implementation of problem solving best practices for scheduling and deployment of officers, and the enhancement of our Neighborhood Watch programs.

Technology

The COPS Office is interested in determining if your organization will use the grant to assist in increasing technological capacity to better prevent and/or respond to crime and disorder incidents.

If awarded funding, my organization will implement or enhance:

T1- Ensuring that agency staff have proper access to relevant data (e.g., calls for service, incident and arrest data, etc.).

Yes No Not Sure

T2- Analysis and understanding of problems in the community.

Yes No Not Sure

T3- Improvements to the agency's overall efficiency and effectiveness.

Yes No Not Sure

T4- Providing officers with necessary equipment to better prevent and/or respond to crime and disorder incidents.

Yes No Not Sure

Please provide specific examples of the types of activities you plan to engage in to enhance alignment of technology towards community policing if awarded grant funding (150 word maximum):

Crime analysis, increased presence in the community via field reporting from patrol vehicles, information sharing with regional agencies, and the adoption of intelligence led policing strategies via enhanced data collection and analysis.

If your organization receives this COPS grant funding, it should use your responses to these questions as your organization's community policing plan. Your organization may be audited or monitored to ensure that it is initiating or enhancing community policing in accordance with this plan.

We understand that your community policing needs may change during the life of your COPS grant (if awarded), and we welcome minor changes to this plan without prior approval. We also recognize that this plan may incorporate a broad range of possible community policing strategies and activities, and that your agency may implement particular community policing strategies from the plan on an as-needed basis throughout the life of the grant. If your agency's community policing plan changes significantly, however, you must submit those changes in writing to the COPS Office for approval. Changes are "significant" if they deviate from the range of possible community policing activities identified and approved in this original community policing plan submitted with your application.

Section 5: CONTINUATION OF PROJECT AFTER FEDERAL FUNDING ENDS

Retention for COPS Hiring Grants

This section is applicable to applicants applying for sworn officer positions.

Check here if not applying under the Universal Hiring Program.

Hiring grantees are required to retain all additional officer positions awarded for at least one full local budget cycle following the expiration of COPS grant funding for each COPS-funded officer position. The additional officer positions should be added to your agency's law enforcement budget with state, local, or tribal funds for at least one full local budget cycle, over and above all other locally-funded officer positions (including other school resource officers) that would have existed regardless of the grant, from the time that the thirty-six (36) months of grant funding for each COPS position expires. Absorbing COPS-funded officers through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement. Please be aware that if your agency has additional sworn officer hiring grants that are active when one hiring grant expires, the officer positions that were awarded under the expired grant are added to your baseline of locally-funded officer positions and must be maintained throughout the implementation of all additional hiring grants.

Use the space below to explain how your agency currently plans to retain any additional officer positions awarded. Please be as specific as possible about the source(s) of retention funding (General Fund revenues, local ballot item, etc.) your agency plans to utilize. A missing or incomplete response could affect your ability to receive funding. Please limit your response to a maximum of 250 words.

Section 6: NEED FOR FEDERAL ASSISTANCE

All applicants are required to provide a brief explanation of their agency's public safety needs and an explanation of their agency's inability to implement this project and/or address these public safety needs without federal assistance.

In the space below, please provide a brief explanation of your agency's inability to implement this project without federal assistance. [Please limit your response to a maximum of 250 words.]

Due to decreased tax revenue and increased costs of providing essential services to the community we are unable to implement new technology projects such as this. Without this grant this project simply would not be possible.

Section 7: WAIVERS OF THE LOCAL MATCH

Please refer to the Application Guide for information on whether waivers of the local match, are available under the grant program for which you are applying.

Check here if not applicable

Are you requesting a waiver of the local match based upon severe fiscal distress?

Yes No

If requesting a waiver, you are required to attach a detailed waiver justification below. Please refer to the COPS Application Guide – “Waiver of the Local Match” section for information on what to include in your justification, as well as the program-specific portion of the Guide to review the local match requirements for the grant program under which you are applying.

Section 8: EXECUTIVE SUMMARY

This section is applicable to COPS applicants applying under the COPS Methamphetamine Initiative, Secure Our Schools, Child Sexual Predator Program, Technology Program and Community Policing Development Programs.

Check here if not applicable

Please attach a brief summary of how your agency will use this federal funding. Be sure to include a description of how you expect this grant to impact public safety and/or crime prevention in your community. Please refer to the COPS Application Guide for clarification on specific information to include in your summary. The Executive Summary may be used to keep Congress or other executive branch agencies informed on law enforcement strategies to deter crime in your community. [Please limit your response to a maximum of 400 words.]

Section 9: PROJECT DESCRIPTION (NARRATIVE)

This section is applicable to all COPS applicants.

Please attach to your application an in-depth narrative response detailing your proposed project. Please refer to the program-specific section of the COPS Application Guide: “How to Apply” section for information on what should be included in your response, as well as any additional formatting requirements and page length limitations.

Section 10: BUDGET NARRATIVE (EXCLUDING SWORN OFFICER POSITIONS)

This section is applicable to COPS applicants applying under the Community Policing Development Programs, the Methamphetamine Initiative, Secure Our Schools, the Tribal Resources Grant Program, Child Sexual Predator Program and the Technology Program.

Check here if not applicable

Please attach a budget narrative describing each item proposed for purchase, its purpose, and how the items relate to the overall project. Like items may be grouped together for ease of reporting. The structure of the Budget Narrative must mirror the structure of the Budget Detail Worksheet included in this application. In other words, each item reported in the Budget Narrative must fall under one of the following budget categories: Civilian/Other Personnel, Equipment/Technology, Other Costs, Supplies, Travel/Training, Contracts/Consultants, and Indirect Costs. For your information, a sample Budget Narrative and a sample Budget Detail Worksheet are included in the COPS Application Guide. Every item included on the Budget Detail Worksheet must be included in the Budget Narrative.

Note that allowable/unallowable costs will vary widely between different COPS grant programs and cooperative agreements. Please ensure that you refer to the program-specific portion of the COPS Application Guide – “Federal Funding: Allowable & Unallowable Costs” section for a complete list of the allowable and unallowable costs associated with the particular program for which you are applying. Including unallowable items on your application may delay the processing of your application and could ultimately result in the denial of your request.

Boone County Budget Narrative.

Add Attachment

Delete Attachment

View Attachment

Section 11: MEMORANDUM OF UNDERSTANDING

Check here if not applicable

Please attach a Memorandum of Understanding (MOU) to your application that defines the roles and responsibilities of the individuals and partner(s) involved in your proposed project. Please refer to the program-specific portion of the Guide for a complete description of information pertaining to the required MOU.

Add Attachment

Delete Attachment

View Attachment

Section 12: OFFICIAL PARTNER(S) CONTACT INFORMATION

Check here if not applicable.

An official "partner" under the grant may be a governmental or private entity that has established a legal, contractual, or other agreement with the applicant for the purpose of supporting and working together for mutual benefits of the grant. Please refer to the Application Guide for a complete description of partnership requirements under the grant program for which you are applying.

Official Partner 1 of 1

Title:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Name of Partner Agency (e.g., School District)

Type of Partner Agency (e.g., School District)

Partner Agency Address

Street 1:

Street 2:

City:

County:

State:

Province:

Zip / Postal Code:

Country:

Telephone:

Fax:

E-mail:

Section 13: INCIDENT DATA

Incident data is required for the Secure Our Schools grant program. The data reported should cover the time period of September 1, 2006 to August 31, 2007 and should only include incidents that took place in and around the partnering schools. Please refer to the program guide for specific information and instructions regarding the data required for this submission.

Check here if not applicable.

