

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

January Session of the January Adjourned

Term. 20 15

In the County Commission of said county, on the 22nd day of January 20 15

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

Now on this day the County Commission of the County of Boone does hereby approve a partial award for bid 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services to the following:

City of Columbia, Missouri on behalf of Columbia/Boone County Department of Public Health and Human Services
 Healthy Families America (HFA)
 \$62,472

Columbia/Boone County Department of Public Health and Human Services
 Teen Outreach Program
 \$71,286

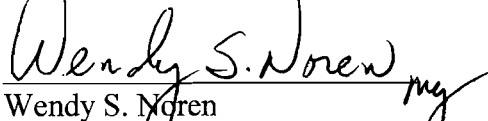
Child Abuse & Neglect Emergency Shelter, Incl, d/b/a Rainbow House
 Children’s Emergency Shelter Services
 \$148,889.63

Child Abuse & Neglect Emergency Shelter, Incl, d/b/a Rainbow House
 Homeless Youth Program Services
 101,063.28

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

Done this 22nd day of January, 2015

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Daniel K. Atwill
 Presiding Commissioner


 Karen M. Miller
 District I Commissioner


 Janet M. Thompson
 District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing



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

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPO, CPPB
DATE: January 21, 2015
RE: RFP Partial Award Recommendation: 27-10JUN14 – *Purchase of Service Contracts for Boone County Community Children's Services*

Request for Proposal 27-10JUN14 – *Purchase of Service Contracts for Boone County Community Children's Services* closed on July 10, 2014. 33 proposal responses were received. The following is a partial recommendation of contract award. This is the last of the contracts being awarded from this RFP and the proposal file is now public record. Attached are the evaluation committee's reports.

City of Columbia, Missouri on behalf of Columbia/Boone County Department of Public Health and Human Services

Healthy Families America (HFA)

Contract from date of award through June 30, 2016 with two, optional one-year renewals
\$62,472

Columbia/Boone County Department of Public Health and Human Services
Teen Outreach Program

Contract from date of award through June 30, 2016 with two, optional one-year renewals
\$71,286

Child Abuse & Neglect Emergency Shelter, Incl, d/b/a Rainbow House

Children's Emergency Shelter Services

Contract from February 1, 2015 through December 31, 2015 with two, optional one-year renewals
\$148,889.63

Child Abuse & Neglect Emergency Shelter, Incl, d/b/a Rainbow House

Homeless Youth Program Services

Contract from February 1, 2015 through December 31, 2015 with two, optional one-year renewals
\$101,063.28

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

Att: Evaluation Reports

cc: Proposal File

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet


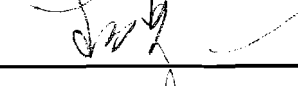
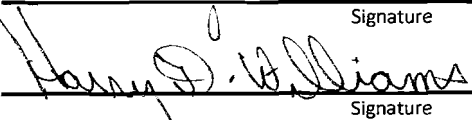
Agency Name: Sustainable Farms and Communities

Program Name: Access to Healthy Food

Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	46.15	0.15	6.92
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	51.09	0.50	25.54
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	50.00	0.35	17.50
Total Weighted Score:			49.97
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	7.00		
Final Score:			56.97

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 Signature	Kathy Thornburg Printed Name
 Signature	Les Wagner Printed Name
 Signature	Harry D. Williams Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

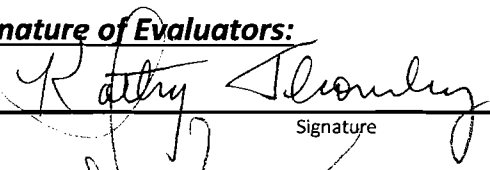
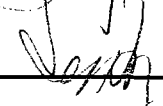

Agency Name: Rainbow House

Program Name: Homeless Youth Shelter

Agency and Program Information			
	Total Group Consensus Score	Weighted Percentage	Weighted Score
	55.77	0.15	8.37
Evaluation			
	Total Group Consensus Score	Weighted Percentage	Weighted Score
	45.65	0.50	22.83
Budget			
	Total Group Consensus Score	Weighted Percentage	Weighted Score
	50.00	0.35	17.50
Total Weighted Score:			48.69
Total Group Consensus Score (out of a possible score of 0 - 10)			
0.00			
Total Group Consensus Score (out of a possible score of 0 - 15)			
4.00			
Final Score:			52.69

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

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 Signature	Les Wagner Printed Name
 Signature	Harry D. Williams Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet


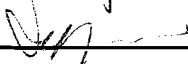
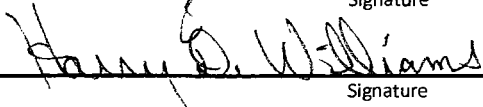
Agency Name: Rainbow House

Program Name: Children's Emergency Shelter

Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	55.77	0.15	8.37
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	47.83	0.50	23.91
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	50.00	0.35	17.50
Total Weighted Score:			49.78
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	7.00		
Final Score:			56.78

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

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 Signature	Les Wagner Printed Name
 Signature	Harry D. Williams Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

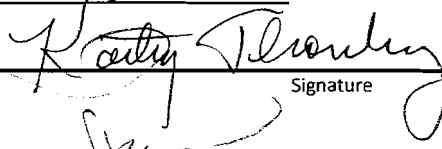
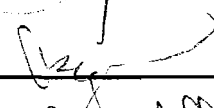
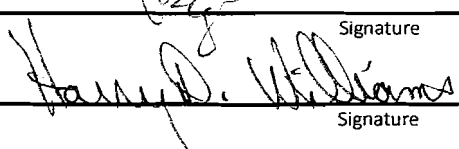
Agency Name: Great Circle

Program Name: IOS Older Youth - Emotional and Behavioral Issues

Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	51.92	0.15	7.79
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	51.09	0.50	25.54
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	50.00	0.35	17.50
Total Weighted Score:			50.83
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	4.00		
Final Score:			54.83

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 Signature	Kathy Thornburg Printed Name
 Signature	Les Wagner Printed Name
 Signature	HARRY D. WILLIAMS Printed Name

**Boone County Children's Services Fund
Purchase of Services - Overall Score Sheet**


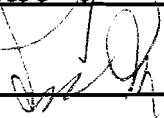
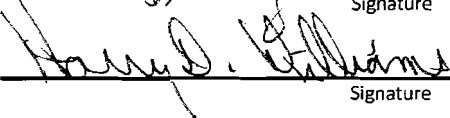
Agency Name: Heart of Missouri CASA

Program Name: Child Advocacy

Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	67.31	0.15	10.10
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	64.13	0.50	32.07
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	62.50	0.35	21.88
Total Weighted Score:			64.04
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	12.00		
Final Score:			76.04

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 Signature	Kathy Thornburg Printed Name
 Signature	Les Wagner Printed Name
 Signature	Harry D. Williams Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

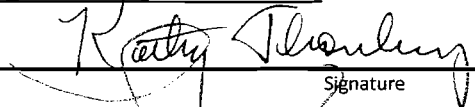
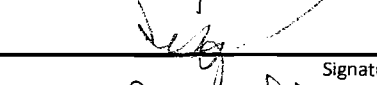
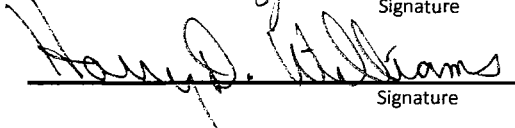
Agency Name: Great Circle

Program Name: Autism Respite

Overall Score			
Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	40.38	0.15	6.06
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	47.83	0.50	23.91
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	37.50	0.35	13.13
Total Weighted Score:			43.10
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	3.00		
Final Score:			46.10

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 _____ Signature	Kathy Thornburg _____ Printed Name
 _____ Signature	Les Wagner _____ Printed Name
 _____ Signature	Harry D. Williams _____ Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

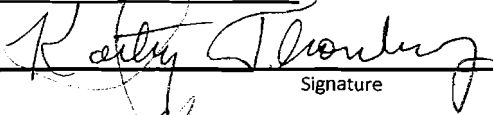


Agency Name: Great Circle

Program Name: Aftercare Program

	Total Group Consensus Score	Weighted Percentage	Weighted Score
Agency and Program Information	44.23	0.15	6.63
Evaluation	47.83	0.50	23.91
Budget	50.00	0.35	17.50
Total Weighted Score:			48.05
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	4.00		
Final Score:			52.05

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 Signature	Kathy Thornburg Printed Name
 Signature	LES WAGNER Printed Name
 Signature	HARRY D. WILLIAMS Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

Agency Name: CHA Low-Income Services

Program Name: Afterschool and Summer Program

Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	53.85	0.15	8.08
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	61.96	0.50	30.98
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	75.00	0.35	26.25
Total Weighted Score:			65.31
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	13.00		
Final Score:			78.31

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Signature of Evaluators:

 Signature	Kathy Thornburg Printed Name
 Signature	Les Wagner Printed Name
 Signature	Harry D. Williams Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

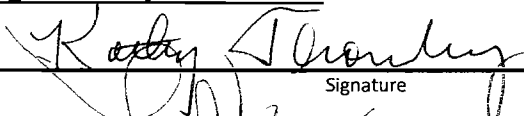

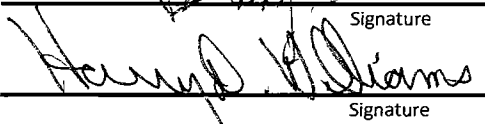
Agency Name: Central Missouri Foster Care and Adoption Association

Program Name: Respite Services

	Total Group Consensus Score	Weighted Percentage	Weighted Score
Agency and Program Information	44.23	0.15	6.63
	Total Group Consensus Score	Weighted Percentage	Weighted Score
Evaluation	41.30	0.50	20.65
	Total Group Consensus Score	Weighted Percentage	Weighted Score
Budget	37.50	0.35	13.13
	Total Group Consensus Score	Weighted Percentage	Weighted Score
Total Weighted Score:			40.41
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	9.00		
Final Score:			49.41

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 Signature	Kathy Thornburg Printed Name
 Signature	Les Wagner Printed Name
 Signature	Harry D. Williams Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

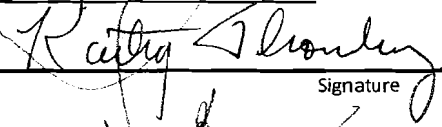
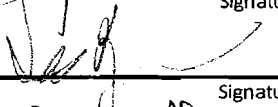
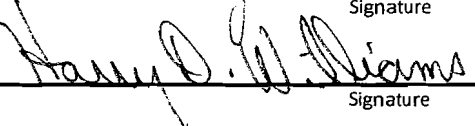
Agency Name: UMC ParentLink

Program Name: Incredible Years Parent Programs and Respite Care

	Total Group Consensus Score	Weighted Percentage	Weighted Score
Agency and Program Information	51.92	0.15	7.79
Evaluation	57.61	0.50	28.80
Budget	37.50	0.35	13.13
Total Weighted Score:			49.72
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	10.00		
Final Score:			59.72

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 Signature	Kathy Thornburg Printed Name
 Signature	Les Wagner Printed Name
 Signature	Harry D. Williams Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

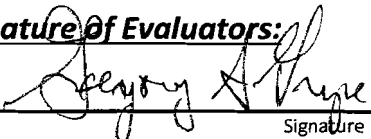

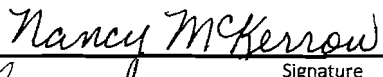



Agency Name: Columbia/Boone County Dept. of Health and Human Services

Program Name: Healthy Families America

Overall Score Sheet			
Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	76.92	0.15	11.54
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	73.91	0.50	36.96
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	68.75	0.35	24.06
Total Weighted Score:			72.56
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	13.00		
Final Score:			85.56

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 Gregory A. Hays <small>Signature</small>	 GREGORY HAYS <small>Printed Name</small>
 Nancy McKerron <small>Signature</small>	 NANCY MCKERRON <small>Printed Name</small>
 Dewey M. Rieho <small>Signature</small>	 Dewey M. Rieho <small>Printed Name</small>

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

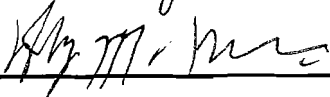
Agency Name: Columbia/Boone County Dept. of Health and Human Services

Program Name: Teen Outreach Program

Overall Score Sheet			
Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	78.85	0.15	11.83
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	65.22	0.50	32.61
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	62.50	0.35	21.88
Total Weighted Score:			66.31
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	12.00		
Final Score:			78.31

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 _____ Signature	GREG GRUBE _____ Printed Name
Nancy McKerrrow _____ Signature	NANCY MCKERROW _____ Printed Name
 _____ Signature	Dewey M. Richo _____ Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

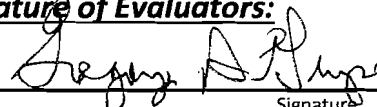
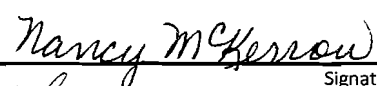
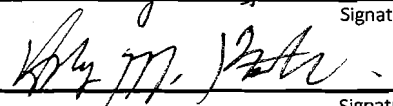
Agency Name: Great Circle

Program Name: Healthy Families America

Overall Score Sheet			
Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	46.15	0.15	6.92
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	58.70	0.50	29.35
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	62.50	0.35	21.88
Total Weighted Score:			58.15
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	0.00		
Final Score:			58.15

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 Signature	GREG GRUNPE Printed Name
 Signature	NANCY MCKERROW Printed Name
 Signature	David M. Rich Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

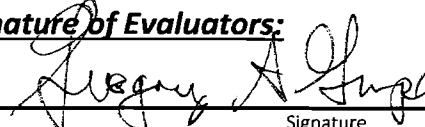

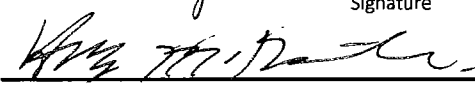
Agency Name: Great Circle

Program Name: Incredible Alternatives

Overall Score Sheet			
Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	42.31	0.15	6.35
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	47.83	0.50	23.91
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	62.50	0.35	21.88
Total Weighted Score:			52.13
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	3.00		
Final Score:			55.13

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Signature of Evaluators:

 Signature	GREGORY GRIFE Printed Name
 Signature	NANCY MCKERROW Printed Name
 Signature	DAWN P. RIECK Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

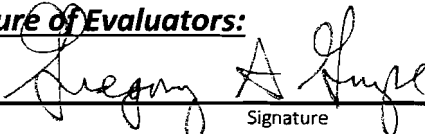

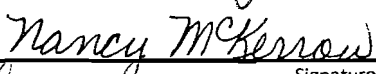
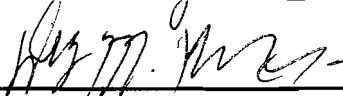
Agency Name: Job Point

Program Name: Career Academy

Overall Score Sheet			
Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	61.54	0.15	9.23
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	58.70	0.50	29.35
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	50.00	0.35	17.50
Total Weighted Score:			56.08
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	3.00		
Final Score:			59.08

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Signature of Evaluators:

 _____ Signature	 _____ Printed Name
 _____ Signature	NANCY MCKERROW _____ Printed Name
 _____ Signature	DENNY M. HESTON _____ Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