Type of Incident	# of Incidents Reported
Homicide	
Sexual Offenses	
Aggravated/Major Assaults—for example, an attack with hands, fist, feet, or weapons on an individual.	
Simple/Minor Assaults—stalking, intimidation/bullying/coercion, etc.	
Thefts (Includes Reports of Stolen Property)	
Possession/Sale of Illegal Weapons	
Vandalism/Destruction of Property	
Alcohol-Related Offenses	
Possession, Use or Sale of Drugs	
Disorderly Conduct	

School Data	Totals
Truancy	
Detentions	
Suspensions	
Expulsions	
Threats to School Property	
# of schools involved in project	
Total Student Population for Involved Schools	

Section 14: CERTIFICATION OF REVIEW AND REPRESENTATION OF COMPLIANCE WITH REQUIREMENTS

Certification of Review of 28 C.F.R. Part 23/Criminal Intelligence Systems

You must answer this question regardless of the type of COPS grant you are applying for. Please review the COPS Application Guide: Legal Requirements Section for additional information.

Please check one of the following, as applicable to your agency's intended use of this grant:

- Yes, my agency will use these COPS grant funds (if awarded) to operate an interjurisdictional criminal intelligence system. By signing below, we assure that our agency will comply with the requirements of 28 C.F.R. Part 23.
- No, my agency will not use these COPS grant funds (if awarded) to operate an interjurisdictional criminal intelligence system.

The signatures of the applicant's Authorized Organizational Representative (on-line applications only), Law Enforcement Executive/Program Official and Government Executive/Financial Official, and any applicable program partners on the Certification of Review and Representation of Compliance with Requirements:

- 1) Assures the COPS Office that the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Application Guide; AND
- 2) Attests to the accuracy of the information submitted with this application (including the Budget Detail Worksheets).

The signatures below must be made by the actual executives named on this application unless there is an officially documented authorization for a delegated signature. If your jurisdiction has such an official document, it must be attached to this application. Applications with missing, incomplete, or inaccurate signatures or responses may not be considered for funding. Stamped or electronic signatures (unless applying online via Grants.gov) also will not be accepted. Original signatures are required. Faxed copies will not be accepted. Applications postmarked after the final application deadline date may not be considered for funding.

Signatures shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a COPS Office compliance investigation concerning a current grant award.

By signing below, I certify that I have read, understand, and agree, if awarded, to abide by all of the applicable grant compliance terms and conditions as outlined in the COPS Application Guide. In addition, I certify that the information provided on this form and any attached forms is true and accurate to the best of my knowledge. I understand that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government.

Authorized Organizational Representative's Signature:

Chad Martin

Date:

06/02/2009

Law Enforcement Executive/Program Official:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Signature: _____ Date:

Government Executive/Financial Official:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Signature: _____ Date:

[Assurances & Certifications Click here to read and print](#)

Signing this page also assures the COPS Office that you have read, understand, and agree, if awarded, to abide by the grant terms and conditions as outlined in the Assurances and Certifications. The signed hard copy of the Assurances and Certifications should be kept in the agency's files and furnished upon request.

GRANTS.GOV NOTE:

When applying online via Grants.gov, the Authorized Organizational Representative's signature will be the only signature submitted online. However, the Law Enforcement Executive/Program Official and the Government Executive/Financial Official signatures, as well as any applicable program partners' signatures, are MANDATORY and a hard copy of the Certification of Review and Representation of Compliance with Requirements should be kept in the agency's files and furnished upon request. Signatures shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

PAPERWORK REDUCTION ACT NOTICE

The public reporting burden for this collection of information is estimated to be up to eight average hours per response, depending upon the COPS program being applied for including time for searching existing data sources, gathering the data needed, and completing and reviewing the application. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, N.W., Washington, D.C. 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098 and the expiration date is 08/31/2011.

SECTION 15: ASSURANCES

Several provisions of federal law and policy apply to all grant programs. We (the Office of Community Oriented Policing Services) need to secure your assurance that the applicant will comply with these provisions. If you would like further information about any of these assurances, please contact your state's COPS Grant Program Specialist at (800) 421-6770.

By the applicant's authorized representative's signature, the applicant assures that it will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds. In particular, the applicant assures us that:

1. It has been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant and that the persons signing the application and these assurances on its behalf are authorized to do so and to act on its behalf with respect to any issues that may arise during processing of this application.
2. It will comply with the provisions of federal law, which limit certain political activities of grantee employees whose principal employment is in connection with an activity financed in whole or in part with this grant. These restrictions are set forth in 5 U.S.C. § 1501, et seq.
3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, if applicable.
4. It will establish safeguards, if it has not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
5. It will give the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.
6. It will comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant, including but not limited to: the requirements of 28 CFR Part 66 and 28 CFR Part 70 (governing administrative requirements for grants and cooperative agreements); 2 CFR Part 225 (OMB Circular A-87), 2 CFR 220 (OMB Circular A-21), 2 CFR Part 230 (OMB Circular A-122) and 48 CFR Part 31.000, et seq. (FAR 31.2) (governing cost principles); OMB Circular A-133 (governing audits) and other applicable OMB circulars; the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; 28 CFR Part 38.1; the current edition of the COPS Grant Monitoring Standards and Guidelines; the applicable COPS Grant Owners Manuals; and with all other applicable program requirements, laws, orders, regulations, or circulars.
7. If applicable, it will, to the extent practicable and consistent with applicable law, seek, recruit and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions in the agency.
8. It will not, on the ground of race, color, religion, national origin, gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the non-discrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789 (d)); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E and G) of the Code of Federal Regulations.
- A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against the applicant after a due process hearing, it agrees to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531.
- B. Grantees that have 50 or more employees and grants over \$500,000 (or over \$1,000,000 in grants over an eighteen-month period), must submit an acceptable Equal Employment Opportunity Plan ("EEO Plan") or EEO Plan short form (if grantee is required to submit an EEO Plan under 28 CFR 42.302), that is approved by the Office of Justice Programs, Office for Civil Rights within 60 days of the award start date. For grants under \$500,000, but over \$25,000, or for grantees with fewer than 50 employees, the grantee must submit an EEO Plan Certification. (Grantees of less than \$25,000 are not subject to the EEO Plan requirement.)
9. Pursuant to Department of Justice guidelines (June 18, 2002 Federal Register (Volume 67, Number 117, pages 41455-41472)), under Title VI of the Civil Rights Act of 1964, it will ensure meaningful access to its programs and activities by persons with limited English proficiency.
10. It will ensure that any facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify us if advised by the EPA that a facility to be used in this grant is under consideration for such listing by the EPA.

11. If the applicant's state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, it has made this application available for review by the state Single Point of Contact.

12. It will submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget for clearance under the Paperwork Reduction Act of 1995 if required.

13. It will comply with the Human Subjects Research Risk Protections requirements of 28 CFR Part 46 if any part of the funded project contains non-exempt research or statistical activities which involve human subjects and also with 28 CFR Part 22, requiring the safeguarding of individually identifiable information collected from research participants.

14. Pursuant to Executive Order 13043, it will enforce on-the-job seat belt policies and programs for employees when operating agency-owned, rented or personally-owned vehicles.

15. It will not use COPS funds to supplant (replace) state, local, or Bureau of Indian Affairs funds that otherwise would be made available for the purposes of this grant, as applicable.

16. If the awarded grant contains a retention requirement, it will retain the increased officer staffing level and/or the increased officer redeployment level, as applicable, with state or local funds for a minimum of one full local budget cycle following expiration of the grant period.

17. It will not use any federal funding directly or indirectly to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law ratification, policy or appropriation whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy or appropriation as set forth in the Anti-Lobby Act, 18 U.S.C. 1913.

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

Signature of Law Enforcement Executive (or Official with Programmatic Authority, as applicable)

Date

Signature of Government Executive (or Official with Financial Authority, as applicable)

Date

SECTION 16: CERTIFICATIONS

Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements Coordination with Affected Agencies

Although the Department of Justice has made every effort to simplify the application process, other provisions of federal law require us to seek your agency's certification regarding certain matters. Applicants should read the regulations cited below and the instructions for certification included in the regulations to understand the requirements and whether they apply to a particular applicant. Signing this form complies with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 28 CFR Part 67, "Government-Wide Debarment and Suspension (Nonprocurement)," 28 CFR Part 83 Government-Wide Requirements for Drug-Free Workplace (Grants)," and the coordination requirements of the Public Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement;

B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Part 2867, Section 2867.437 -

A. The applicant certifies that it and its principals:

(i) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;

(ii) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) or private agreement or transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility.

(iii) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (A)(ii) of this certification; and

(iv) Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, for grantees, as defined at 28 CFR Part 83, Sections 83 and 83.510 -

A. The applicant certifies that it will, or will continue to, provide a drug-free workplace by:

(i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(ii) Establishing an on-going drug-free awareness program to inform employees about -

- (a) The dangers of drug abuse in the workplace;
- (b) The grantee's policy of maintaining a drug-free workplace;
- (c) Any available drug counseling, rehabilitation and employee assistance programs; and
- (d) The penalties that may be imposed upon employees for drug- abuse violations occurring in the workplace;
- (iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);
- (iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will -

- (a) Abide by the terms of the statement; and
- (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (v) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: COPS Office, 1100 Vermont Ave., NW, Washington, D.C. 20530. Notice shall include the identification number(s) of each affected grant.
- (vi) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted -

- (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;
- (vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v) and (vi).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of performance (street address, city, county, state, zip code)

2121 County Dr. Columbia, Mo. 65202
Boone County Mo.

Check if there are workplaces on file that are not identified here.

4. Coordination

The Public Safety Partnership and Community Policing Act of 1994 requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

Grantee Agency Name and Address:

Boone County Sheriff's Office 2121 County Dr. Columbia, Mo. 65202

Grantee IRS/ Vendor Number: 43-6000349

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

Typed Name and Title of Law Enforcement Executive (or Official with Programmatic Authority, as applicable):

Dwayne Carey, Sheriff

Signature: _____ Date: _____

Typed Name and Title of Government Executive (or Official with Financial Authority, as applicable):

Ken Pearson, Presiding Commissioner

Signature: _____ Date: _____

Other Attachment File(s)

* **Mandatory Other Attachment Filename:**

To add more "Other Attachment" attachments, please use the attachment buttons below.

EXECUTIVE SUMMARY
BOONE COUNTY SHERIFF'S OFFICE FY2009 COPS TECH GRANT

AGENCY NAME: BOONE COUNTY SHERIFF'S OFFICE
STATE: MISSOURI
POINT OF CONTACT: SHERIFF DWAYNE CAREY, (573) 875-1111
AWARD AMOUNT: \$200,000.00

This grant will be used to purchase a regional iris database system with two enrollment and recognition stations, license plate recognition hardware and software for four patrol cars, and a mobile data terminal for one patrol car.

The regional iris database will initially connect the Boone County Sheriff's Office with the Columbia Police Department and provide for rapid and positive biometric identification of offenders. This system will include mobile recognition cameras for field use. Additionally we will link to nine other counties in the state (Jasper, Christian, Lawrence, Cole, Camden, Callaway, Audrain, Morgan, and Miller). Iris recognition has already been adopted on a wide scale by the federal government as a viable, multi modal biometric addition to fingerprints. This technology is extremely fast and accurate, providing positive identity within five seconds of recognizing the suspects iris.

We will install four license plate recognition systems (two three camera systems and two four camera systems) in four patrol cars. This technology will give our officers the ability to automatically scan license plates and run them against a database of millions of records containing information on stolen vehicles, AMBER Alerts, warrants, and driving records. These systems will automatically scan and recognize license plates from all 50 states and alert the officer of potential discrepancies within seconds.

We will equip one patrol car from the Airport police unit with a mobile data terminal. This will allow those officers to access our criminal database and easily check for warrants or other relevant criminal information from the vehicle. They will be able to use the terminal to enter report information and make inquiries of regional and state information databases.

Due to shrinking sales tax revenue and the increasing costs of operations we are simply unable to fund a project like this out of our general revenue. Without this grant this project would not be possible.

PROJECT DESCRIPTION (NARRATIVE)
BOONE COUNTY SHERIFF'S OFFICE FY2009 COPS TECH GRANT

A. PROBLEM IDENTIFICATION AND JUSTIFICATION

NO EXPEDITIOUS WAY TO POSITIVELY IDENTIFY OFFENDERS BIOMETRICALLY:

Deputies often deal with offenders who conceal their true identity from them. Currently we have no means of quickly and positively identifying these individuals biometrically (physical characteristics such as fingerprints, iris patterns, facial traits, etc.). Our current fingerprint technology is relatively slow and limited to the jail facility. There is no capability for biometric identification in the field whatsoever. This limits our officers ability to positively identify offenders to what documentation or verbal information the offender provides and institutional knowledge that is available at the time.

NO MECHANISM TO EFFECTIVELY SCAN THE ROADWAYS FOR STOLEN VEHICLES:

Deputies come across thousands of vehicles every day. Currently they have no way to efficiently check the status of those vehicles to determine if they are stolen or not. They are limited to running individual license plates over the radio or over their mobile data terminal (MDT). Use of the radio is relatively slow and ties up radio communications. Use of the MDT is limited to when the vehicle is stationary. It is limited to what the officer can see in front of him and to how quickly the officer can enter the information. As such the odds of actually detecting a stolen vehicle are almost nil.

AIRPORT POLICE UNIT HAS NO ABILITY TO ACCESS CRIMINAL DATA OR ENTER REPORTS FROM THE FIELD:

Airport police officers have no way to access or enter critical criminal information in the field. This means that if they need to search their records for a subject or a crime or they need to enter time sensitive information so that other officers will be able to access it they must leave their patrol area and go to the office. This reduces their available time to focus on crime prevention.

B. PROJECT GOALS AND OBJECTIVES

GOAL: Enhance crime fighting capabilities by enhancing our capability to positively identify offenders.

OBJECTIVE: Purchase and install a regional iris biometric database that will work in conjunction with our fingerprint database system. We will deploy enrollment and recognition stations at the Sheriff's Jail Facility and at the Columbia Police Departments booking facility. We will deploy two mobile recognition devices to officers in the field. This technology will allow for the positive identification of offenders in a matter of seconds either at the facility or in the field. This will increase officer safety and expedite investigations.

GOAL: Increase officer and community safety by detecting and recovering stolen vehicles and arresting the offenders who are involved.

OBJECTIVE: Purchase and install license plate recognition technology in four patrol cars. This technology will enable our officers to automatically scan and make inquiries against thousands of license plates a day from all angles of the patrol car. This will greatly increase our chances of detecting and recovering stolen vehicles and arresting the offenders.

GOAL: Increase officer safety and enhance crime prevention efforts through the utilization of mobile data technology.

OBJECTIVE: Purchase and install a ruggedized mobile data terminal (MDT) and broadband data card in one patrol vehicle for the airport police unit. This will allow them to access criminal records, check subjects or vehicles for warrants, and enter time sensitive criminal information from the field. It will increase their available time to focus on crime prevention efforts.

C. COMMUNITY POLICING STRATEGIES/CRIME PREVENTION ACTIVITIES

Community Partnerships and Support: The Boone County Sheriff's Office has and will continue to work with other public entities, community groups, and neighboring law enforcement agencies to develop and improve crime prevention strategies. Examples would be cooperating with Neighborhood Watch groups to educate members on what they can do to assist law enforcement efforts in crime prevention, consulting with public utilities on how to educate their field employees on how to spot potential criminal activity in progress, and working with the school districts to educate children about the dangers of drugs.