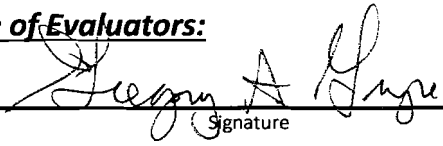
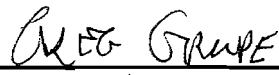
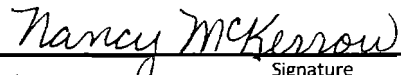


Agency Name: Job Point

Program Name: Civic Youth Corps

Agency and Program Information			
	Total Group Consensus Score	Weighted Percentage	Weighted Score
	59.62	0.15	8.94
Evaluation			
	Total Group Consensus Score	Weighted Percentage	Weighted Score
	67.39	0.50	33.70
Budget			
	Total Group Consensus Score	Weighted Percentage	Weighted Score
	50.00	0.35	17.50
Total Weighted Score:			60.14
Total Group Consensus Score (out of a possible score of 0 - 10)			
0.00			
Total Group Consensus Score (out of a possible score of 0 - 15)			
3.00			
Final Score:			63.14

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 _____ Signature	 _____ Printed Name
 _____ Signature	NANCY MCKERROW _____ Printed Name
 _____ Signature	 _____ Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

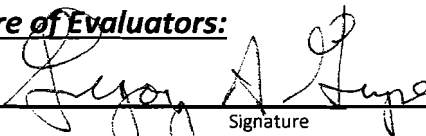
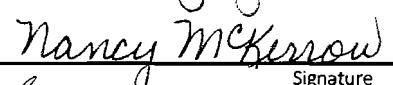

Agency Name: Project LAUNCH

Program Name: Early Childhood Positive Behavior Support

Overall Score Sheet			
Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	76.92	0.15	11.54
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	73.91	0.50	36.96
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	56.25	0.35	19.69
Total Weighted Score:			68.18
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	12.00		
Final Score:			80.18

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 Signature	GREG GRUBE Printed Name
 Signature	NANCY MCKERROW Printed Name
 Signature	DEWEY M. RIECK Printed Name

**Boone County Children's Services Fund
Purchase of Services - Overall Score Sheet**

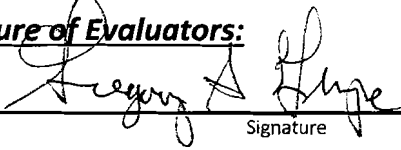
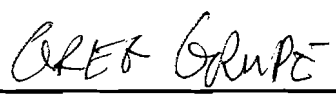
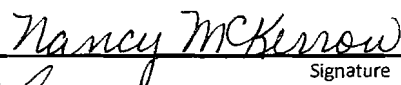
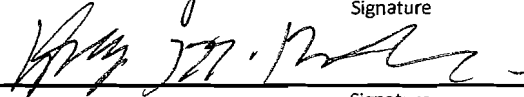
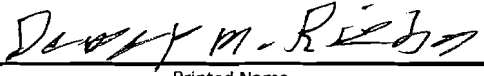
Agency Name: Lutheran Family and Children Services of Missouri

Program Name: Case Management

Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	78.85	0.15	11.83
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	71.74	0.50	35.87
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	62.50	0.35	21.88
Total Weighted Score:			69.57
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	12.00		
Final Score:			81.57

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 _____ Signature	 _____ Printed Name
 _____ Signature	NANCY MCKERROW _____ Printed Name
 _____ Signature	 _____ Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

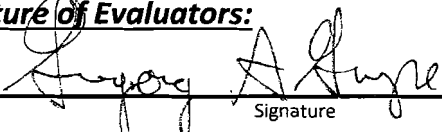

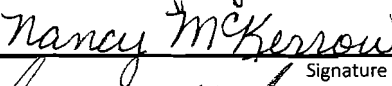
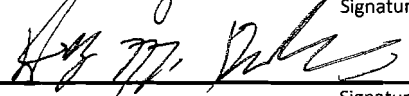
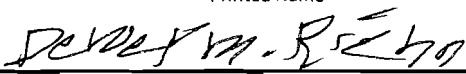
Agency Name: Missouri Child Care Aware of Missouri dba Child Care Aware of MO

Program Name: Emotional Foundatins for Early Childhood-Plus (EFFEC+)

Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	55.77	0.15	8.37
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	59.78	0.50	29.89
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	37.50	0.35	13.13
Total Weighted Score:			51.38
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	0.00		
Final Score:			51.38

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 Signature	 Printed Name
 Signature	NANCY MCKERROW Printed Name
 Signature	 Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

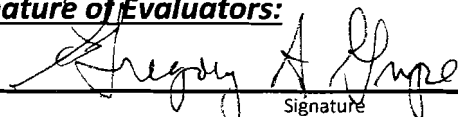
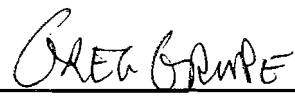
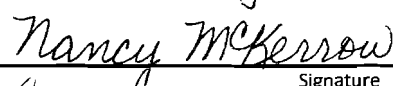

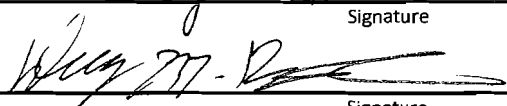
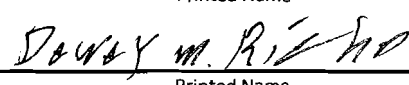
Agency Name: Preferred Family Healthcare

Program Name: Team of Concern

Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	51.92	0.15	7.79
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	59.78	0.50	29.89
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	50.00	0.35	17.50
Total Weighted Score:			55.18
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	0.00		
Final Score:			55.18

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 _____ Signature	 _____ Printed Name
 _____ Signature	 _____ Printed Name
 _____ Signature	 _____ Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

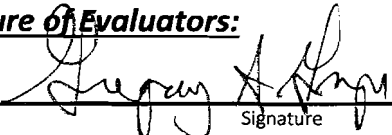

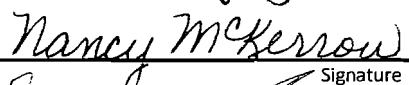

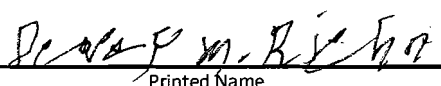
Agency Name: Youth Empowerment Zone

Program Name: Job Readiness and Mentorship

Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	48.08	0.15	7.21
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	36.96	0.50	18.48
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	50.00	0.35	17.50
Total Weighted Score:			43.19
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	0.00		
Final Score:			43.19

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 Gregory A. King Signature	 GREG CRANE Printed Name
 Nancy McKerron Signature	NANCY MCKERROW Printed Name
 David M. Bishop Signature	 David M. Bishop Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

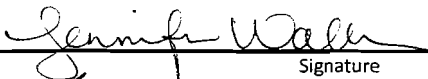
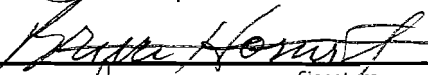
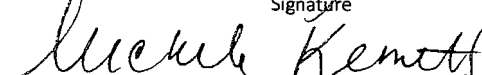
Agency Name: UMC Department of Psychiatry

Program Name: Outpatient Psychiatric Services

OVERALL SCORE SHEET			
Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	53.85	0.15	8.08
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	59.78	0.50	29.89
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	50.00	0.35	17.50
Total Weighted Score:			55.47
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	3.00		
Final Score:			58.47

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 Signature	Jennifer Walker Printed Name
 Signature	Bruce Horwitz BA recused Printed Name
 Signature	Michele Kenneth Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

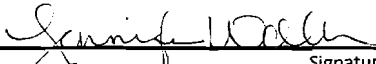
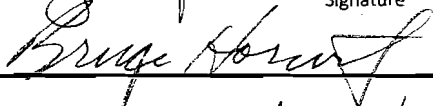
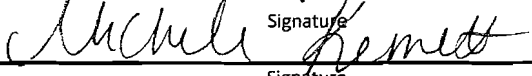
Agency Name: Burrell Behavioral Health, Inc

Program Name: Psychiatric

OVERALL SCORE SHEET			
Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	46.15	0.15	6.92
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	61.96	0.50	30.98
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	25.00	0.35	8.75
Total Weighted Score:			46.65
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	0.00		
Final Score:			46.65

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 <small>Signature</small>	Jennifer Walker <small>Printed Name</small>
 <small>Signature</small>	BRUCE HORWITZ <small>Printed Name</small>
 <small>Signature</small>	MICHELE KENNETT <small>Printed Name</small>

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

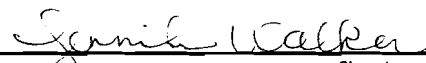
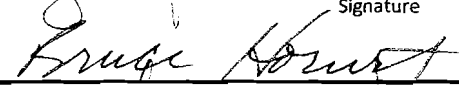
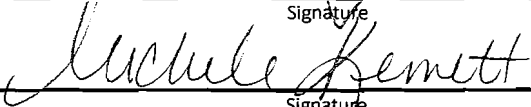
Agency Name: Family Counseling Center of Missouri, Inc.

Program Name: Counseling and Therapy

OVERALL SCORE SHEET			
Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	67.31	0.15	10.10
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	51.09	0.50	25.54
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	62.50	0.35	21.88
Total Weighted Score:			57.51
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	3.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	0.00		
Final Score:			60.51

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 <small>Signature</small>	Jennifer Walker <small>Printed Name</small>
 <small>Signature</small>	BRUCE HORWITZ <small>Printed Name</small>
 <small>Signature</small>	Michele Kennett <small>Printed Name</small>

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

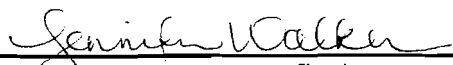
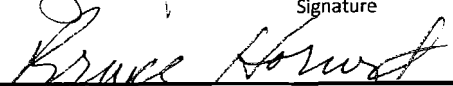
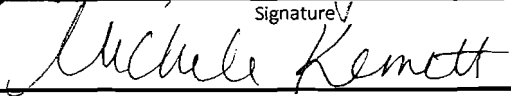
Agency Name: Great Circle

Program Name: IOS Emotional and Behavioral Issues

OVERALL SCORE SHEET			
Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	44.23	0.15	6.63
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	46.74	0.50	23.37
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	50.00	0.35	17.50
Total Weighted Score:			47.50
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	0.00		
Final Score:			47.50

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 Signature	Jennifer Walker Printed Name
 Signature	BRUCE HORWITZ Printed Name
 Signature	Michele Kenneth Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

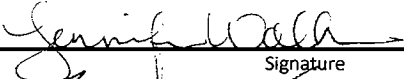
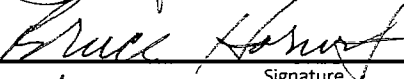

Agency Name: Great Circle

Program Name: Self Injury Intensive Outpatient Services

Overall Score Sheet			
Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	40.38	0.15	6.06
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	50.00	0.50	25.00
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	25.00	0.35	8.75
Total Weighted Score:			39.81
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	0.00		
Final Score:			39.81

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 Signature	Jennifer Walker Printed Name
 Signature	BRUCE HORWITZ Printed Name
 Signature	Michelle Kennett Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

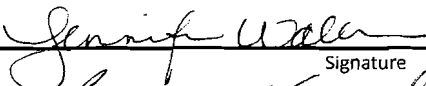
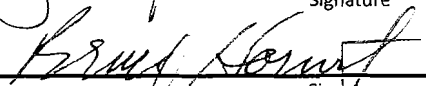
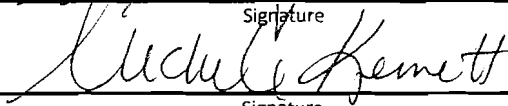
Agency Name: UMC Psychological Services Clinic

Program Name: Mental and Behavioral Healthcare

Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	63.46	0.15	9.52
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	69.57	0.50	34.78
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	50.00	0.35	17.50
Total Weighted Score:			61.80
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	0.00		
Final Score:			61.80

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 <small style="display: block; margin-left: 100px;">Signature</small>	Jennifer Walker <small style="display: block; margin-left: 100px;">Printed Name</small>
 <small style="display: block; margin-left: 100px;">Signature</small>	BRUCE H. RWITZ <small style="display: block; margin-left: 100px;">Printed Name</small>
 <small style="display: block; margin-left: 100px;">Signature</small>	Michelle Kennett <small style="display: block; margin-left: 100px;">Printed Name</small>

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

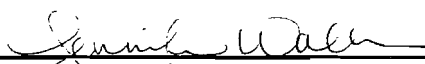

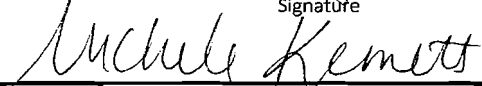
Agency Name: Lutheran Family and Children Services of Missouri

Program Name: Mental Health Counseling

Overall Score Sheet			
Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	48.08	0.15	7.21
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	44.57	0.50	22.28
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	25.00	0.35	8.75
Total Weighted Score:			38.24
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	0.00		
Final Score:			38.24

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 Signature	Jennifer Walker Printed Name
 Signature	BRUCE HORWITZ Printed Name
 Signature	michele Kennett Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

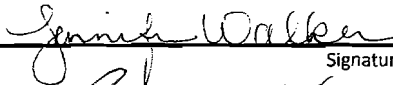
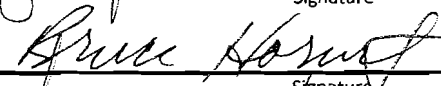
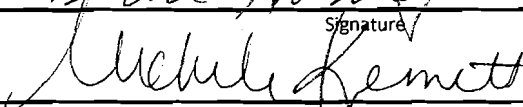
Agency Name: Preferred Family Healthcare

Program Name: Adolescent Outpatient Program

Overall Score Sheet			
Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	48.08	0.15	7.21
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	41.30	0.50	20.65
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	25.00	0.35	8.75
Total Weighted Score:			36.61
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	0.00		
Final Score:			36.61

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 Signature	Jennifer Walker Printed Name
 Signature	BRUCE HORWITZ Printed Name
 Signature	Michele Kennett Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

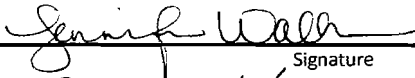
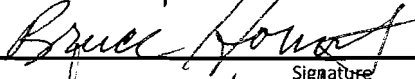
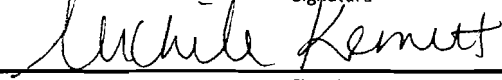
Agency Name: Presbyterian Children's Homes and Services

Program Name: Individual and Family Therapy

Overall Score Sheet			
Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	46.15	0.15	6.92
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	40.22	0.50	20.11
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	50.00	0.35	17.50
Total Weighted Score:			44.53
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	0.00		
Final Score:			44.53

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 <small>Signature</small>	Jennifer Walker <small>Printed Name</small>
 <small>Signature</small>	BRUCE HORWITZ <small>Printed Name</small>
 <small>Signature</small>	Michele Kennett <small>Printed Name</small>

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

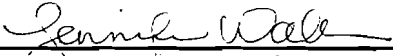

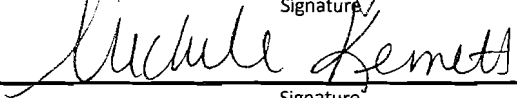
Agency Name: St. Mary's Health Center

Program Name: Intensive Outpatient Services

Overall Score Sheet			
Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	26.92	0.15	4.04
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	23.91	0.50	11.96
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	25.00	0.35	8.75
Total Weighted Score:			24.74
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	0.00		
Final Score:			24.74

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 _____ Signature	Jennifer Walker _____ Printed Name
 _____ Signature	BRUCE HORWITZ _____ Printed Name
 _____ Signature	Michelle Kenneth _____ Printed Name

Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

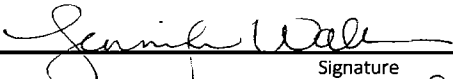
Agency Name: UMC Assessment and Consultation Clinic

Program Name: Mental Health Evaluations

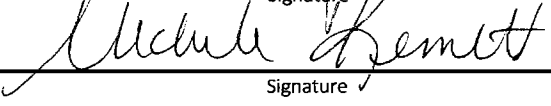
OVERALL SCORE SHEET			
Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	59.62	0.15	8.94
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	51.09	0.50	25.54
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	50.00	0.35	17.50
Total Weighted Score:			51.99
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	0.00		
Final Score:			51.99

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 Signature	Jennifer Walker Printed Name
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 Signature	BRUCE HORWITZ Printed Name
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 Signature	Michele Kennett Printed Name
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Boone County Children's Services Fund Purchase of Services - Overall Score Sheet

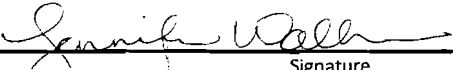
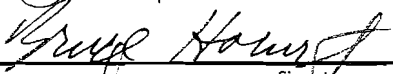

Agency Name: UMC Assessment Consultation Clinic

Program Name: Mental Health Screenings

OVERALL SCORE SHEET			
Agency and Program Information	Total Group Consensus Score	Weighted Percentage	Weighted Score
	59.62	0.15	8.94
Evaluation	Total Group Consensus Score	Weighted Percentage	Weighted Score
	51.09	0.50	25.54
Budget	Total Group Consensus Score	Weighted Percentage	Weighted Score
	50.00	0.35	17.50
Total Weighted Score:			51.99
Matching Funds	Total Group Consensus Score (out of a possible score of 0 - 10)		
	0.00		
Collaboration	Total Group Consensus Score (out of a possible score of 0 - 15)		
	0.00		
Final Score:			51.99

These documents, Overall Score Sheet and Group Consensus Score Sheet, are reflective of the scoring and evaluation process completed by these evaluators.

Signature of Evaluators:

 <small style="display: block; text-align: center;">Signature</small>	Jennifer Walker <small style="display: block; text-align: center;">Printed Name</small>
 <small style="display: block; text-align: center;">Signature</small>	BRUCE HORWITZ <small style="display: block; text-align: center;">Printed Name</small>
 <small style="display: block; text-align: center;">Signature</small>	Michele Kenneth <small style="display: block; text-align: center;">Printed Name</small>

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Bruce Horwitz, Michele Kennett, Jennifer Walker

Agency Name: Burrell Behavioral Health, Inc.

Program Name: Psychiatric

CONSENSUS SCORE SHEET

Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above.

Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	6.00	6.00	5.00	6.00
Target Population (P=12)	3.00	4.00	6.00	5.00
Service Need (P=28)	13.00	13.00	13.00	13.00
Total Group Consensus Score for Agency and Service Information:				46.15

Comments:

Strengths:

- *did a thorough job describing the statistical data
- *currently the administrative agent for the Missouri Department of Mental Health for the service area
- *has offices in Hallsville and Centralia

Concerns:

- *concerned about balance and diversity of the Board
- *vague description of target population
- *generic statement of service need, could use more detail

Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	18.00	18.00	18.00	18.00
Outcomes (P=12)	9.00	6.00	6.00	6.00
Indicators (P=8)	6.00	6.00	6.00	6.00
Measurement (P=16)	12.00	12.00	13.00	12.00
Input (P=12)	10.00	9.00	10.00	9.00
Output (P=24)	6.00	6.00	8.00	6.00
Total Group Consensus Score for Evaluation:				61.96

Comments:**Strengths:**

*strong in performance data

*currently providing the following services in Boone County: counseling services, medication management, Parent-Child Interaction Therapy, parent management training, diagnostic testing and evaluation, child and youth case management, school-based services, and residential services

Concerns:

*no specific timeline for outcomes

*output unit cost seems high

*surprised that the agency is utilizing Children's Global Assessment Surveys (C-GASS) tends to be subjective in nature, not reliable, encourage the use of DSM-V

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	2.00	2.00	2.00	2.00
Budget Narrative (P=8)	2.00	2.00	2.00	2.00
Total Group Consensus Score for Budget:				25.00

Comments:**Strengths:****Concerns:**

*clarification needed on proposed salaries

*need to un-bundle the services

*confused about the development of the budget

*need clarification on the numbers provided (Case Manager 4 vs. 3 staff)

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

*no matching fund opportunities currently listed

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

*no collaborative opportunities described, just referrals to other agencies or providers

Recommendations:

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Kathy Thornburg, Les Wagner, Harry Williams

Agency Name: CHA Low-Income Services, Inc.

Program Name: Afterschool and Summer Program

CONSENSUS SCORE SHEET

Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above.

Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	6.00	5.00	12.00	6.00
Target Population (P=12)	6.00	5.00	7.00	6.00
Service Need (P=28)	16.00	17.00	16.00	16.00
Total Group Consensus Score for Agency and Service Information:				53.85

Comments:

Strengths:

Concerns:

*very small board

Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	12.00	12.00	17.00	14.00
Outcomes (P=12)	6.00	8.00	9.00	8.00
Indicators (P=8)	6.00	7.00	6.00	6.00
Measurement (P=16)	6.00	8.00	9.00	8.00
Input (P=12)	7.00	8.00	6.00	7.00
Output (P=24)	11.00	14.00	18.00	14.00
Total Group Consensus Score for Evaluation:				61.96

Comments:

Strengths:

- *well described programs
- *meet the children where they are at and at the time the recipients need this service
- *good agreements between groups to the measurements to be utilized

Concerns:

- *surprised that there were no impediments in serving the target population

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	6.00	6.00	6.00	6.00
Budget Narrative (P=8)	6.00	6.00	6.00	6.00
Total Group Consensus Score for Budget:				75.00

Comments:

Strengths:

Concerns:

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:

Strengths:

Concerns:

- *didn't see any opportunities for Matching Funds

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	13.00	13.00	13.00	13.00

Comments:

Strengths:

- *good collaboration with three other agencies
- *Family Counseling Center will do screenings

Concerns:

Recommendations:

- *encourage respondent to give better explanation for the board make
- *solid, well written proposal

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Nancy McKerrow, Dewey Riehn, Greg Grupe

Agency Name: Missouri Child Care Aware of Missouri dba Child Care Aware of MO

Program Name: Emotional Foundations for Early Childhood-Plus (EFFEC+)

CONSENSUS SCORE SHEET				
<i>Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above.</i>				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	6.00	8.00	6.00	6.00
Target Population (P=12)	6.00	7.00	8.00	7.00
Service Need (P=28)	20.00	16.00	15.00	16.00
Total Group Consensus Score for Agency and Service Information:				55.77
Comments:				
Strengths: *letter of support from the Missouri Director of Children's Division, Department of Social Services				
Concerns: *mission vague *proposal seemed "canned" *no specific information on board members *surprised that no impediments to service noted *Project LAUNCH offers very similar service *Addendums not returned until 8/22/14 per Purchasing Director request				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	11.00	10.00	20.00	12.00
Outcomes (P=12)	7.00	7.00	12.00	8.00
Indicators (P=8)	4.00	4.00	6.00	5.00
Measurement (P=16)	9.00	8.00	8.00	8.00
Input (P=12)	10.00	11.00	9.00	10.00
Output (P=24)	11.00	13.00	14.00	12.00
Total Group Consensus Score for Evaluation:				59.78

Comments:

Strengths:
*ambitious outcomes based on prior experience
*indicators are very specific
*nationally vetted for training (Quality Assured)

Concerns:
*amount of training hours that will be offered was not clear, one spot it states 21 hours of training will be offered and another spot states 18 hours of training will be offered
*don't understand why the unit cost (\$1282.15/hr) is so high for parent training
*less than 2% of agency's funding comes from non-state entities
*professional development of \$2500/per staff member seems high
*incentives for parents and teachers of \$6,400 is not well detailed and seems high
*personnel costs of \$67,127.36 appear to be high
*Project LAUNCH also applying for similar social-emotional funds

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	4.00	4.00	3.00	3.00
Budget Narrative (P=8)	3.00	3.00	3.00	3.00
Total Group Consensus Score for Budget:				37.50

Comments:

Strengths:

Concerns:
*no fundraising being done
*professional development costs seem high
*concerned about gift cards for parents

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities	0.00	0.00	0.00	0.00

Comments:

Strengths:

Concerns:
*no matching funds were discussed in the proposal

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities	0.00	0.00	0.00	0.00

Comments:

Strengths:

Concerns:
*no collaboration noted

Recommendations:
*collaborate with other agencies providing the same or similar services to avoid duplication of efforts in the community
*provide more cost-efficient services

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Nancy McKerrow, Dewey Riehn, Greg Grupe

Agency Name: Columbia/Boone County Dept. of Health and Human Services

Program Name: Healthy Families America

CONSENSUS SCORE SHEET				
Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above.				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	12.00	7.00	6.00	9.00
Target Population (P=12)	6.00	12.00	7.00	11.00
Service Need (P=28)	18.00	22.00	20.00	20.00
Total Group Consensus Score for Agency and Service Information:				76.92
Comments:				
Strengths:				
<ul style="list-style-type: none"> *good mission statement *well written brochure *this proposal recognizes racial disparity *elected city council provides county-wide insight *county-wide proposal targeting high risk parents *good job of describing data and details *built in referral service from parts of their program like WIC, health department (good connection to the target population) *capacity 49 families, serving less than 25% population, possibly ask for an increase in RFP grant? 				
Concerns:				
* addendums not returned until 8/22/14 per Purchasing Director request				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	17.00	13.00	15.00	15.00
Outcomes (P=12)	9.00	9.00	9.00	9.00
Indicators (P=8)	6.00	8.00	4.00	6.00
Measurement (P=16)	10.00	12.00	12.00	12.00
Input (P=12)	11.00	11.00	11.00	11.00
Output (P=24)	13.00	12.00	17.00	15.00
Total Group Consensus Score for Evaluation:				73.91

Comments:**Strengths:**

- *good specific, ambitious outcomes
- *Healthy Families America is an evidence-based program that is creative, innovative and currently underfunded
- *have MOUs in place with other entities
- *Health Department has credibility in the community as a provider

Concerns:

- *overall reliance on self reporting undermines credibility

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	6.00	6.00	4.00	6.00
Budget Narrative (P=8)	4.00	5.00	6.00	5.00
Total Group Consensus Score for Budget:				68.75

Comments:**Strengths:****Concerns:**

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

- *no matching funds were discussed in the proposal

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	10.00	13.00	15.00	13.00

Comments:**Strengths:**

- *works with Lutheran Family and Children's Services and other groups within the health department which shows good collaboration.

Concerns:**Recommendations:**

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Nancy McKerrow, Dewey Riehn, Greg Grupe

Agency Name: Columbia/Boone County Dept. of Health and Human Services

Program Name: Teen Outreach Program

CONSENSUS SCORE SHEET				
<i>Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above.</i>				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	9.00	10.00	10.00	10.00
Target Population (P=12)	12.00	9.00	7.00	11.00
Service Need (P=28)	18.00	21.00	22.00	20.00
Total Group Consensus Score for Agency and Service Information:				78.85
Comments:				
Strengths: *well written brochure *very aggressive programs in under-served rural schools not currently targeted; target population that will not be served otherwise *elected city council provides county-wide insight				
Concerns: *concerned about holding meetings during the day *addendums not returned until 8/22/14 per Purchasing Director request				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	11.00	10.00	13.00	11.00
Outcomes (P=12)	9.00	9.00	3.00	8.00
Indicators (P=8)	8.00	6.00	6.00	8.00
Measurement (P=16)	12.00	10.00	10.00	10.00
Input (P=12)	8.00	9.00	8.00	9.00

Output (P=24)	19.00	14.00	16.00	14.00
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Total Group Consensus Score for Evaluation: 65.22

Comments:

Strengths:

- *Health Department has credibility in the community as a provider
- *very specific and easily measurable indicators
- *proven to be a good strong program

Concerns:

- *performance indicators seem very low
- *vague on who is responsible for accomplishing the outcomes
- *concerned they might want to use some of the funding for transportation which is not fundable
- *difficult to understand what their unit cost is based on

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	4.00	4.00	4.00	4.00
Budget Narrative (P=8)	6.00	6.00	6.00	6.00
Total Group Consensus Score for Budget:				62.50

Comments:

Strengths:

Concerns:

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:

Strengths:

Concerns:

- *no matching funds were discussed in the proposal

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	15.00	12.00	12.00	12.00

Comments:

Strengths:

- *good collaborative opportunities in the local community, including Columbia Housing Authority, Youth Community Coalition, and the Columbia Public Schools

Concerns:

Recommendations:

- *encourage to try and get transportation cost paid for by the local school districts to earn matching funds

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Bruce Horwitz, Michele Kennett, Jennifer Walker

Agency Name: Family Counseling Center of Missouri, Inc.