Related governmental and Community Initiatives that Complement This Technology Project: The Boone County Sheriff's Office is actively involved with a region wide, multi-jurisdictional technology upgrade initiative that involves law enforcement agencies from seven counties. We have been engaged with this group for two years now. The goal of this group is to link all agencies on an interoperable data network. We jointly participate in this group and have assisted in all phases of planning and implementation.

How This Funding Will Help Us Enhance Our Involvement and Commitment to Community Oriented Policing: This funding will enhance our commitment to community oriented policing by providing us a mechanism to enhance our ability to detect and apprehend offenders. By expediting our ability to identify offenders and detect and recover stolen vehicles we will be able to articulate to the community that we are making smart investments in our organization that have a real impact on their safety.

D. IMPLEMENTATION PLAN

We will ensure successful implementation of this project through the application of established project management best practices. Our organization has extensive experience in overseeing and managing large scale projects. We have an established technical services committee that will be assigned to monitor quality assurance and

vendor compliance with all phases of the project. They will provide regular updates to organizational leadership on the overall progress and performance of all involved parties. We will establish a separate bank account and fund within the County Treasurer's office in order to effectively track all funding draw downs and expenditures and to prevent the co-mingling of funds with other accounts.

We have established the following estimated timeline for project implementation based upon a projected date of October 2009 for actual draw down of funds:

4th Quarter 2009:

Award purchase orders to technology contract holders.
Install all hardware and software.
Conduct training on all hardware and software.
Go live with the MDT for the Airport police unit.

1st Quarter 2010:

Go live with iris database.
Go live with license plate recognition technology.

2nd Quarter 2010 to End of Grant Period:

No substantial activity.

E. EVALUATION PLAN

We do not plan any type of formal project evaluation other than to meet all implementation benchmarks. Specific attention will be paid to quality assurance on all installations and making sure we have achieved 100% end user proficiency by 2nd Quarter 2010.

PERFORMANCE MEASURES:

We will comply with Federal requirements regarding the supply of information relevant to any performance measures via required progress reports.

BUDGET NARRATIVE ATTACHMENT

BOONE COUNTY SHERIFF'S OFFICE FY2009 COPS TECH GRANT

A. SWORN OFFICER POSITIONS

TOTAL: \$0

B. CIVILIAN/OTHER PERSONNEL

TOTAL: \$0

C. EQUIPMENT/TECHNOLOGY

License plate recognition-4 camera system

We will install two 4 camera license plate recognition systems in two patrol cars. This system will allow our officers to scan thousands of license plates automatically and run those plates against millions of relevant records. Based upon our research we have estimated the cost of the four camera system will be \$31,350.00.

Total cost for license plate recognition-4 camera systems: \$62,700.00

License plate recognition-3 camera system

We will install two 3 camera license plate recognition systems in two patrol cars. This system will allow our officers to scan thousands of license plates automatically and run those plates against millions of relevant records. Based upon our research we have estimated the cost of the three camera system will be \$21,270.00.

Total cost for license plate recognition-3 camera system: \$54,340.00

Iris scanning biometric offender identification system

We will install an iris scanning biometric offender identification system at the Boone County Jail Facility and the Columbia Police Department Booking Facility. This system will complement our existing fingerprint system for positively identifying offenders. Based upon our research we have estimated the cost of the system to be \$36,279.00 per facility.

Total cost for iris scanning biometric offender identification system: \$72,558.00

Ruggedized laptop computer with mounting, installation, and data connectivity

We will install one ruggedized mobile data terminals (laptop computer) and broadband wireless data card in one patrol car. This laptop will enable officers to query the state of Missouri MoDEX justice information sharing system as well as create reports and utilize enhanced computer aided dispatching. This will result in officers spending more time on the street, reduce response times to calls, and increase both officer and community safety. Based upon our

research we have estimated the cost of the ruggedized laptop and wireless card to be approximately \$4,878.00.

Total cost for ruggedized mobile data terminals and modems: \$4,878.00

EQUIPMENT TOTAL: \$194,476.00

D. OTHER COSTS

36 months of broad band data card service

This line item accounts for the purchase of 36 months of broadband data service for the laptop computer being installed for the Airport Police Unit. We estimate the cost of this service to be \$50.00 per month.

Total cost for 36 months of broad band data card service: \$1,800.00

Mobile client software license for laptop computer

This line item accounts for the purchase of one mobile client software license for the laptop computer being installed for the Airport Police Unit. We estimate the cost of this license to be \$2,764.00.

Total for Mobile client software license for laptop computer: \$2,764.00

Server software

This line item accounts for the purchase of necessary server software to run the license plate recognition application. We estimate the cost of this software to be \$960.00.

Total cost for server software: \$960.00

OTHER COSTS TOTAL: \$5,524.00

E. SUPPLIES

TOTAL: \$0

F: TRAVEL TRAINING

TOTAL: \$0

G. CONTRACTS/CONSULTANTS

TOTAL: \$0

H. INDIRECT COSTS

TOTAL: \$0

BUDGET NARRATIVE TOTAL: \$200,000.00

11. If the applicant's state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, it has made this application available for review by the state Single Point of Contact.

12. It will submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget for clearance under the Paperwork Reduction Act of 1995 if required.

13. It will comply with the Human Subjects Research Risk Protections requirements of 28 CFR Part 46 if any part of the funded project contains non-exempt research or statistical activities which involve human subjects and also with 28 CFR Part 22, requiring the safeguarding of individually identifiable information collected from research participants.

14. Pursuant to Executive Order 13043, it will enforce on-the-job seat belt policies and programs for employees when operating agency-owned, rented or personally-owned vehicles.

15. It will not use COPS funds to supplant (replace) state, local, or Bureau of Indian Affairs funds that otherwise would be made available for the purposes of this grant, as applicable.

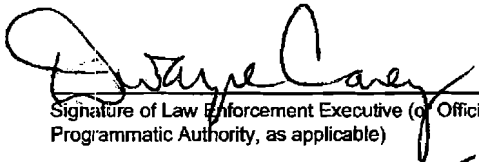
16. If the awarded grant contains a retention requirement, it will retain the increased officer staffing level and/or the increased officer redeployment level, as applicable, with state or local funds for a minimum of one full local budget cycle following expiration of the grant period.

17. It will not use any federal funding directly or indirectly to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law ratification, policy or appropriation whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy or appropriation as set forth in the Anti-Lobby Act, 18 U.S.C. 1913.

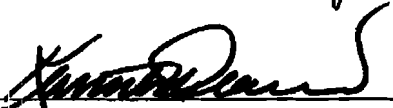
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I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.


Signature of Law Enforcement Executive (or Official with Programmatic Authority, as applicable)

5-28-09
Date


Signature of Government Executive (or Official with Financial Authority, as applicable)

5/28/09
Date

- (a) The dangers of drug abuse in the workplace;
- (b) The grantee's policy of maintaining a drug-free workplace;
- (c) Any available drug counseling, rehabilitation and employee assistance programs; and
- (d) The penalties that may be imposed upon employees for drug- abuse violations occurring in the workplace;
- (iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);
- (iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will -

- (a) Abide by the terms of the statement; and
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- (vi) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted -

- (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;
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Boone County Mo.