Program Name: Counseling and Therapy

CONSENSUS SCORE SHEET				
Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	6.00	6.00	7.00	6.00
Target Population (P=12)	9.00	9.00	9.00	9.00
Service Need (P=28)	21.00	18.00	20.00	20.00
Total Group Consensus Score for Agency and Service Information:				67.31
Comments:				
Strengths: *good description of target population				
Concerns:				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	10.00	10.00	10.00	10.00
Outcomes (P=12)	5.00	6.00	6.00	6.00
Indicators (P=8)	4.00	4.00	3.00	3.00
Measurement (P=16)	8.00	8.00	8.00	8.00
Input (P=12)	9.00	7.00	9.00	8.00
Output (P=24)	8.00	12.00	14.00	12.00
Total Group Consensus Score for Evaluation:				51.09

Comments:**Strengths:**

- *extension of service currently offered at the Juvenile Justice Center
- *credible way to establish rates for service (cited DMH rates)

Concerns:

- *timeline not addressed in the Outcomes section
- *no mention of working with parents
- *what services apply to everyone is not indicated
- *Output section: pg 14 says "one-hundred and thirty 260 adolescents will receive treatment. . . ", Attachment A says 260
- *did not list other providers in Boone County
- *define group education and community support services - what does this include, need more specifics
- *not all participants will receive all the services

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	6.00	4.00	5.00	5.00
Budget Narrative (P=8)	6.00	4.00	5.00	5.00
Total Group Consensus Score for Budget:				62.50

Comments:**Strengths:****Concerns:**

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	3.00	3.00	3.00	3.00

Comments:**Strengths:**

- *proposed match funding with DMH

Concerns:

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

- *no collaborative opportunities described, just referrals to other agencies or providers

Recommendations:

- *several typos throughout proposal, encourage applicant to proof read
- *look into the opportunity of getting Matching Funds from the Missouri Department of Mental Health

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Bruce Horwitz, Michele Kennett, Jennifer Walker

Agency Name: Great Circle

Program Name: IOS Emotional and Behavioral Issues

CONSENSUS SCORE SHEET				
Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	6.00	6.00	6.00	6.00
Target Population (P=12)	9.00	3.00	6.00	5.00
Service Need (P=28)	10.00	14.00	12.00	12.00
Total Group Consensus Score for Agency and Service Information:				44.23
Comments:				
Strengths:				
Concerns:				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	10.00	10.00	10.00	10.00
Outcomes (P=12)	5.00	5.00	5.00	5.00
Indicators (P=8)	2.00	3.00	3.00	3.00
Measurement (P=16)	6.00	7.00	8.00	7.00
Input (P=12)	8.00	8.00	8.00	8.00
Output (P=24)	10.00	10.00	12.00	10.00
Total Group Consensus Score for Evaluation:				46.74
Comments:				

Strengths:				
Concerns:				
*these services were being offered in a bundled package, each service should be offered and billed separately based on the patient's needs				
*not patient centered				
Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	4.00	4.00	4.00	4.00
Budget Narrative (P=8)	4.00	4.00	4.00	4.00
Total Group Consensus Score for Budget:				50.00
Comments:				
Strengths:				
Concerns:				
Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00
Comments:				
Strengths:				
Concerns:				
*didn't see any opportunities for Matching Funds				
Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	0.00	0.00	0.00	0.00
Comments:				
Strengths:				
Concerns:				
*more referrals than collaborations				
Recommendations:				
*unbundle services offered to clients				
*would have liked to see outcome and indicator data for other services provided				

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Kathy Thornburg, Les Wagner, Harry Williams

Agency Name: Great Circle

Program Name: Aftercare Program

CONSENSUS SCORE SHEET				
Evaluators' scores were randomly recorded and do not necessarily correspond to the evaluator's names above				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	4.00	6.00	5.00	5.00
Target Population (P=12)	4.00	5.00	5.00	5.00
Service Need (P=28)	15.00	13.00	13.00	13.00
Total Group Consensus Score for Agency and Service Information:				44.23
Comments:				
Strengths:				
Concerns:				
*no Board of Directors was provided in this copy of the proposal, these board members were obtained through another copy of a Great Circle proposal, list was very generic with very little specific information about the board members				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	10.00	10.00	10.00	10.00
Outcomes (P=12)	6.00	7.00	7.00	7.00
Indicators (P=8)	4.00	2.00	3.00	3.00
Measurement (P=16)	5.00	8.00	7.00	7.00
Input (P=12)	5.00	5.00	6.00	5.00
Output (P=24)	12.00	12.00	12.00	12.00
Total Group Consensus Score for Evaluation:				47.83

Comments:

Strengths:

*child's family will be included in this target population as they are essential to successful treatment outcomes

Concerns:

*descriptions are very general and vague statements without detail

*surprised that no impediments were listed

*concerned about self referral system, transition children from one of their programs to another one of their programs

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	4.00	4.00	4.00	4.00
Budget Narrative (P=8)	4.00	4.00	4.00	4.00
Total Group Consensus Score for Budget:				50.00

Comments:

Strengths:

Concerns:

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:

Strengths:

Concerns: *no

Matching Funds mentioned in this proposal

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	4.00	4.00	4.00	4.00

Comments:

Strengths:

*collaborating with various agencies

Concerns:

*seems to be more referrals than collaboration

Recommendations:

*include page numbers on the proposal for evaluation committee to reference for review

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Kathy Thornburg, Les Wagner, Harry Williams

Agency Name: Great Circle

Program Name: Autism Respite

CONSENSUS SCORE SHEET				
Evaluators scores were randomly recorded and do not necessarily correspond to the evaluator's names above.				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	6.00	4.00	4.00	4.00
Target Population (P=12)	6.00	4.00	7.00	5.00
Service Need (P=28)	14.00	10.00	14.00	12.00
Total Group Consensus Score for Agency and Service Information:				40.38
Comments:				
Strengths:				
Concerns:				
*no Board of Directors were provided in this copy of the proposal, these board members were obtained through another copy of a Great Circle proposal, list was very generic with very little specific information about the board members				
*statement of need seems inaccurate - states that autism respite is not available in Boone County - autism respite services are currently being offered by Boone County Family Resources, Camp Friday offered by Unite Cerebral Palsy Heartland Child Development Center, Touchpoints. Central Missouri Autism Project also offers funding for respite care				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	8.00	9.00	10.00	9.00
Outcomes (P=12)	6.00	6.00	6.00	6.00
Indicators (P=8)	4.00	4.00	4.00	4.00
Measurement (P=16)	7.00	9.00	6.00	7.00
Input (P=12)	6.00	7.00	6.00	6.00

Output (P=24)	12.00	12.00	12.00	12.00
Total Group Consensus Score for Evaluation:				47.83
Comments:				
Strengths:				
Concerns: *responses seemed very general - lacked details				
Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	4.00	4.00	4.00	4.00
Budget Narrative (P=8)	2.00	2.00	2.00	2.00
Total Group Consensus Score for Budget:				37.50
Comments:				
Strengths:				
Concerns: *needed a better explanation for Attachment B under #2 Government Contracts/Support (H. State (Purchase of Services, Grants, etc), the explanation describes what department the agency receives money from but not for what services *budget narrative for Attachment C doesn't seem to match Attachment C				
Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00
Comments:				
Strengths:				
Concerns: *didn't see any opportunities for Matching Funds				
Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	6.00	5.00	0.00	3.00
Comments:				
Strengths:				
Concerns: *seemed more like referral than collaboration				
Recommendations: *make sure that the agency is situationally aware of other programs in the county *include page numbers on the proposal for evaluation committee to reference for review				

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Nancy McKerrow, Dewey Riehn, Greg Grupe

Agency Name: Great Circle

Program Name: Healthy Families America

CONSENSUS SCORE SHEET				
<i>Evaluator's scores were randomly reported and do not necessarily correspond to the evaluator's names above</i>				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	5.00	4.00	4.00	4.00
Target Population (P=12)	7.00	6.00	6.00	6.00
Service Need (P=28)	15.00	14.00	15.00	14.00
Total Group Consensus Score for Agency and Service Information:				46.15
Comments:				
Strengths: *Healthy Families America is a well established, evidence-based program				
Concerns: *no Board of Directors were provided in this copy of the proposal, these board members were obtained through another copy of a Great Circle grant, list was very generic with very little specific information about the board members *no impediments to service is questionable *not clear on unmet need and vague on goals *states in proposal that, "The Columbia Health Department is currently the only provider offering HFA which is limited to families residing within the Columbia city limits", this is not true *they list who they will receive referrals from but no mention of who they make referrals to				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	10.00	12.00	13.00	12.00
Outcomes (P=12)	6.00	8.00	7.00	7.00
Indicators (P=8)	4.00	4.00	8.00	6.00
Measurement (P=16)	12.00	10.00	13.00	11.00
Input (P=12)	10.00	9.00	10.00	10.00
Output (P=24)	7.00	7.00	9.00	8.00
Total Group Consensus Score for Evaluation:				58.70

Comments:**Strengths:**

*already providing service in St. Louis and Green County

Concerns:

*insufficient information to provide the cost per client, "Up to" 60 families?

*proposal states the agency has demonstrated expertise and experience but gives no further information on their success

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	4.00	2.00	4.00	4.00
Budget Narrative (P=8)	8.00	4.00	4.00	6.00
Total Group Consensus Score for Budget:				62.50

Comments:**Strengths:****Concerns:**

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

*no Matching Funds were discussed in the proposal

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

*no collaborative efforts noted

Recommendations:

*include page numbers on the proposal for evaluation committee to reference for review

*provide details on demonstrated success in other areas in Missouri as stated in the proposal

*be sure the information stated in the proposal is accurate

*collaborate with other providers providing the same services to avoid duplication

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Nancy McKerrow, Dewey Riehn, Greg Grupe

Agency Name: Great Circle

Program Name: Incredible Alternatives

CONSENSUS SCORE SHEET				
Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above.				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	4.00	4.00	4.00	4.00
Target Population (P=12)	5.00	5.00	6.00	6.00
Service Need (P=28)	11.00	16.00	10.00	12.00
Total Group Consensus Score for Agency and Service Information:				42.31
Comments:				
Strengths: *county wide focus *robust fundraising				
Concerns: *how much overlap is there with DARE? *surprised that no impediments to service noted				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	10.00	10.00	9.00	10.00
Outcomes (P=12)	6.00	6.00	7.00	6.00
Indicators (P=8)	4.00	4.00	4.00	4.00
Measurement (P=16)	7.00	14.00	9.00	10.00
Input (P=12)	4.00	6.00	5.00	5.00
Output (P=24)	12.00	7.00	12.00	9.00

Total Group Consensus Score for Evaluation:

47.83

Comments:

Strengths:

Concerns:

- *program impact on the target population seems negligible
- *outcomes seemed focused on alcohol, no mention of drugs and cigarettes in the outcomes measures even though it is mentioned in the narrative
- *not clear on who sponsors the five alcohol free activities
- *all the relevant research comes from the publishers of the curriculum
- *no explanation for the unit cost
- *Attachment A was not included in the proposal, request for this sent on 7/24/14, Attachment A submitted on 7/28/14
- *the referrals made and received seemed very vague

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	4.00	4.00	4.00	4.00
Budget Narrative (P=8)	6.00	6.00	6.00	6.00
Total Group Consensus Score for Budget:				62.50

Comments:

Strengths:

Concerns:

- *the personnel and non-personnel expenses are identified but not broken out

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:

Strengths:

Concerns:

- *no matching funds were discussed in the proposal

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	5.00	3.00	3.00	3.00

Comments:

Strengths:

- *small amount of collaboration between the Boone County Schools and Hazelden Publishing, the developers of this evidence-based curriculum

Concerns:

Recommendations:

- *include page numbers on the proposal for evaluation committee to reference for review

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Kathy Thornburg, Les Wagner, Harry Williams

Agency Name: Great Circle

Program Name: IOS Older Youth - Emotional and Behavioral Issues

CONSENSUS SCORE SHEET				
<i>Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above.</i>				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	5.00	6.00	6.00	6.00
Target Population (P=12)	6.00	6.00	6.00	6.00
Service Need (P=28)	14.00	16.00	15.00	15.00
Total Group Consensus Score for Agency and Service Information:				51.92
Comments:				
Strengths:				
Concerns:				
*narrative on the unmet need in Boone County isn't very clear				
*no Board of Directors were provided in this copy of the proposal, these board members were obtained through another copy of a Great Circle proposal, list was very generic with very little specific information about the board members				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	10.00	10.00	10.00	10.00
Outcomes (P=12)	5.00	7.00	6.00	6.00
Indicators (P=8)	4.00	4.00	4.00	4.00
Measurement (P=16)	6.00	8.00	7.00	7.00
Input (P=12)	8.00	7.00	7.00	7.00
Output (P=24)	13.00	12.00	13.00	13.00
Total Group Consensus Score for Evaluation:				51.09

Comments:

Strengths:

Concerns:
*since already providing this service in the area, data about the outcomes could have been shared for this program
*need more information on where children will be located while receiving these services
*very small population to be served
*no mention if any of these services are reimbursable through insurance

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	4.00	4.00	4.00	4.00
Budget Narrative (P=8)	4.00	4.00	4.00	4.00
Total Group Consensus Score for Budget:				50.00

Comments:

Strengths:

Concerns:

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:

Strengths:

Concerns:
*no mention of Matching Funds in the proposal

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	4.00	4.00	4.00	4.00

Comments:

Strengths:

Concerns:
*seemed like more referral than collaboration

Recommendations:
*include page numbers on the proposal for evaluation committee to reference for review
*please review comments in the Concern sections above

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Bruce Horwitz, Michele Kennett, Jennifer Walker

Agency Name: Great Circle

Program Name: Self Injury Intensive Outpatient Services

CONSENSUS SCORE SHEET				
Evaluators scores were randomly recorded and do not necessarily correspond to the evaluator's names above.				

Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	6.00	6.00	7.00	6.00
Target Population (P=12)	3.00	5.00	5.00	5.00
Service Need (P=28)	7.00	10.00	12.00	10.00
Total Group Consensus Score for Agency and Service Information:				40.38

Comments:

Strengths:

Concerns:
 *need to articulate why there is a need for this particular high cost, intensive service to the Target Population
 *not sure if there is a strong need for a facility based intensive outpatient services based on the Service Need narrative provided by the applicant
 *provide additional backing for the need in Boone County (provided national information)
 *questioning the data to support the need
 *small number of children will be served

Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	10.00	10.00	10.00	10.00
Outcomes (P=12)	5.00	5.00	5.00	5.00
Indicators (P=8)	6.00	6.00	6.00	6.00
Measurement (P=16)	8.00	6.00	7.00	7.00
Input (P=12)	8.00	6.00	9.00	8.00
Output (P=24)	6.00	12.00	10.00	10.00
Total Group Consensus Score for Evaluation:				50.00

Comments:**Strengths:****Concerns:**

- *if the agency is providing this service in St. Louis, why isn't there any outcome data reported and shared in this proposal
- *no clear indication for measurement of outcomes
- *Output section seemed very vague, need to define services

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	2.00	2.00	2.00	2.00
Budget Narrative (P=8)	2.00	2.00	2.00	2.00
Total Group Consensus Score for Budget:				25.00

Comments:**Strengths:****Concerns:**

- *heavy in non-personnel costs
- *encourage applicant to unbundle services

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

- *didn't see any opportunities for Matching Funds

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	0.00	0.00	0.00	0.00

Comments:**Strengths:**

- *open to work with others

Concerns:

- *no true collaborations mentioned, seemed more like referrals

Recommendations:

- *less intensive outpatient services
- *make sure proposal is written so lay person can understand (used acronyms CBT and DBT at the beginning of the proposal without explaining what the services are, then later in the proposal explained the difference in counseling approaches)

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Kathy Thornburg, Les Wagner, Harry Williams

Agency Name: Heart of Missouri CASA

Program Name: Child Advocacy

CONSENSUS SCORE SHEET				
<i>Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above.</i>				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	6.00	5.00	10.00	7.00
Target Population (P=12)	6.00	8.00	12.00	9.00
Service Need (P=28)	14.00	14.00	24.00	19.00
Total Group Consensus Score for Agency and Service Information:				67.31
Comments:				
Strengths: * provided detailed information on the target audience, breakout of Boone County				
Concerns: *request sent to Heart of Missouri CASA on 8/29/14 requesting signed copies of the POS RFP addendums, response submitted on 9/8/14				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	9.00	10.00	12.00	10.00
Outcomes (P=12)	8.00	4.00	12.00	8.00
Indicators (P=8)	4.00	4.00	4.00	4.00
Measurement (P=16)	8.00	9.00	9.00	9.00
Input (P=12)	9.00	6.00	9.00	8.00
Output (P=24)	12.00	24.00	24.00	20.00
Total Group Consensus Score for Evaluation:				64.13

Comments:

Strengths:

Concerns:
*concerned about the number in the Output
*concerned about the time specific issues
*clarifying question: output and unit cost and budget
*there is a big difference between serving 45 and up to 90 children
*some of the goals seemed ambiguous
*request sent to Heart of Missouri CASA on 8/29/14 requesting clarifying information on Unit Cost and separate narratives for Attachment B and Attachment C, response submitted on 9/8/14

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	4.00	6.00	6.00	5
Budget Narrative (P=8)	4.00	6.00	6.00	5
Total Group Consensus Score for Budget:				62.50

Comments:

Strengths:

Concerns:

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:

Strengths:

Concerns:
*didn't see any opportunities for Matching Funds

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	15.00	8.00	15.00	12.00

Comments:

Strengths:
*collaborate with CASA advocates and volunteers, Juvenile Office, 13th Judicial Circuit, and the Missouri Department of Social Services - Children's Division

Concerns:

Recommendations:
*include page numbers on the proposal for evaluation committee to reference for review

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Nancy McKerrow, Dewey Riehn, Greg Grupe

Agency Name: Job Point

Program Name: Career Academy

CONSENSUS SCORE SHEET				
<i>Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above.</i>				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information	10.00	9.00	9.00	9.00
Target Population	7.00	7.00	7.00	7.00
Service Need (p=28)	14.00	22.00	16.00	16.00
Total Group Consensus Score for Agency and Service Information:				61.54
Comments:				
Strengths:				
*excellent brochure				
*agency has been around since 1965				
*liked the quote, "A Hand Up, Not a Hand Out"				
*CARF Accreditation				
Concerns:				
*proposal doesn't address kids who have dropped out of school				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information	10.00	13.00	12.00	12.00
Outcomes	6.00	7.00	7.00	7.00
Indicators	4.00	6.00	5.00	5.00
Measurement	8.00	9.00	9.00	9.00
Input	9.00	10.00	9.00	9.00
Output	13.00	12.00	12.00	12.00
Total Group Consensus Score for Evaluation:				58.70

Comments:**Strength:**

- *ambitious outcomes when dealing with youth at risk
- *working with CARE is a positive
- *thorough plan of action presented

Concerns:

- *not sure how the kids will be in school all day then be expected to attend this program for another 2-3½ hours in the evening, may not be realistic
- *impact for the amount of money and the number of individuals served is low
- *states that other agencies provide some of the same services but does not include the names of those agencies
- *the unmet need is vague. The proposal provides a statement like, "It is well documented that. . .", but then doesn't provide support for the statement
- *no break down of cost per unit
- *evaluators wondering why Job Point was going to hire a Case Manager when Great Circle states that they would provide a case manager

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets	4.00	4.00	4.00	4.00
Budget Narrative	4.00	4.00	4.00	4.00
Total Group Consensus Score for Budget:				50.00

Comments:**Strengths:****Concerns:**

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

- *no matching funds were discussed in the proposal
- *in-kind is not counted towards matching funds

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities	2.00	3.00	3.00	3.00

Comments:**Strengths:**

- *collaborate with Youth Empowerment Zone for parenting classes and Great Circle for case management

Concerns:**Recommendations:**

Boone County Children's Services Fund

Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Nancy McKerrow, Dewey Riehn, Greg Grupe

Agency Name: Job Point

Program Name: Civic Youth Corps

CONSENSUS SCORE SHEET				
Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above.				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information	9.00	9.00	7.00	8.00
Target Population	6.00	7.00	7.00	7.00
Service Need	17.00	16.00	16.00	16.00
Total Group Consensus Score for Agency and Service Information:				59.62
Comments:				
Strengths: *agency has been around since 1965 *helps underserved youth *county-wide proposal *CARF Accreditation				
Concerns:				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information	13.00	10.00	12.00	12.00
Outcomes	12.00	10.00	10.00	10.00
Indicators	4.00	8.00	6.00	8.00
Measurement	10.00	10.00	10.00	10.00
Input	10.00	10.00	10.00	10.00
Output	12.00	12.00	12.00	12.00
Total Group Consensus Score for Evaluation:				67.39

Comments:

Strengths:

Concerns:

*how do out-county (outside of the city of Columbia) get to program
*will childcare be provided for single parents
*how will kids get referred to counseling and how will they get to their appointments
*one indicator states the 67% of those involved in the program will increase their academic standing, but the target population are those not in school
*proposal wants to set aside money for scholarships but evaluators were curious if the agency requires students to apply for other scholarships first

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets	4.00	4.00	4.00	4.00
Budget Narrative	4.00	4.00	4.00	4.00
Total Group Consensus Score for Budget:				50.00

Comments:

Strengths:

Concerns:

*administrative costs seem very expensive

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities	0.00	0.00	0.00	0.00

Comments:

Strengths:

Concerns:

*no matching funds were discussed in the proposal
kind is not counted towards matching funds

*in-

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities	5.00	3.00	3.00	3.00

Comments:

Strengths:

*Job Point will collaborate with a number of businesses to help students find a job

Concerns:

Recommendations:

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Nancy McKerrow, Dewey Riehn, Greg Grupe

Agency Name: Lutheran Family and Children Services of Missouri

Program Name: Case Management

CONSENSUS SCORE SHEET				
<i>Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above.</i>				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	8.00	7.00	8.00	8.00
Target Population (P=12)	12.00	8.00	9.00	10.00
Service Need (P=28)	24.00	23.00	21.00	23.00
Total Group Consensus Score for Agency and Service Information:				78.85
Comments:				
Strengths:				
*local advisory board is diverse and experienced				
*proven provider with great reputation				
*sound overall governance				
*excellent brochure				
Concerns:				
*proposal does not indicate how many out-county (located outside the city of Columbia) families the agency is intending to serve				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	15.00	15.00	13.00	15.00
Outcomes (P=12)	9.00	8.00	9.00	9.00
Indicators (P=8)	6.00	6.00	6.00	6.00
Measurement (P=16)	12.00	12.00	9.00	12.00
Input (P=12)	11.00	11.00	12.00	11.00
Output (P=24)	13.00	13.00	15.00	13.00
Total Group Consensus Score for Evaluation:				71.74

Comments:**Strengths:**

- *local affiliate is a member of a state-wide organization
- *excellent description provided from intake to closure
- *recognize transportation as an impediment and they deal with it

Concerns:

- *all of the Outputs in terms of Year 2
- *evaluators are confused at what the improvements are in the target population

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	6.00	4.00	4.00	4.00
Budget Narrative (P=8)	6.00	6.00	6.00	6.00
Total Group Consensus Score for Budget:				62.50

Comments:**Strengths:**

- *extremely robust fundraising
- *administrative cost appear reasonable

Concerns:

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

- *no Matching Funds mentioned in the proposal

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	10.00	12.00	12.00	12.00

Comments:**Strengths:**

- *currently collaborates with Columbia Public Schools, Columbia/Boone County Health Department, Parents as Teachers, and First Chance for Children

Concerns:**Recommendations:**

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Bruce Horwitz, Michele Kennett, Jennifer Walker

Agency Name: Lutheran Family and Children Services of Missouri

Program Name: Mental Health Counseling

CONSENSUS SCORE SHEET				
Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above.				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	6.00	7.00	6.00	6.00
Target Population (P=12)	8.00	6.00	6.00	7.00
Service Need (P=28)	12.00	12.00	14.00	12.00
Total Group Consensus Score for Agency and Service Information:				48.08
Comments:				
Strengths:				
Concerns: *very generic, need specifics				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	12.00	10.00	10.00	10.00
Outcomes (P=12)	6.00	6.00	6.00	6.00
Indicators (P=8)	4.00	4.00	4.00	4.00
Measurement (P=16)	8.00	8.00	8.00	8.00
Input (P=12)	6.00	6.00	9.00	7.00
Output (P=24)	6.00	6.00	6.00	6.00
Total Group Consensus Score for Evaluation:				44.57

Comments:**Strengths:****Concerns:**

*surprised that the agency is utilizing Children's Global Assessment Surveys (C-GAS) tends to be subjective in nature, not reliable, encourage the use of DSM-V

*proposal provides a range of services but only offers one unit cost

*evaluators were confused if this is a continuation of services or if this is a new program

*if expanding the program, evaluators were confused about the reason for startup costs

*questioning how this rate compares to others purchasing services

*surprised that the agency is only budgeting an average of 12 units per year

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	2.00	2.00	2.00	2.00
Budget Narrative (P=8)	2.00	2.00	2.00	2.00
Total Group Consensus Score for Budget:				25.00

Comments:**Strengths:****Concerns:**

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

*didn't see any opportunities for Matching Funds

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

*no collaborative opportunities described, just referrals to other agencies or providers

Recommendations:

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Bruce Horwitz, Michele Kennett, Jennifer Walker

Agency Name: Preferred Family Healthcare

Program Name: Adolescent Outpatient Program

CONSENSUS SCORE SHEET				
Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above.				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	5.00	5.00	6.00	5.00
Target Population (P=12)	6.00	6.00	6.00	6.00
Service Need (P=28)	14.00	14.00	14.00	14.00
Total Group Consensus Score for Agency and Service Information:				48.08
Comments:				
Strengths: *good explanation of the substance abuse problem				
Concerns: *not a local organization *no local board members				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	9.00	10.00	10.00	10.00
Outcomes (P=12)	6.00	6.00	6.00	6.00
Indicators (P=8)	4.00	4.00	4.00	4.00
Measurement (P=16)	6.00	6.00	6.00	6.00
Input (P=12)	6.00	6.00	6.00	6.00
Output (P=24)	6.00	7.00	7.00	6.00
Total Group Consensus Score for Evaluation:				41.30

Comments:

Strengths:

Concerns:

- *only using one measurement tool
- *there doesn't seem to be a continuum of care for patients

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	2.00	2.00	2.00	2.00
Budget Narrative (P=8)	2.00	2.00	2.00	2.00
Total Group Consensus Score for Budget:				25.00

Comments:

Strengths:

Concerns:

- *non-personnel expenses are 34%, seems high
- *rate includes paying for the entire rent of a Boone County office

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:

Strengths:

Concerns:

- *didn't see any opportunities for Matching Funds

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	0.00	0.00	0.00	0.00

Comments:

Strengths:

Concerns:

- *no collaborative opportunities described, just referrals to other agencies or providers

Recommendations:

- *consider applying with local collaborative partners

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Nancy McKerrow, Dewey Riehn, Greg Grupe

Agency Name: Preferred Family Health

Program Name: Team of Concern

CONSENSUS SCORE SHEET				
Evaluators' scores were randomly recorded and do not necessarily correspond to the evaluator's names above				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information	7.00	7.00	7.00	7.00
Target Population	2.00	3.00	6.00	4.00
Service Need	14.00	14.00	21.00	16.00
Total Group Consensus Score for Agency and Service Information:				51.92
Comments:				
Strengths: *committed to coordinate with current service providers *program has been in existence nine years and has reached out to 38 school districts and over 91 schools *CARF accreditation				
Concerns: *main focus is on Father Tolten High School and Our Lady of Lourdes Interparish School *targeted population should be county-wide and target high-risk schools *proposal doesn't specify what other schools the agency will "reach out to" to let them know about this program and how to get involved				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information	15.00	11.00	10.00	12.00
Outcomes	8.00	6.00	6.00	6.00
Indicators	4.00	4.00	6.00	5.00
Measurement	7.00	10.00	10.00	10.00
Input	9.00	10.00	10.00	10.00
Output	12.00	12.00	13.00	12.00
Total Group Consensus Score for Evaluation:				59.78

Comments:

Strengths:

*good description of evidence based programming

Concerns:

*consultation with schools seems limited

*not enough information on alternatives such as putting on fairs, talent shows, parades - is this all part of the service?

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets	4.00	4.00	4.00	4.00
Budget Narrative	4.00	4.00	3.00	4.00
Total Group Consensus Score for Budget:				50.00

Comments:

Strengths:

Concerns:

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities	0.00	0.00	0.00	0.00

Comments:

Strengths:

Concerns:

*no matching funding information provided in this proposal

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities	0.00	0.00	0.00	0.00

Comments:

Strengths:

Concerns:

*no collaboration noted in proposal

Recommendations:

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Bruce Horwitz, Michele Kennett, Jennifer Walker

Agency Name: Presbyterian Children's Homes and Services

Program Name: Individual and Family Therapy

CONSENSUS SCORE SHEET

Evaluator's scores were randomly recorded and do not necessarily correspond to the Evaluator's names above.

Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	6.00	6.00	6.00	6.00
Target Population (P=12)	6.00	6.00	6.00	6.00
Service Need (P=28)	17.00	14.00	10.00	12.00
Total Group Consensus Score for Agency and Service Information:				46.15

Comments:

Strengths:
*in home services

Concerns:
*explanation of the target population was hard to follow
*intensive level of service isn't justified
*no local representation on the board

Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	8.00	8.00	8.00	8.00
Outcomes (P=12)	3.00	3.00	3.00	3.00
Indicators (P=8)	5.00	5.00	5.00	5.00
Measurement (P=16)	4.00	4.00	4.00	4.00
Input (P=12)	6.00	8.00	7.00	7.00
Output (P=24)	10.00	10.00	10.00	10.00
Total Group Consensus Score for Evaluation:				40.22

Comments:**Strengths:****Concerns:**

*Attachment A was not submitted with proposal (neither the electronic nor the paper version had a copy of this attachment) a request had to be sent and a copy was submitted on 7/24/14

*outcomes are broadly written

*CGASS is not satisfactory any more, would like to see the DSM-V used

*concerned about the need for the intensity of the service

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	4.00	4.00	4.00	4.00
Budget Narrative (P=8)	4.00	4.00	4.00	4.00
Total Group Consensus Score for Budget:				50.00

Comments:**Strengths:****Concerns:**

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

*didn't see any opportunities for Matching Funds

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

*no mention of Collaboration in the proposal

Recommendations:

*justify the need to have intensive services to the target population

*make sure to fully read proposal, Attachment A was not provided and other items were included that the proposal specifically stated to make available upon request, such as proof of 501 (c)(3), Certificate of Good Standing, most recent 990, a copy of the most recent Audit were submitted

*evaluators recommend that the agency utilize the most up-to-date measurement tools

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Kathy Thornburg, Les Wagner, Harry Williams