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Grantee IRS/ Vendor Number: 43-6000349

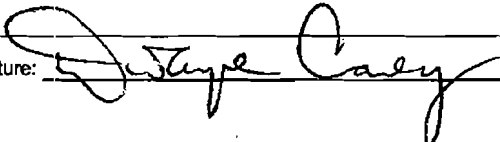
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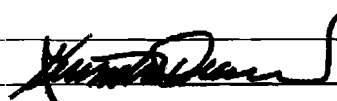
Typed Name and Title of Law Enforcement Executive (or Official with Programmatic Authority, as applicable):

Dwayne Carey, Sheriff

Signature:  Date: 5-28-09

Typed Name and Title of Government Executive (or Official with Financial Authority, as applicable):

Ken Pearson, Presiding Commissioner

Signature:  Date: 5/28/09

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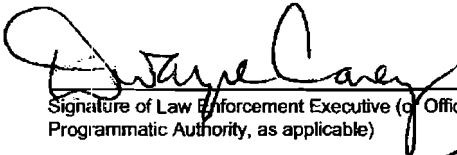
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5-28-09
Date


Signature of Government Executive (or Official with Financial Authority, as applicable)

5/28/09
Date

- (a) The dangers of drug abuse in the workplace;
- (b) The grantee's policy of maintaining a drug-free workplace;
- (c) Any available drug counseling, rehabilitation and employee assistance programs; and
- (d) The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace;
- (iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);
- (iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (v) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: COPS Office, 1100 Vermont Ave., NW, Washington, D.C. 20530. Notice shall include the identification number(s) of each affected grant.
- (vi) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted -

- (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;
- (vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v) and (vi).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of performance (street address, city, county, state, zip code)

2121 County Dr. Columbia, Mo. 65202
Boone County Mo.

Check if there are workplaces on file that are not identified here.

4. Coordination

The Public Safety Partnership and Community Policing Act of 1994 requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

Grantee Agency Name and Address:

Boone County Sheriff's Office 2121 County Dr. Columbia, Mo. 65202

Grantee IRS/ Vendor Number: 43-6000349

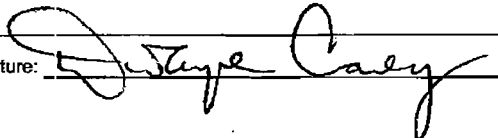
False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

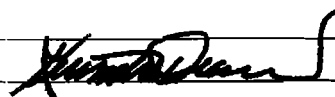
Typed Name and Title of Law Enforcement Executive (or Official with Programmatic Authority, as applicable):

Dwayne Carey, Sheriff

Signature:  Date: 5-28-09

Typed Name and Title of Government Executive (or Official with Financial Authority, as applicable):

Ken Pearson, Presiding Commissioner

Signature:  Date: 5/28/09

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

=====
May Session of the April Adjourned

Term. 20 09

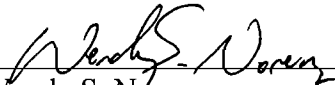
In the County Commission of said county, on the 28th day of May 20 09

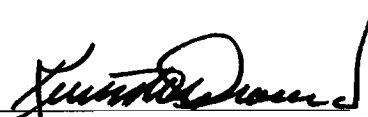
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby award bid 16-26MAR09 – Burr Oak Road Bridge Replacement to Phillips Grading and Construction. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Done this 28th day of May, 2009.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Kenneth M. Pearson
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

APPROVAL OF PROPOSAL FOR CONSULTANT SERVICES

238-2009
AUG 19 2009

Effective the 17th day of August, 2009, Boone County, Missouri, a political subdivision of the state of Missouri through its County Commission (herein "Owner") hereby approves and authorizes professional services by the Consultant referred to below for the services specified below.

Consultant Name: ENGINEERING SURVEYS AND SERVICES

Project/Work Description: Burr Oak Road Bridge Concrete Testing

Proposal Description: See attached proposal dated August 4, 2009, by ESS

Modifications to Proposal: Fees and expenses shall not exceed \$3,000.00 without prior written approval of Owner.

This form agreement and any attachments to it shall be considered the approved proposal; signature by all parties below constitutes a contract for services in accordance with the above described proposal and any approved modifications to the proposal, both of which shall be in accordance with the terms and conditions of the General Consultant Services Agreement signed by the Consultant and Owner for the current calendar year on file with the Boone County Public Works Department, which is hereby incorporated by reference. Performance of Consultant's services and compensation for services shall be in accordance with the approved proposal and any approved modifications to it and shall be subject to and consistent with the General Consultant Services Agreement for the current calendar year. In the event of any conflict in interpretation between the proposal approved herein and the General Consultant Services Agreement, or the inclusion of additional terms in the Consultant's proposal not found in the General Consultant Services Agreement, the terms and conditions of the General Consultant Services Agreement shall control unless the proposal approved herein specifically identifies a term or condition of the General Consultant Services Agreement that shall not be applicable or this Approval of Proposal indicates agreement with a specific term or terms of Consultant's proposal not found in the General Consultant Services Agreement.

ENGINEERING SURVEYS AND SERVICES

By

David Bennett

Vice-President

Title

Engineering

Dated:

8/17/09

BOONE COUNTY, MISSOURI

By

Don C. Hill

Interim Director, Boone County Public Works

Dated:

8/13/09

APPROVED AS TO FORM:

J. Blaine
County 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 appropriations sufficient to pay the costs arising from this contract.

Jane E. Pitchford
Auditor

8/13/09
Date
2045-71102

RECEIVED

AUG 19 2009

BOONE COUNTY CLERK

City of Columbia
Missouri

Introduced by Hindman Council Bill No. R 194-09

A RESOLUTION

authorizing an agreement with Boone County relating to the maintenance of Old Plank Road between Bethel Church Road and Route K.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute an agreement with Boone County relating to the maintenance of Old Plank Road between Bethel Church Road and Route K. The form and content of the agreement shall be substantially as set forth in "Exhibit A" attached hereto and made a part hereof as fully as if set forth herein verbatim.

ADOPTED this 17th day of August, 2009.

ATTEST:

[Signature]
City Clerk

[Signature]
Mayor and Presiding Officer

APPROVED AS TO FORM:

[Signature]
City Counselor

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

May Session of the April Adjourned

Term. 20 09

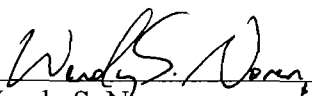
In the County Commission of said county, on the 28th day of May 20 09

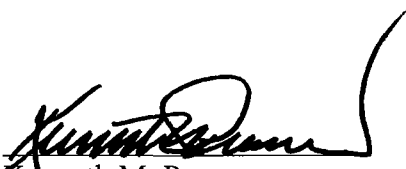
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby award bid 19-09APR09 – Duplicating Services Term and Supply to Brake Printing. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

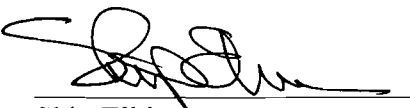
Done this 28th day of May, 2009.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Kenneth M. Pearson
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

**PURCHASE AGREEMENT
FOR
Duplicating Services Term and Supply**

THIS AGREEMENT dated the 28th day of May 2009 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Brake Printing**, 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 **Pavement Marking**, County of Boone Request for Bid number **19-09APR09**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, any applicable addenda, as well as the Contractor's bid response dated **April 08, 2009** and executed by **Dan Block**, on behalf of the Contractor. 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, the 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 the **date of award** and extend through **June 30, 2010** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by the order of the county for **three (3) additional one (1) year periods** 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 all items per the bid specifications and responded to on the Response Form, and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by County.

4. **Billing and Payment** - All billing shall be invoiced to each Boone County department independently according to department usage of the contract. 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 invoices 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.

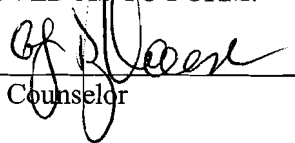
BRAKE PRINTING

by 
 title VP of Printing operations
 address 609 Nebraska Ave
Columbia, MO 65201

BOONE COUNTY, MISSOURI

by: Boone County Commission

 Kenneth M. Pearson, Presiding Commissioner

APPROVED AS TO FORM:

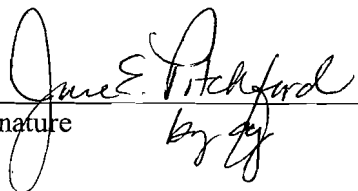

 County Counselor

ATTEST:


 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.)