Agency Name: Rainbow House

Program Name: Children's Emergency Shelter

CONSENSUS SCORE SHEET				
Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	6.00	6.00	6.00	6.00
Target Population (P=12)	7.00	6.00	7.00	7.00
Service Need (P=28)	15.00	16.00	16.00	16.00
Total Group Consensus Score for Agency and Service Information:				55.77
Comments:				
Strengths: *keeps sibling groups together *opened in 1986, longevity in the community				
Concerns: *request sent to Rainbow House on 7/22/14 requesting that information on the statutorily eligible service for the Children's Emergency Shelter that was not included in the proposal. Response submitted on 7/23/14.				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	10.00	10.00	10.00	10.00
Outcomes (P=12)	3.00	6.00	5.00	5.00
Indicators (P=8)	3.00	4.00	4.00	4.00
Measurement (P=16)	7.00	7.00	7.00	7.00
Input (P=12)	5.00	6.00	6.00	6.00
Output (P=24)	10.00	12.00	12.00	12.00
Total Group Consensus Score for Evaluation:				47.83

Comments:				
Strengths:				
Concerns: *need clarification - unit cost different than the current contract with the County *time specificity hard to finalize				
Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (p=8)	4.00	4.00	4.00	4.00
Budget Narrative (p=8)	4.00	4.00	4.00	4.00
Total Group Consensus Score for Budget: 50.00				
Comments:				
Strengths:				
Concerns: *has a contract with the Department of Social Services and has not had a rate increase in a long time *there is a need to stabilize long term funding issues				
Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00
Comments:				
Strengths:				
Concerns: *no Matching Funds mentioned in the proposal				
Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	5.00	7.00	7.00	7.00
Comments:				
Strengths:				
Concerns: *more referral than collaboration				
Recommendations: *include page numbers on the proposal for evaluation committee to reference for review				

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Kathy Thornburg, Les Wagner, Harry Williams

Agency Name: Rainbow House

Program Name: Homeless Youth Shelter

CONSENSUS SCORE SHEET				
<i>Evaluator's Scores were randomly recorded and do not necessarily correspond to the evaluator's names above.</i>				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	6.00	6.00	6.00	6.00
Target Population (P=12)	6.00	7.00	7.00	7.00
Service Need (P=28)	15.00	16.00	16.00	16.00
Total Group Consensus Score for Agency and Service Information:				55.77
Comments:				
Strengths:				
Concerns:				
*request sent to Rainbow House on 7/22/14 requesting that information on the statutorily eligible service for the Homeless Youth Shelter that was not included in the proposal. Response submitted on 7/23/14				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	10.00	10.00	10.00	10.00
Outcomes (P=12)	3.00	5.00	4.00	4.00
Indicators (P=8)	3.00	3.00	3.00	3.00
Measurement (P=16)	7.00	7.00	7.00	7.00
Input (P=12)	5.00	6.00	6.00	6.00
Output (P=24)	12.00	12.00	12.00	12.00
Total Group Consensus Score for Evaluation:				45.65

Comments:

Strengths:

Concerns:

*Unit costs were bundled. Not every child receives all services everyday. Need a unit cost that is for actual services provided
*request sent to Rainbow House on 8/22/14 requesting clarifying information on Unit Cost, response submitted on 8/29/14

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	4.00	4.00	4.00	4.00
Budget Narrative (P=8)	4.00	4.00	4.00	4.00
Total Group Consensus Score for Budget:				50.00

Comments:

Strengths:

Concerns:

*there is a need to stabilize long term funding issues

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:

Strengths:

Concerns:

*no Matching Funds mentioned in the proposal

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	4.00	4.00	4.00	4.00

Comments:

Strengths:

Concerns:

*appears to be more referral than collaboration

Recommendations:

*include page numbers on the proposal for evaluation committee to reference for review

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Kathy Thornburg, Les Wagner, Harry Williams

Agency Name: Rainbow House

Program Name: Homeless Youth Shelter

CONSENSUS SCORE SHEET				
<i>Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above.</i>				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	6.00	6.00	6.00	6.00
Target Population (P=12)	6.00	7.00	7.00	7.00
Service Need (P=28)	15.00	16.00	16.00	16.00
Total Group Consensus Score for Agency and Service Information:				55.77
Comments:				
Strengths:				
Concerns:				
*request sent to Rainbow House on 7/22/14 requesting that information on the statutorily eligible service for the Homeless Youth Shelter that was not included in the proposal. Response submitted on 7/23/14				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	10.00	10.00	10.00	10.00
Outcomes (P=12)	3.00	5.00	4.00	4.00
Indicators (P=8)	3.00	3.00	3.00	3.00
Measurement (P=16)	7.00	7.00	7.00	7.00
Input (P=12)	5.00	6.00	6.00	6.00
Output (P=24)	12.00	12.00	12.00	12.00
Total Group Consensus Score for Evaluation:				45.65

Comments:

Strengths:

Concerns:

*Unit costs were bundled. Not every child receives all services everyday. Need a unit cost that is for actual services provided
*request sent to Rainbow House on 8/22/14 requesting clarifying information on Unit Cost, response submitted on 8/29/14

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	4.00	4.00	4.00	4.00
Budget Narrative (P=8)	4.00	4.00	4.00	4.00
Total Group Consensus Score for Budget:				50.00

Comments:

Strengths:

Concerns:

*there is a need to stabilize long term funding issues

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:

Strengths:

Concerns:

*no Matching Funds mentioned in the proposal

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	4.00	4.00	4.00	4.00

Comments:

Strengths:

Concerns:

*appears to be more referral than collaboration

Recommendations:

*include page numbers on the proposal for evaluation committee to reference for review

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Bruce Horwitz, Michele Kennett, Jennifer Walker

Agency Name: St. Mary's Health Center

Program Name: Intensive Outpatient Services

CONSENSUS SCORE SHEET				
Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	4.00	4.00	4.00	4.00
Target Population (P=12)	3.00	3.00	3.00	3.00
Service Need (P=28)	7.00	7.00	7.00	7.00
Total Group Consensus Score for Agency and Service Information:				26.92
Comments:				
Strengths:				
Concerns: *services not currently provided in Boone County *no expertise in outpatient services *no community ties *clarification of target population needed *service need is not clearly defined				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	5.00	5.00	5.00	5.00
Outcomes (P=12)	3.00	3.00	3.00	3.00
Indicators (P=8)	2.00	2.00	2.00	2.00
Measurement (P=16)	4.00	4.00	4.00	4.00
Input (P=12)	2.00	2.00	2.00	2.00
Output (P=24)	6.00	6.00	6.00	6.00
Total Group Consensus Score for Evaluation:				23.91

Comments:**Strengths:****Concerns:**

- *goals are not explained well
- *evaluation and outcomes are not optimistic (stated 20% of patients achieving goals, which means 80% are not achieving goals pgs 2-3)
- *concerned that manager would be evaluated with a time sheet (Attachment A)
- *no specifics on what agency is treating
- *doesn't describe evidence-based practice or research
- *unit cost seems high

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	2.00	2.00	2.00	2.00
Budget Narrative (P=8)	2.00	2.00	2.00	2.00
Total Group Consensus Score for Budget:				25.00

Comments:**Strengths:****Concerns:**

- *Attachment B was not complete. Had to send request for this additional information

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

- *didn't see any opportunities for Matching Funds

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

- *no true collaborative opportunities described, only describe how Great Circle will offer office space and referrals (per MOU)

Recommendations:

- *make sure that proposal is submitted with all the required information

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Kathy Thornburg, Les Wagner, Harry Williams

Agency Name: Sustainable Farms and Communities

Program Name: Access to Healthy Food

CONSENSUS SCORE SHEET				
Evaluator's scores were randomly recorded and do not necessarily correspond to the Evaluator's names above				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	5.00	5.00	5.00	5.00
Target Population (P=12)	6.00	6.00	6.00	6.00
Service Need (P=28)	12.00	14.00	13.00	13.00
Total Group Consensus Score for Agency and Service Information:				46.15
Comments:				
Strengths:				
Concerns:				
*like more information on the Board				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	10.00	11.00	10.00	10.00
Outcomes (P=12)	8.00	7.00	7.00	7.00
Indicators (P=8)	4.00	4.00	4.00	4.00
Measurement (P=16)	7.00	9.00	8.00	8.00
Input (P=12)	6.00	6.00	6.00	6.00
Output (P=24)	12.00	12.00	12.00	12.00
Total Group Consensus Score for Evaluation:				51.09

Comments:

Strengths:

Concerns:

*not much back ground data on research

*confused at why this program focuses on children under the age of 10

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	4.00	4.00	4.00	4.00
Budget Narrative (P=8)	4.00	4.00	4.00	4.00
Total Group Consensus Score for Budget:				50.00

Comments:

Strengths:

Concerns:

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:

Strengths:

Concerns:

*no mention of Matching Funds in the proposal

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	6.00	8.00	7.00	7.00

Comments:

Strengths:

*works closely with Columbia's Farmers' Market, Columbia/Boone County Department of Health and Human Services, the MU School of Public Health and Nursing

Concerns:

Recommendations:

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Bruce Horwitz, Michele Kennett, Jennifer Walker

Agency Name: UMC Psychological Services Clinic

Program Name: Mental and Behavioral Healthcare

CONSENSUS SCORE SHEET				
<i>Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above.</i>				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	6.00	6.00	6.00	6.00
Target Population (P=12)	9.00	10.00	8.00	9.00
Service Need (P=28)	17.00	17.00	20.00	18.00
Total Group Consensus Score for Agency and Service Information:				63.46
Comments:				
Strengths:				
Concerns:				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	16.00	17.00	16.00	16.00
Outcomes (P=12)	6.00	9.00	8.00	8.00
Indicators (P=8)	6.00	6.00	6.00	6.00
Measurement (P=16)	11.00	13.00	12.00	12.00
Input (P=12)	9.00	11.00	10.00	10.00
Output (P=24)	12.00	12.00	12.00	12.00
Total Group Consensus Score for Evaluation:				69.57

Comments:**Strengths:**

- *strong evidence-based program with a good track record in Boone County
- *fills a gap in the Juvenile Justice system

Concerns:

- *felt there wasn't specific time frame on this
- *unit cost is high

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	4.00	4.00	4.00	4.00
Budget Narrative (P=8)	4.00	4.00	4.00	4.00
Total Group Consensus Score for Budget:				50.00

Comments:**Strengths:****Concerns:**

- *concerned about the 30% indirect listed in the proposal

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

- *didn't see any opportunities for Matching Funds

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

- *didn't see any mention of collaboration, mainly referrals

Recommendations:

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Bruce Horwitz (recused himself), Michele Kennett, Jennifer Walker

Agency Name: UMC Department of Psychiatry

Program Name: Outpatient Psychiatric Services

CONSENSUS SCORE SHEET				
Evaluators scores were randomly recorded and do not necessarily correspond to the evaluator's names above.				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	6.00	6.00		6.00
Target Population (P=12)	8.00	8.00		8.00
Service Need (P=28)	14.00	14.00		14.00
Total Group Consensus Score for Agency and Service Information:				53.85
Comments:				
Strengths:				
*good description of service need				
*work with all school districts in Boone County				
Concerns:				
*no insurance claims filed for counseling referrals for psychiatric evaluations				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	15.00	14.00		14.00
Outcomes (P=12)	6.00	10.00		8.00
Indicators (P=8)	6.00	4.00		5.00
Measurement (P=16)	8.00	10.00		9.00
Input (P=12)	7.00	8.00		8.00
Output (P=24)	14.00	10.00		11.00
Total Group Consensus Score for Evaluation:				59.78

Comments:

Strengths:
*evidence-based program
*provides a need in the schools
*already have some relationships built
*like case management portion of this proposal
*provides access to a child psychiatrist

Concerns:
*concerned about the viability of program with the cost

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	4.00	4.00		4.00
Budget Narrative (P=8)	4.00	4.00		4.00
Total Group Consensus Score for Budget:				50.00

Comments:

Strengths:

Concerns:
*concerned about the 30% indirect costs listed in the proposal
*unit cost is very expensive

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00		0.00

Comments:

Strengths:

Concerns:
*didn't see any opportunities for Matching Funds

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	3.00	3.00		3.00

Comments:

Strengths:
*working with Boone County schools

Concerns:

Recommendations:
*encourage Boone County school districts to help pay for some of these services

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Nancy McKerrow, Dewey Riehn, Greg Grupe

Agency Name: Project LAUNCH

Program Name: Early Childhood Positive Behavior Support

CONSENSUS SCORE SHEET				
Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	8.00	9.00	9.00	9.00
Target Population (P=12)	8.00	10.00	11.00	11.00
Service Need (P=28)	21.00	19.00	21.00	20.00
Total Group Consensus Score for Agency and Service Information:				76.92
Comments:				
Strengths:				
*good brochure				
*currently at 11 sites with 80 kids and will expand to 25 to sites with 900 kids served				
*targets rural communities (out-county focus)				
*a unique provider with innovative and systemic model				
Concerns:				
*narrative stated a letter of support from Child Care Aware of Missouri but couldn't be found				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	12.00	15.00	16.00	15.00
Outcomes (P=12)	11.00	10.00	9.00	10.00
Indicators (P=8)	6.00	6.00	6.00	6.00
Measurement (P=16)	10.00	8.00	9.00	9.00
Input (P=12)	12.00	10.00	11.00	11.00
Output (P=24)	20.00	14.00	17.00	17.00
Total Group Consensus Score for Evaluation:				73.91

Comments:**Strengths:**

*good measureable targets, easy to follow

Concerns:

*one page says EC-PBS is serving children 0-6 and the next page says birth to five

*Child Care Aware of Missouri also applying for similar social-emotional funds

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	6.00	6.00	4.00	5.00
Budget Narrative (P=8)	4.00	4.00	4.00	4.00
Total Group Consensus Score for Budget:				56.25

Comments:**Strengths:****Concerns:**

*narrative explanation of Attachment B was confusing

*it is difficult to understand how much money Project LAUNCH is providing

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

*no mention of match funds in this proposal

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	10.00	12.00	12.00	12.00

Comments:**Strengths:**

*currently working with Child Care Aware of Missouri and the Columbia Public Schools

Concerns:**Recommendations:**

*include page numbers on the proposal for evaluation committee to reference for review

*have parents complete an ASQ:SE and the teachers complete an ASQ:SE and then compare the scores and come up with a consensus score

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Bruce Horwitz, Michele Kennett, Jennifer Walker

Agency Name: UMC Assessment Consultation Clinic

Program Name: Mental Health Screenings

CONSENSUS SCORE SHEET				
Evaluator's Scores were randomly recorded and do not necessarily correspond to the evaluator's names above.				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	6.00	8.00	7.00	7.00
Target Population (P=12)	8.00	6.00	6.00	6.00
Service Need (P=28)	18.00	18.00	19.00	18.00
Total Group Consensus Score for Agency and Service Information:				59.62
Comments:				
Strengths:				
*targeting un- and under- insured individuals				
*can serve Spanish speaking clients				
Concerns:				
*need further information on why there needs to be a screening, why not go straight to an evaluation and save money				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	10.00	12.00	10.00	10.00
Outcomes (P=12)	5.00	6.00	5.00	5.00
Indicators (P=8)	4.00	4.00	3.00	3.00
Measurement (P=16)	8.00	8.00	8.00	8.00
Input (P=12)	11.00	10.00	10.00	10.00
Output (P=24)	12.00	10.00	12.00	11.00
Total Group Consensus Score for Evaluation:				51.09

Comments:**Strengths:**

- *good clinical expertise
- *evidence-based evaluations being used

Concerns:

- *screening seems very intensive
- *missing agreements with other agencies about accepting these screenings versus a child having to go through another screening if referred to another agency
- *doesn't explain how they are beneficial for those receiving the evaluation/screening
- *need better description for outcomes
- *unit cost seems high especially since these screenings are being completed by grad students

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	4.00	4.00	4.00	4.00
Budget Narrative (P=8)	4.00	4.00	4.00	4.00
Total Group Consensus Score for Budget:				50.00

Comments:**Strengths:****Concerns:**

- *30% indirect costs are extremely high

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

- *didn't see any opportunities for Matching Funds

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

- *a lot of referral sources but no collaborations

Recommendations:

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Bruce Horwitz, Michele Kennett, Jennifer Walker

Agency Name: UMC Assessment and Consultation Clinic

Program Name: Mental Health Evaluations

CONSENSUS SCORE SHEET				
<i>Evaluator's scores were randomly reported and do not necessarily correspond to the Evaluator's Rank above</i>				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	6.00	8.00	7.00	7.00
Target Population (P=12)	8.00	6.00	6.00	6.00
Service Need (P=28)	18.00	18.00	19.00	18.00
Total Group Consensus Score for Agency and Service Information:				59.62
Comments:				
Strengths: *targeting un- and under- insured individuals *can serve Spanish speaking clients				
Concerns:				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	10.00	12.00	10.00	10.00
Outcomes (P=12)	5.00	6.00	5.00	5.00
Indicators (P=8)	4.00	4.00	3.00	3.00
Measurement (P=16)	8.00	8.00	8.00	8.00
Input (P=12)	11.00	10.00	10.00	10.00
Output (P=24)	12.00	10.00	12.00	11.00
Total Group Consensus Score for Evaluation:				51.09

Comments:**Strengths:**

- *good clinical expertise
- *evidence-based evaluations being used

Concerns:

- *missing agreements with other agencies about accepting these evaluations versus a child having to go through another evaluation if referred to another agency
- *doesn't explain how they are beneficial for those receiving the evaluation/screening
- *need better description for outcomes
- *unit cost seems high especially since these evaluations are being completed by grad students

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	4.00	4.00	4.00	4.00
Budget Narrative (P=8)	4.00	4.00	4.00	4.00
Total Group Consensus Score for Budget:				50.00

Comments:**Strengths:****Concerns:**

- *30% indirect costs are extremely high

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

- *didn't see any opportunities for Matching Funds

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	0.00	0.00	0.00	0.00

Comments:**Strengths:****Concerns:**

- *a lot of referral sources but no collaborations

Recommendations:

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Kathy Thornburg, Les Wagner, Harry Williams

Agency Name: UMC ParentLink

Program Name: Incredible Years Parent Programs and Respite Care

CONSENSUS SCORE SHEET				
Evaluator's scores were randomly recorded and do not necessarily correspond to the Evaluator's names above.				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information (P=12)	5.00	6.00	6.00	6.00
Target Population (P=12)	6.00	7.00	7.00	7.00
Service Need (P=28)	16.00	11.00	16.00	14.00
Total Group Consensus Score for Agency and Service Information:				51.92
Comments:				
Strengths:				
*strong, diverse advisory board				
*targeting the rural school districts				
*good evidence based curriculum				
Concerns:				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information (P=20)	13.00	13.00	13.00	13.00
Outcomes (P=12)	8.00	6.00	7.00	7.00
Indicators (P=8)	4.00	4.00	4.00	4.00
Measurement (P=16)	8.00	8.00	8.00	8.00
Input (P=12)	9.00	6.00	9.00	9.00
Output (P=24)	12.00	12.00	12.00	12.00
Total Group Consensus Score for Evaluation:				57.61

Comments:

Strengths:
*using an evidence-based curriculum

Concerns:
*will you have child care for the Centralia group when they do Incredible Years?
*need clarifying information on the unit cost. Unit cost is based on availability of services not utilization of services.

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets (P=8)	2.00	2.00	2.00	2.00
Budget Narrative (P=8)	4.00	4.00	4.00	4.00
Total Group Consensus Score for Budget:				37.50

Comments:

Strengths:

Concerns:

Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities (Extra points = 0-10)	0.00	0.00	0.00	0.00

Comments:

Strengths:

Concerns:
*no Matching Funds noted in the proposal

Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities (Extra Points = 0-15)	10.00	10.00	10.00	10.00

Comments:

Strengths:
*going to work with the Centralia Public Schools and another local district, Missouri Prevention Center for evaluation of the project, and Great Circle

Concerns:
*some of this collaboration sounds like recruitment

Recommendations:
*include page numbers on the proposal for evaluation committee to reference for review
*collaborate with Children's Division and Juvenile office
*develop a unit cost based on utilization of service

Boone County Children's Services Fund Purchase of Services - Group Consensus Score Sheet

Name of Evaluators: Nancy McKerrow, Dewey Riehn, Greg Grupe

Agency Name: Youth Empowerment Zone

Program Name: Job Readiness and Mentorship

CONSENSUS SCORE SHEET				
<i>Evaluator's scores were randomly recorded and do not necessarily correspond to the evaluator's names above.</i>				
Agency and Service Information	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Background Information	5.00	8.00	6.00	6.00
Target Population	5.00	7.00	6.00	6.00
Service Need	11.00	13.00	13.00	13.00
Total Group Consensus Score for Agency and Service Information:				48.08
Comments:				
Strengths: *recognized need for minority youth				
Concerns: *LGBT youth are not included in list of youth not to be denied service (pg. 3) *Addendums not acknowledged and returned - received on 8/22/14 per Purchasing Request *For youth up to age 24. . . but for this proposal, age 19 per statute (pg. 2)				
Evaluation	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Performance Information	10.00	10.00	10.00	10.00
Outcomes	3.00	5.00	4.00	4.00
Indicators	5.00	2.00	4.00	4.00
Measurement	3.00	4.00	4.00	4.00
Input	3.00	7.00	5.00	5.00
Output	7.00	8.00	6.00	7.00
Total Group Consensus Score for Evaluation:				36.96
Comments:				
Strengths:				
Concerns: *unclear whether there is onsite managerial support				

Budget	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Budget Worksheets	4.00	4.00	4.00	4.00
Budget Narrative	4.00	4.00	4.00	4.00
Total Group Consensus Score for Budget:				50.00
Comments:				
Strengths:				
Concerns: *weak and hard to comprehend				
Matching Funds	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Matching Funds Opportunities	0.00	0.00	0.00	0.00
Comments:				
Strengths:				
Concerns: *no mention of matching fund opportunities in this proposal				
Collaboration	Raw Score Evaluator 1	Raw Score Evaluator 2	Raw Score Evaluator 3	Group Consensus Score
Collaboration Opportunities	0.00	0.00	0.00	0.00
Comments:				
Strengths:				
Concerns: *no collaboration noted				
Recommendations:				



**AGREEMENT FOR PURCHASE OF SERVICES
Teen Outreach Program**

THIS AGREEMENT dated the 22nd day of January 2015 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, on behalf of the Boone County Children's Services Board, herein "BCCSB" and **Columbia/Boone County Department of Public Health and Human Services**, a tax-exempt, not organized for profit agency or governmental entity, hereinafter referred to as "PHHS".

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

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

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

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

FUNDING ALLOCATION FOR SERVICES RENDERED BY PHHS

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

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

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

3. **Purchase.** The BCCSB agrees to purchase from the PHHS and the PHHS agrees to furnish **Teen Outreach Program** for children and youth nineteen years of age or less and their families, as described and in compliance with the original Request for Proposal and as presented in the PHHS's response. Services/deliverables shall be provided as outlined in the attached proposal response(s). The total allowable compensation under this agreement shall not exceed **\$71,286** unless compensation for specific identified additional services is authorized and approved by BCCSB in writing in advance of rendition of such services for which additional compensation is requested.

4. **Contract Duration.** This agreement shall commence on the date of contract execution and **extend through 6/30/2016** subject to the provisions for termination specified below. This contract may at the sole discretion of the BCCSB and with the agreement of PHHS be renewed for an additional **two (2) one-year periods**. PHHS agrees and understands that the BCCSB may require supplemental information to be submitted by PHHS prior to any renewal of this agreement.

5. **Billing and Payment.** For the Purchase of Service (POS) Contract, the unit cost for **Teen Outreach Program meetings, Service Learning Projects, Parent Outreach Activities, and 1:1 meetings** is the mutually agreed upon rate of **\$13.39/hour**. All billing shall be invoiced to BCCSB monthly by the 10th of the month following the month for which services were provided. The BCCSB agrees to pay all monthly statements within thirty days of receipt of a correct and valid invoice/monthly statement. In the event of a billing dispute, the BCCSB reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the PHHS, the BCCSB agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

REPORTING, MONITORING, AND MODIFICATION

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

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

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

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

OTHER TERMS OF THIS CONTRACT

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

12. **Discrimination.** PHHS will refrain from discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, genetic information, and familial status and comply will applicable provisions of federal and state laws, county or municipal statutes or ordinances, which prohibit discrimination in employment and the delivery of services.

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

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

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

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

17. **Employment of Unauthorized Aliens Prohibited.** PHHS agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. PHHS shall require each subcontractor to affirmatively state in its Agreement with the PHHS that the subcontractor shall not knowingly employ, hire for employment or continue to

23-2015

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

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

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

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

21. **Termination.** This agreement may be terminated, with or without cause, by either party upon 30 days written notice to the other party. In addition, BCCSB may terminate this agreement upon 15 days advance written notice for any of the following reasons or under any of the following circumstances:

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

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

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

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

Upon receipt of notice of termination, PHHS shall make every effort to reduce or cancel outstanding commitments and shall incur no additional expenses. BCCSB shall reimburse PHHS for outstanding expenses incurred up to the date of termination, including uncancellable obligations and reasonable termination costs, but in no event will such costs exceed the total funds presently allocated to this agreement.

22. **Indemnification.** To the extent permitted under Missouri law, PHHS agrees to hold harmless, defend and indemnify the BCCSB, the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Columbia/Boone County Department of Public Health and Human Services, (meaning anyone, including but not limited to consultants having a contract with the PHHS or subcontractor for part of the services), or anyone directly or indirectly employed by PHHS, or of anyone for whose acts PHHS may be liable in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its negligence.

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

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

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

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

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

23-2015

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

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

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

Columbia/Boone County Department of Public Health and Human Services
Michelle Riefe, MPH, CHES
1005 W. Worley
Columbia, MO 65203

[SIGNATURES ON THE FOLLOWING PAGE]


23-2015

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

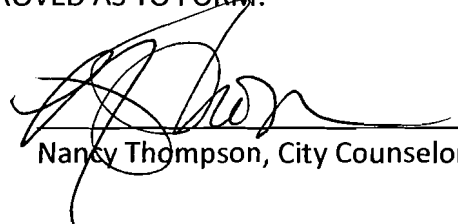
CITY OF COLUMBIA, MISSOURI

By: 
Mike Matthes, City Manager


ATTEST:

By: 
Sheela Amin, City Clerk

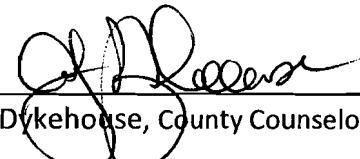
APPROVED AS TO FORM:

By: 
Nancy Thompson, City Counselor

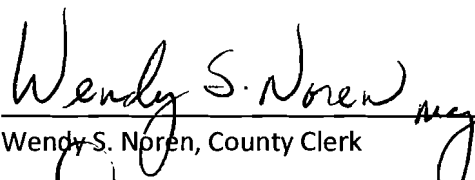
BOONE COUNTY, MISSOURI

By: 
Daniel K. Atwill, Presiding Commissioner

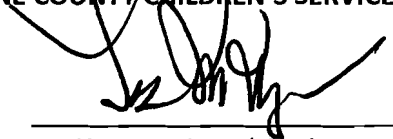
APPROVED AS TO FORM:

By: 
CJ Dykehouse, County Counselor

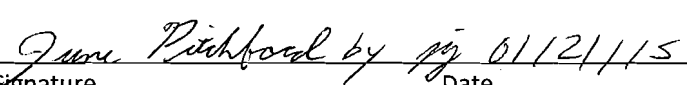
ATTEST:

By: 
Wendy S. Noren, County Clerk

BOONE COUNTY CHILDREN'S SERVICES BOARD

By: 
Les Wagner, Board Chair

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.)

 2161 / 71106 / \$71,286
Signature Date Appropriation Account
An Affirmative Action/Equal Opportunity Employer

REQUEST FOR ADDITIONAL INFORMATION FORM #1
PROPOSAL: 27-10JUN14 – Purchase of Service Contracts for Children's Services Fund

This Request for Additional Information #1 is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted on or before **9:00 a.m. Tuesday, October 14, 2014.**

Company Name: Columbia/Boone County Public Health and Human Services

Address: 1005 W Worley St. Columbia, MO 65203

Telephone: 573-874-6331 Fax: 573-874-7756

Federal Tax ID (or Social Security #): City 43-6000810

Print Name: Michelle Riefe Title: Health Promotion Supervisor

Signature:  Date: 10/13/2014

E-mail: meriefe@gocolumbiamo.com



(Teen Outreach Program – TOPS)

- a. Please clarify who is responsible for accomplishing the outcomes?
- b. How will those responsible accomplish these tasks?

See attached.

Columbia/Boone County Department of Public Health and Human Services**(Teen Outreach Program –TOP)****Request for additional information**

a. *Please clarify who is responsible for accomplishing the outcomes?* PHHS

(Columbia/Boone County Public Health and Human Services) holds the TOP (Teen Outreach Program) contract with the state; PHHS ultimately is responsible for the implementation and evaluation of the program. PHHS works with CHA/YC2 (Columbia Housing Authority and the Youth Community Coalition) through an MOU. The schools have been cooperative partners.

b. *How will those responsible accomplish these tasks?* These tasks will be accomplished by hiring additional staff at both PHHS and CHA/YC2 and having the staff implement the TOP program. Specific information regarding how each outcome is implemented is outlined below.

Outcomes.

1. **Increase academic achievement of Teen Outreach Program Students.** This outcome defines academic achievement as school day attendance, academic grades, course failure, and school dropout. The outcome is measured with school attendance/grade data and the TOP Assessment. Data are compared pre and post the completion of the TOP program.

a. *How will those responsible accomplish these tasks?* This program has been shown to increase academic achievement. PHHS, CHA/YC2, and the schools will work together to implement this program with fidelity, meaning each student will receive 25 hours of classroom time and 20 hours of community service learning.

The facilitators of the program also work with the students involved on academic goal setting and positive ways to communicate with teachers.

2. **Reduce participation in risky behaviors such as teen pregnancy and substance**

abuse. This outcome defines risky behaviors as teen pregnancy and substance abuse.

Teen pregnancy is measured through the TOP Assessment. Substance abuse is measured using the Developmental Asset Profile. Both pregnancy and substance use rates are compared pre and post TOP.