 Signature by jjf

5/20/09
 Date

Departments: 2045/1221
 Account: 23001 Term/Supply

No Encumbrance Required
 Appropriation Account

4. Response Form

- 4.1. Company Name: Brake Printing
- 4.2. Address: 609 Nebraska Ave
- 4.3. City/Zip: Columbia, MO 65201
- 4.4. Phone Number: 573-874-7844
- 4.5. Fax Number: 573-875-2566
- 4.6. Federal Tax ID: 43-129.5773
- 4.6.1. Corporation
 Partnership - Name _____
 Individual/Proprietorship - Individual Name _____
 Other (Specify) _____

4.7. Pricing

Base Copy Price

	1-100 copies (each)	101-1000 copies (each)	1001-5000 copies (each)
4.7.1. Sheet Size 8.5" x 11" 20lb			
4.7.1.1. Black & White Simplex	\$ <u>.03</u>	\$ <u>.03</u>	\$ <u>.03</u>
4.7.1.2. Black & White Duplex	\$ <u>.06</u>	\$ <u>.06</u>	\$ <u>.06</u>
4.7.1.3. Color Simplex	\$ <u>.30</u>	\$ <u>.25</u>	\$ <u>.25</u>
4.7.1.4. Color Duplex	\$ <u>.60</u>	\$ <u>.50</u>	\$ <u>.50</u>
4.7.2. Sheet Size 8.5" x 11" 100lb			
4.7.2.1. Black & White Simplex	\$ <u>.05</u>	\$ <u>.05</u>	\$ <u>.05</u>
4.7.2.2. Black & White Duplex	\$ <u>.10</u>	\$ <u>.10</u>	\$ <u>.10</u>
4.7.2.3. Color Simplex	\$ <u>.35</u>	\$ <u>.30</u>	\$ <u>.30</u>
4.7.2.4. Color Duplex	\$ <u>.70</u>	\$ <u>.60</u>	\$ <u>.60</u>
4.7.3. Sheet Size 8.5" x 11" 110lb			
4.7.3.1. Black & White Simplex	\$ <u>.12</u>	\$ <u>.12</u>	\$ <u>.12</u>
4.7.3.2. Black & White Duplex	\$ <u>.18</u>	\$ <u>.18</u>	\$ <u>.18</u>
4.7.3.3. Color Simplex	\$ <u>.45</u>	\$ <u>.40</u>	\$ <u>.40</u>
4.7.3.4. Color Duplex	\$ <u>.90</u>	\$ <u>.80</u>	\$ <u>.80</u>
4.7.4. Sheet Size 8.5" x 14"			
4.7.4.1. Black & White Simplex	\$ <u>.035</u>	\$ <u>.035</u>	\$ <u>.035</u>

4.7.4.2. Black & White Duplex	\$ <u>.07</u>	\$ <u>.07</u>	\$ <u>.07</u>
4.7.4.3. Color Simplex	\$ <u>.35</u>	\$ <u>.30</u>	\$ <u>.30</u>
4.7.4.4. Color Duplex	\$ <u>.70</u>	\$ <u>.60</u>	\$ <u>.60</u>

4.7.5.

Sheet Size 11" x 17"

4.7.5.1. Black & White Simplex	\$ <u>.06</u>	\$ <u>.06</u>	\$ <u>.06</u>
4.7.5.2. Black & White Duplex	\$ <u>.12</u>	\$ <u>.12</u>	\$ <u>.12</u>
4.7.5.3. Color Simplex	\$ <u>.45</u>	\$ <u>.40</u>	\$ <u>.40</u>
4.7.5.4. Color Duplex	\$ <u>.90</u>	\$ <u>.80</u>	\$ <u>.80</u>

4.7.6. White Sheet Size 8.5" x 11" 60 lb

4.7.6.1. Black & White Simplex	\$ <u>.035</u>	\$ <u>.035</u>	\$ <u>.035</u>
4.7.6.2. Black & White Duplex	\$ <u>.07</u>	\$ <u>.07</u>	\$ <u>.07</u>
4.7.6.3. Color Simplex	\$ <u>.30</u>	\$ <u>.25</u>	\$ <u>.25</u>
4.7.6.4. Color Duplex	\$ <u>.60</u>	\$ <u>.50</u>	\$ <u>.50</u>

Additional Options

Additional Price Per copy (to be added to base price)

4.7.7. Colored Paper			
4.7.7.1. Pastel	\$ <u>.01</u>	\$ <u>.01</u>	\$ <u>.01</u>
4.7.7.2. Astrobright	\$ <u>.01</u>	\$ <u>.01</u>	\$ <u>.01</u>
4.7.8. Colored Cardstock	\$ <u>.09</u>	\$ <u>.09</u>	\$ <u>.09</u>
4.7.8. Folding			
4.7.8.1. Half fold	\$ <u>.01</u>	\$ <u>.01</u>	\$ <u>.01</u>
4.7.8.2. Trifold	\$ <u>.01</u>	\$ <u>.01</u>	\$ <u>.01</u>
4.7.9. Stapling	\$ <u>N/c machine</u>	\$ <u>N/c machine</u>	\$ <u>N/c machine</u>
4.7.10. Collate	\$ <u>N/c machine</u>	\$ <u>N/c machine</u>	\$ <u>N/c machine</u>
4.7.11. 3- hole punch	\$ <u>.005</u>	\$ <u>.005</u>	\$ <u>.005</u>
4.7.12. Padded			
4.7.12.1. Pad of 50 sheets	\$ <u>.25</u>	\$ <u>.25</u>	\$ <u>.25</u>
4.7.12.2. Pad of 100 sheets	\$ <u>.25</u>	\$ <u>.25</u>	\$ <u>.25</u>
4.7.13. Binding (coil, wire or comb)			
4.7.13.1. Up to 1" binding	\$ <u>1.95</u>	\$ <u>1.00</u>	\$ <u>.75</u>
4.7.13.2. 1" to 2" binding	\$ <u>2.45</u>	\$ <u>1.50</u>	\$ <u>1.25</u>
4.7.14. Miscellaneous Copy Service discount from price list for any service not detailed within.			<u>0</u> %
4.7.15. Emergency/Rush Services -- Additional percent charge per item. Include attachment as necessary.			<u>0</u> %
4.8. Maximum Percentage Increase for	<u>5</u> % 2 nd Year;	<u>5</u> % 3 rd Year	
	<u>5</u> % 4 th Year;	<u>5</u> % 5 th Year.	
4.9. Hours of Operation:	<u>8:00 - 5:30 Monday thru Friday</u>		
4.9.1. Open 24 hours? (yes/no):	<u>NO</u>		
4.10. Time Lapse Between Placement of Order and Receipt of Goods:	_____ days		
4.11. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?			
	<u>X</u> Yes	_____ No	

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.

4.12.1. Authorized Representative (Sign By Hand): 

Type or Print Signed Name: Dan Block

4.12.2. Today's Date: 4/8/09

References Sheet

County of Boone

Purchasing Department

4.11. **References** – Bidder must provide three (3) references for services rendered to public/commercial clients which are similar in size and scope.

4.11.1. **Reference #1**

Individual Name:

Kathy Rall

Company Name:

BBPL

Address:

200 Portland Street

Telephone:

886-4522

4.11.2. **Reference #2**

Individual Name:

Jim Rabadan

Company Name:

ABC Labs

Address:

7200 E ABC Lane

Telephone:

777-6055

4.11.3. **Reference #3**

Individual Name:

Fran West

Company Name:

Tribune

Address:

101 N 4th Street

Telephone:

815-1532

(Please complete and return with Contract)

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

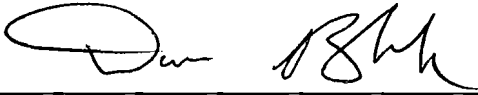
This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(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.

Dan Block VP of Printing Operations

Name and Title of Authorized Representative



Signature

Date

4/2/09

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

State of Missouri)
)SS.
County of Boone)

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.

4/9/09
Date

43-129-5773
Social Security Number
or Other Federal I.D. Number

Daniel Block
Signature

Daniel Block
Printed Name

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

Connie Harper
Notary Public

My Commission Expires:

CONNIE HARPER
Notary Public
Commissioned for Boone County
My Commission Expires: January 04, 2012
Commission Number: 08477775



Boone County Purchasing
601 E. Walnut, Room 209
Columbia, MO 65201

Request for Bid (RFB)

Tyson Boldan, Buyer
(573) 886-4392 – Fax: (573) 886-4390
Email: tboldan@boonecountymo.org

Bid Data

Bid Number: **19-09APR09**

Commodity Title: **Duplicating Services Term & Supply**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **THURSDAY, APRIL 09, 2009**
Time: **10:30 A.M. (Bids received after this time will be returned unopened)**
Location / Mail Address: **Boone County Purchasing Department
Boone County Johnson Building
601 E. Walnut, Room 208
Columbia, MO 65201**
Directions: The Johnson Building is located on the Northeast corner at 6th Street and Walnut Street. Enter the building from the East Side. Wheel chair accessible entrance is available on the West side of the building.

Bid Opening

Day / Date: **THURSDAY, APRIL 09, 2009**
Time: **10:30 A.M. C.S.T.**
Location / Address: **Boone County Johnson Building Conference Room
601 E. Walnut, Room 213
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
References Sheet
Work Authorization Certification
Debarment Form
Certification of Individual Bidder
Individual Bidder Affidavit
Standard Terms and Conditions**

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. An “Invitation For Bid” is used when the need is well defined. An “Invitation 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, preferably by fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. 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.
- 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.

- 1.7. **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 the provision of a Term and Supply contract for the furnishing of **Duplicating Service**, document reproduction, for the County of Boone – Missouri as specified herein.
- 2.1.1. **Quantity** – Based on past usage, the **estimated** total expenditures against this contract are expected to exceed \$33,000 annually. The expenditures specified herein are estimates only and anticipated future requirements, and as such, do not constitute a guarantee on the part of the County. Orders will be made on an “as needed basis” and with the issuance of an approved County Purchase Order. The County reserves the right to increase or decrease quantities as requirements dictate.
- 2.1.2. **Contract Duration** – The contract shall be effective from the **date of award** through June 1, 2010 and may be automatically renewed for an additional four (4) one-year periods unless canceled by the Purchasing Director in writing prior to a renewal period.
- 2.1.2.1. **Contract Extension** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.1.2.2. **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.
- 2.2. **General Requirements:**
- 2.2.1. All prices for quantities described in Section 4 of this request must also include ANY AND ALL fees associated with set-up, clean-up, labor, pick-up of job request, delivery of completed job, and any other fee associated with completing the requirements for completing duplicating service.
- 2.2.2. Documents shall be reproduced on 20 lb., recycled bond paper. Recycled bond paper shall have a minimum of 50% reclaimed fiber, 40% pre-consumer contents and 10% post consumer contents as defined by The U. S. Environmental Protection Agency (EPA).
- 2.2.3. Documents that need to be made into transparency(s) shall be size 8.5 inch x 11 inch and shall be colorless clear transparency film.
- 2.2.4. Copies shall be simplex or duplex as specified by County. Copies shall be sorted and bound as specified.
- 2.3. **Miscellaneous Copy Service** – The bidder may submit with the bid, price lists for additional copy services offered, which may be required by the County but are not covered in this Request for Bid. Bidder shall also state the discount from the price list given. Name and date of price list shall be provided. Price list shall be commercially offered to the trade and shall not be specifically made for this bid. Bidders may also indicate on a price list, any volume discounts for any items detailed in this Request for Bid.
- 2.4. **Pick-Up and Delivery:**
- 2.4.1. Contractor shall pick up originals and deliver copies to requesting department as identified in the Request for Bid.
- 2.4.2. Pick-ups and deliveries shall be made between the hours of 8:00 a.m. and 4:00 p.m., Monday thru Friday excluding holidays observed by Boone County.
- 2.4.3. Contractor shall pick up originals within four (4) business hours after telephone request by County representative. The completed job shall be returned within a maximum of seventy-two clock hours after receipt of originals. Any re-work required due to contractor error shall be corrected and returned within four clock hours after submission, if submitted prior to 1:00 p.m. Corrections submitted later than 1:00 p.m. shall be returned by 10:00 a.m. the next working day.
- 2.4.4. Contractor shall provide a receipt itemizing description and cost of the service performed per request.
- 2.5. **Emergency/Rush Service** – The Bidder should submit, as part of the response, an emergency/rush policy to be followed in the event it becomes necessary for the respondent to work after hours, weekends or holidays to complete a job within twenty-four clock hours after receipt of originals. This policy shall be exercised only upon County request. The Bidder shall include in its policy any additional charges with these services.

- 2.6. **Vendor Qualifications** – The Bidder shall have a minimum of three years experience in duplicating services.
- 2.7. **References** – Bidder shall submit a minimum of three references for which the bidder has provided reproduction services within the preceding 24 months. References may be checked prior to award. Any negative responses received may result in disqualification of the bid. Failure to submit references with the bid response may disqualify the bid from further consideration for award.
- 2.8. **Designee** – All County departments. Locations for pickup and delivery are as follows:
Boone County Government Center Offices, 801 E. Walnut, Columbia, MO 65201
Boone County Johnson Building, 601 E. Walnut, 2nd Floor, Columbia, MO 65201
Boone County Courthouse, 705 E. Walnut, Columbia, MO 65201
Boone County Public Works, 5551 Highway 63 South, Columbia, MO 65201
Boone County Sheriff Department, 2121 County Drive, Columbia, MO 65202
Boone County Juvenile Justice Center, 5665 N. Roger I Wilson Memorial Drive, Columbia, MO 65202
- 2.9. **Bid/Clarification Contact** – Tyson Boldan, Purchasing, 601 E. Walnut, Room 209, Columbia, MO 65201. Telephone: (573) 886-4392, Facsimile: (573) 886-4390, e-mail: tboldan@boonecountymmo.org.
- 2.10. **Billing** – Contractor shall provide a receipt itemizing description and cost of the service performed per request. Each department shall be invoiced separately for all orders placed. County agrees to pay all correct monthly invoices within 30 days from the date of receipt.
- 2.11. **Delivery** – FOB Destination – Inside Delivery to the Boone County requesting department. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.
 - 2.11.1. Bidders shall state the delivery time on the response page.
- 2.12. **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.
- 2.13. **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.
- 2.14. **Or Equal** – Bidders are to bid as specified herein or bid an approved equal. Determination of equality is solely Boone County’s responsibility.
- 2.15. **Quality of Work** – Contractor shall maintain a high standard of quality work on all duplicating jobs. Boone County reserves the right to refuse poor quality work, and will require the Contractor to reproduce the work at no additional cost to the County.

3. Response Presentation and Review

- 3.1 **RESPONSE CONTENT** – In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in 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.”
- 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**. The County is 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 bid number and the due date and time.
- 3.2.2. **Advice of Award** – If you wish to be advised of the outcome of this Bid, enclose with your Response a self-addressed stamped return envelope (size 10, first-class one-ounce postage) for our use in mailing a copy of the summary recap of the award. Notification will be by mail only, except to awarded Bidder.
- 3.2.3. The County’s Bids, Bid Tabulations, and Bid Awards may be viewed on our web page at www.showmeboone.com. View information under *Purchasing Department*.
- 3.2.4. If you have obtained this bid document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office or web page prior to submitting your bid 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 bid.
- 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** – The County reserves 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** – The County reserves 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** – The County’s 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** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
- 3.5.2. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for our use.
- 3.5.3. **Endurance of Pricing** – Bidder’s pricing must be held until award or 60 days, whichever comes first.
- 3.5.4. **Award:** 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. The County reserves the right to award to one or multiple respondents.
- 3.5.5. Boone County reserves the right to reject all bids. Boone County reserves the right to waive informalities in bids.

4. Response Form

- 4.1. Company Name: _____
- 4.2. Address: _____
- 4.3. City/Zip: _____
- 4.4. Phone Number: _____
- 4.5. Fax Number: _____
- 4.6. Federal Tax ID: _____

- 4.6.1. Corporation
- Partnership – Name _____
- Individual/Proprietorship – Individual Name _____
- Other (Specify) _____

4.7. Pricing

Base Copy Price

	1-100 copies (each)	101-1000 copies (each)	1001-5000 copies (each)
4.7.1. Sheet Size 8.5" x 11" 20lb			
4.7.1.1. Black & White Simplex	\$ _____	\$ _____	\$ _____
4.7.1.2. Black & White Duplex	\$ _____	\$ _____	\$ _____
4.7.1.3. Color Simplex	\$ _____	\$ _____	\$ _____
4.7.1.4. Color Duplex	\$ _____	\$ _____	\$ _____
4.7.2. Sheet Size 8.5" x 11" 100lb			
4.7.2.1. Black & White Simplex	\$ _____	\$ _____	\$ _____
4.7.2.2. Black & White Duplex	\$ _____	\$ _____	\$ _____
4.7.2.3. Color Simplex	\$ _____	\$ _____	\$ _____
4.7.2.4. Color Duplex	\$ _____	\$ _____	\$ _____
4.7.3. Sheet Size 8.5" x 11" 110lb			
4.7.3.1. Black & White Simplex	\$ _____	\$ _____	\$ _____
4.7.3.2. Black & White Duplex	\$ _____	\$ _____	\$ _____
4.7.3.3. Color Simplex	\$ _____	\$ _____	\$ _____
4.7.3.4. Color Duplex	\$ _____	\$ _____	\$ _____
4.7.4. Sheet Size 8.5" x 14"			
4.7.4.1. Black & White Simplex	\$ _____	\$ _____	\$ _____

- 4.7.4.2. Black & White Duplex
- 4.7.4.3. Color Simplex
- 4.7.4.4. Color Duplex

\$ _____
 \$ _____
 \$ _____

\$ _____
 \$ _____
 \$ _____

\$ _____
 \$ _____
 \$ _____

4.7.5.

Sheet Size 11" x 17"

- 4.7.5.1. Black & White Simplex
- 4.7.5.2. Black & White Duplex
- 4.7.5.3. Color Simplex
- 4.7.5.4. Color Duplex

\$ _____
 \$ _____
 \$ _____
 \$ _____

\$ _____
 \$ _____
 \$ _____
 \$ _____

\$ _____
 \$ _____
 \$ _____
 \$ _____

4.7.6. **White Sheet Size 8.5" x 11" 60 lb**

- 4.7.6.1. Black & White Simplex
- 4.7.6.2. Black & White Duplex
- 4.7.6.3. Color Simplex
- 4.7.6.4. Color Duplex

\$ _____
 \$ _____
 \$ _____
 \$ _____

\$ _____
 \$ _____
 \$ _____
 \$ _____

\$ _____
 \$ _____
 \$ _____
 \$ _____

Additional Options

Additional Price Per copy (to be added to base price)

4.7.7. Colored Paper			
4.7.7.1. Pastel	\$ _____	\$ _____	\$ _____
4.7.7.2. Astrobright	\$ _____	\$ _____	\$ _____
4.7.8. Colored Cardstock	\$ _____	\$ _____	\$ _____
4.7.8. Folding			
4.7.8.1. Half fold	\$ _____	\$ _____	\$ _____
4.7.8.2. Trifold	\$ _____	\$ _____	\$ _____
4.7.9. Stapling	\$ _____	\$ _____	\$ _____
4.7.10. Collate	\$ _____	\$ _____	\$ _____
4.7.11. 3- hole punch	\$ _____	\$ _____	\$ _____
4.7.12. Padded			
4.7.12.1. Pad of 50 sheets	\$ _____	\$ _____	\$ _____
4.7.12.2. Pad of 100 sheets	\$ _____	\$ _____	\$ _____
4.7.13. Binding (coil, wire or comb)			
4.7.13.1. Up to 1" binding	\$ _____	\$ _____	\$ _____
4.7.13.2. 1" to 2" binding	\$ _____	\$ _____	\$ _____
4.7.14. Miscellaneous Copy Service discount from price list for any service not detailed within.			_____ %
4.7.15. Emergency/Rush Services – Additional percent charge per item. Include attachment as necessary.			_____ %
4.8. Maximum Percentage Increase for _____ % 2 nd Year; _____ % 3 rd Year _____ % 4 th Year; _____ % 5 th Year.			
4.9. Hours of Operation: _____			
4.9.1. Open 24 hours? (yes/no): _____			
4.10. Time Lapse Between Placement of Order and Receipt of Goods: _____ days			
4.11. 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			

4.12. **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.**

4.12.1. **Authorized Representative (Sign By Hand):**

Type or Print Signed Name:

4.12.2. **Today's Date:** _____

References Sheet

County of Boone

Purchasing Department

4.11. **References** – Bidder must provide three (3) references for services rendered to public/commercial clients which are similar in size and scope.

4.11.1. **Reference #1**

Individual Name:

Company Name:

Address:

Telephone:

4.11.2. **Reference #2**

Individual Name:

Company Name:

Address:

Telephone:

4.11.3. **Reference #3**

Individual Name:

Company Name:

Address:

Telephone:

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

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

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

http://www.dhs.gov/xprevprot/programs/ge_1185221678150.shtm

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. Attach to this form the *E-Verify Memorandum of Understanding* that you completed when enrolling. The link for that form is:

<http://www.uscis.gov/files/nativedocuments/save-mou.pdf>

Additional information may be obtained from:

<http://www.uscis.gov/files/nativedocuments/MOU.pdf>

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

**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.

_____ Date
Affiant

Printed Name

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

Notary Public

(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

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

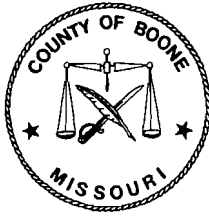
Social Security Number
or Other Federal I.D. Number

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:



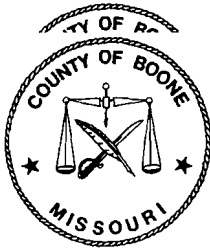
Standard Terms and Conditions

Boone County Purchasing
601 E. Walnut, Room 209
Columbia, MO 65201

Tyson Boldan, Buyer

Phone: (573) 886-4391 – Fax: (573) 886-4390

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Quotation and/or Proposal.
2. 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.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the quotation and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. 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.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. 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.
8. 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.
9. Failure to deliver as guaranteed shall disqualify Bidder from future bidding.
10. 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.
11. No bid transmitted by fax machine will be accepted.
12. 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.



Standard Terms and Conditions

Boone County Purchasing
601 E. Walnut, Room 209
Columbia, MO 65201

Tyson Boldan, Buyer
Phone: (573) 886-4391 – 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 #19-09APR09 – Duplicating Services Term & Supply

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____