- a. *How will those responsible accomplish these tasks?* The PHHS and CHA/YC2 facilitators cover the topics of pregnancy and substance abuse. They also practice decision-making skills and goal-setting which related well to both pregnancy and substance abuse.

3. **Increase positive self-identity and decision making skills.** Positive self-identity is defined as personal power, self-esteem, sense of purpose, and positive view of personal future. Decision making skills are defined as knowing how to plan ahead and make choices. Decision making skills and positive self-identity are both measured with the Developmental Asset Profile pre and post TOP.

- a. *How will those responsible accomplish these tasks?* The PHHS and CHA/YC2 facilitators cover the topics of decision-making and positive self-identity. The youth get to learn about these topics and discuss how they impact their daily lives.

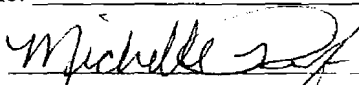
4. Increase family support and engagement in youth development. Family support and engagement is defined as actively helping the young person succeed. This is measured using the Parental Engagement in Child's Development and Learning and the Developmental Asset Profile pre and post the completion of TOP.

- a. *How will those responsible accomplish these tasks?* PHHS and CHA/YC2 facilitators will hold family sessions where the students share with their parents/guardians what they have learned in TOP. These sessions will provide opportunities for parents to learn and to actively engage in their child's activity.

REQUEST FOR ADDITIONAL INFORMATION FORM #1

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Company Name: Columbia/Boone County Public Health and Human Services
Address: 1005 W Worley St. Columbia, MO 65203
Telephone: 573-874-6331 Fax: 573-874-7756
Federal Tax ID (or Social Security #): City 43-6000810
Print Name: Michelle Riefe Title: Health Promotion Supervisor
Signature:  Date: 10/13/2014
E-mail: meriefe@gocolumbiamo.com

(Teen Outreach Program – TOPS)

- a. Please clarify who is responsible for accomplishing the outcomes?
- b. How will those responsible accomplish these tasks?

See attached.

Columbia/Boone County Department of Public Health and Human Services

(Teen Outreach Program –TOP)

Request for additional information

- a. *Please clarify who is responsible for accomplishing the outcomes?* PHHS (Columbia/Boone County Public Health and Human Services) holds the TOP (Teen Outreach Program) contract with the state; PHHS ultimately is responsible for the implementation and evaluation of the program. PHHS works with CHA/YC2 (Columbia Housing Authority and the Youth Community Coalition) through an MOU. The schools have been cooperative partners.

- b. *How will those responsible accomplish these tasks?* These tasks will be accomplished by hiring additional staff at both PHHS and CHA/YC2 and having the staff implement the TOP program. Specific information regarding how each outcome is implemented is outlined below.

Outcomes.

1. **Increase academic achievement of Teen Outreach Program Students.** This outcome defines academic achievement as school day attendance, academic grades, course failure, and school dropout. The outcome is measured with school attendance/grade data and the TOP Assessment. Data are compared pre and post the completion of the TOP program.
 - a. *How will those responsible accomplish these tasks?* This program has been shown to increase academic achievement. PHHS, CHA/YC2, and the schools will work together to implement this program with fidelity, meaning each student will received 25 hours of classroom time and 20 hours of community service learning.

The facilitators of the program also work with the students involved on academic goal setting and positive ways to communicate with teachers.

2. **Reduce participation in risky behaviors such as teen pregnancy and substance abuse.** This outcome defines risky behaviors as teen pregnancy and substance abuse. Teen pregnancy is measured through the TOP Assessment. Substance abuse is measured using the Developmental Asset Profile. Both pregnancy and substance use rates are compared pre and post TOP.
 - a. *How will those responsible accomplish these tasks?* The PHHS and CHA/YC2 facilitators cover the topics of pregnancy and substance abuse. They also practice decision-making skills and goal-setting which related well to both pregnancy and substance abuse.

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 - a. *How will those responsible accomplish these tasks?* The PHHS and CHA/YC2 facilitators cover the topics of decision-making and positive self-identity. The youth get to learn about these topics and discuss how they impact their daily lives.

4. Increase family support and engagement in youth development. Family support and engagement is defined as actively helping the young person succeed. This is measured using the Parental Engagement in Child's Development and Learning and the Developmental Asset Profile pre and post the completion of TOP.

- a. *How will those responsible accomplish these tasks?* PHHS and CHA/YC2 facilitators will hold family sessions where the students share with their parents/guardians what they have learned in TOP. These sessions will provide opportunities for parents to learn and to actively engage in their child's activity.

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing



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

October 7, 2014

Michelle Riefe, Community Health Promotion Supervisor
Columbia/Boone County Department of Public Health and Human Services
E-mail: meriefe@gocolumbiamo.com

RE: Request for Additional Information #1 – 27-10JUN14 – Purchase of Service Contracts
for Boone County Children’s Services Fund

Dear Ms. Riefe:

Attached is a *Request for Additional Information #1*. Please complete the attached form, sign and submit with the requested information by 9:00 a.m., Tuesday, October 14, 2014 by email to mbobbitt@boonecountymo.org.

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Melinda Bobbitt".

Melinda Bobbitt, CPPO, CPPB, Director of Purchasing

cc: Proposal File

Attachment: Request for Additional Information

REQUEST FOR ADDITIONAL INFORMATION FORM #1

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

This Request for Additional Information #1 is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted on or before **9:00 a.m. Tuesday, October 14, 2014.**

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-mail: _____



(Teen Outreach Program – TOPS)

- a. Please clarify who is responsible for accomplishing the outcomes?

- b. How will those responsible accomplish these tasks?



27-10JUN14
Michelle Riefe
TOP

COUNTY OF BOONE - MISSOURI

REQUEST FOR PROPOSAL (RFP) #: 27-10JUN14
Purchase of Service Contracts
Boone County Children's Services Fund
2014 Application

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

Agency Name: Columbia/Boone County Department of Public Health and Human Services

Agency Address: P.O. Box 6015, Columbia, MO 65205

Agency Phone Number: (573) 874-7488

Primary Agency Contact (include title): Michelle Riefe, Community Health Promotion Supervisor

Email Address: meriefe@gocolumbiamo.com

Contact Phone Number: (573) 874-6331

Amount Requested: 47,524

Federal Tax ID (or Social Security #): City 43-6000810

Signature: *Michelle Riefe* **Date:** 07/06/2014

1. AGENCY AND SERVICE INFORMATION

a) Background Information:

i . ii Mission Statement and Board of Directors attached.

iii. Agency Services. The Columbia/Boone County Department of Public Health and Human Services (PHHS) provides a wide variety public health and human services for residents of and visitors to Boone County Missouri. Public health services are intended to prevent epidemics and the spread of disease, protect against environmental hazards, promote healthy behaviors, and prevent injury and illness. These services include, but are not limited to: Missouri vital records, nutrition education, restaurant inspections, immunizations, immigration and refugee services, and the investigation of animal complaints. The department also provides and purchases human services to assure the quality and availability of human services in the community. Direct social services provided by PHHS include: home visitation, pregnancy counseling, prenatal case management, medication assistance, and utility assistance. In addition, PHHS monitors the health and well-being of the population and assists in the development of policies and plans which support our department's vision of optimal health, safety and well-being for all. The operations of PHHS are housed in a facility that is jointly owned by the City of Columbia and Boone County. Please see the attached brochure for a full list of services.

PHHS partners with the Columbia Housing Authority (CHA), the Youth Community Coalition (YC2), and Columbia Public Schools to bring the Teen Outreach Program (TOP) to youth in Columbia. TOP is an evidence-based program developed by Wyman, a non-profit organization based in St. Louis, Missouri. TOP has main components: community service learning, peer experiences, and an adult resource network. These three components work together improve the

social, academic, and psychological well-being of youth. Currently the program serves Columbia students, at Rock Bridge, Battle, and Hickman High School, and Jefferson Middle School.

iv. Agency and program brochures attached

b) Target Population:

i. Target Population. PHHS is dedicated to serving all residents of Boone County. Currently TOP serves students, grades 7 through 12, however the curriculum can be used for students in grades 4 through 12. The program uses school guidance counselors to identify a diverse group of students who would receive the greatest benefit from this program. Students who participate are often identified because of poor academic performance and behavioral problems. The program provides extra support for the students who need it most. Additional funding would allow PHHS to expand the program into county schools with the goal of at least 30% of all funding allocated to the county. TOP is an ideal way for PHHS to go into county areas to bring services to those who need them.

ii. Statutorily eligible service area. Prevention programs which promote healthy lifestyles among children and youth and strengthen families

iii. Is there a segment of the population your agency is unable to serve?

For the past three years, TOP in Columbia has been implemented in the schools, which makes it very difficult to involve youth who have already dropped out of school. However, since this is a prevention program with one of the prevention goals being to prevent school dropout, implementing the program in a schools is still the ideal setting.

iv. Impediments. One impediment to implementing TOP after school in Columbia has been transportation. Some schools provide an activity bus for students, which take students home following afterschool activities. In the schools without activity buses, we have had

problems with students discontinuing the program because they were not able to get a ride home afterwards. To address this issue we have tried several tactics which have been fairly successful. In one club we targeted juniors and seniors. We found that even if a participant didn't have a car, they were much more likely to find a ride from a friend. In another club we held the TOP group during the lunch hour, which improved attendance and allowed students to take their normal bus home.

c) Service Need:

i. Unmet need. Youth throughout Boone County need afterschool programming which is evidence-based and promotes healthy youth development. Currently there are limited opportunities for youth in areas such as Harrisburg, Centralia, Sturgeon, Hallsville, and Ashland to become involved in afterschool programming. This programming is essential for students to develop social skills, improve their academic performance, make healthy choices, and establish relationships with caring adults. TOP also gives youth the opportunity to volunteer which positively impacts a student's academic and psychological well-being.

ii. Data regarding unmet need. Nearly 1/3 of Boone County residents live outside the City of Columbia limit¹. However, there is a lack of services that are provided in those areas. The average household incomes for Centralia, Hartsburg, Hallsville, and Sturgeon are lower than the average household incomes for Columbia and Boone County². Low income youth are more likely to suffer from mental health problems, such as personality disorders and depression.

¹ U.S. Census Bureau. (n.d.). Retrieved July 6, 2014, from State and County Quick Facts: <http://quickfacts.census.gov/qfd/states/29/29019.html>

² American Community Survey. (2012). Retrieved September 19, 2013, from www.factfinder2.census.gov

Moreover, in comparison to all adolescents, those raised in poverty engage in higher rates of risky health-related behaviors, including smoking and early initiation of sexual activity³.

School dropout was identified by Boone County residents as one of the top three greatest impacts on youth health during a community health assessment conducted in 2013⁴. Although Columbia maintains the largest high school dropout rate, areas like Harrisburg have seen an alarming increase in school dropout and a decrease in 4-year graduation rates in the past three years. The 4-year graduation rate has dropped from 91% to 86% with the largest drop seen in students receiving free and reduced lunch which dropped from 95% to 75% in the past three years according to the Missouri Department of Elementary and Secondary Education school report cards⁵. School dropout is associated poor mental health⁶. In addition high school dropouts are more likely to be involved in crime, live in poverty, and have poorer health outcomes⁷.

Focus group findings indicate that there is a lack of afterschool activities for Boone County youth who live outside of Columbia stating, “there is a lack of recreational and after school programs outside of organized athletic teams”⁸. Through after-school activities, students develop social skills, improve their academic performance, and establish relationships with caring adults⁹. After-school programs have shown to be especially beneficial for low income students reducing the likelihood of antisocial behavior and behavioral problems. Students in after-school programs

³ Child Trend. (2013). *High school dropout rates*. Available at <http://childtrends.org/?indicators=high-school-dropout-rates>

⁴ PHHS. (2014) Community Health Assessment.

⁵ Missouri Department of Elementary & Secondary Education. School Report Cards. Retrieved April 3, 2014 from <http://mcds.dese.mo.gov/guidedinquiry/School%20Report%20Card/School%20Report%20Card.aspx>.

⁶ Liem, J. H., Dillon, C. O. N., & Gore, S. (2001). Mental health consequences associated with dropping out of high school. Paper presented at the 109th Annual Conference of the American Psychological Association. 2001, ERIC Document Reproduction Service No.ED457502.

⁷ Lochner, L., and Moretti, E. (2004). The effect of education on crime: Evidence from prison inmates, arrests, and self reports. *The American Economic Review*, 94(1), 155-189.

⁸ PHHS. (2014) Community Health Assessment

⁹ Sharon K. Junge, Sue Manglallan, & Juliana Raskauskas. (2003). “Building Life Skills through Afterschool Participation in Experiential and Cooperative Learning,” *Child Study Journal*, 174.

are also more likely to be engaged in school, less likely to skip school, and more likely to attend college. Furthermore, they are less likely to engage in risky behaviors such as drinking alcohol¹⁰.

TOP also contains an important community service aspect. Teens who volunteer are less likely to become pregnant or to use drugs. Furthermore, volunteerism positively impacts a student's academic, psychological, and occupational well-being¹¹.

iii. Purpose. The purpose of TOP is to promote positive youth development.

iv. Goals. The goals of TOP are (1) to provide youth with a supportive facilitator and a safe environment (2) to develop positive assets to improve behavior and school performance (3) and to increase family support and engagement in youth development

v. Outcomes.

1. *Increase academic achievement of Teen Outreach Program Students* - This outcome defines academic achievement as school day attendance, academic grades, course failure, and school dropout. The outcome is measured with school attendance/grade data and the TOP Assessment. Data are compared pre and post the completion of the TOP program.

2. *Reduce participation in risky behaviors such as teen pregnancy and substance abuse* – This outcome defines risky behaviors as teen pregnancy and substance abuse. Teen pregnancy is measured through the TOP Assessment. Substance abuse is measure using the Developmental Asset Profile. Both pregnancy and substance use rates are compared pre and post TOP.

¹⁰ National Research Council and Institute of Medicine. (2003). "Effects of Child Care," Working Families and Growing Kids: Caring for Children and Adolescents. Committee on Family and Work Policies. Eugene Smolensky and Jennifer A. Gootman, eds. Board on Children, Youth, and Families, Division of Behavioral and Social Sciences and Education. Washington, DC: The National Academies Press: Chapter 5. Available at: <http://www.nap.edu/books/0309087031/html/>. - See more at: <http://www.childtrends.org/?indicators=after-school-activities#sthash.sZKkKkyb.dpuf>

¹¹ Oesterle, S., Kirkpatrick, M., & Mortimer, J. (2004). Volunteerism during the transition to adulthood: A life course perspective. *Social Forces*, 48(3), 1123. - See more at: <http://www.childtrends.org/?indicators=volunteering#sthash.RlTqi1l0.dpuf>

3. *Increase positive self-identity and decision making skills* – Positive self-identity is defined as personal power, self-esteem, sense of purpose, and positive view of personal future. Decision making skills are defined as knowing how to plan ahead and make choices. Decision making skills and positive self-identity are both measured with the Developmental Asset Profile pre and post TOP.

4. *Increase family support and engagement in youth development* – Family support and engagement is defined as actively helping the young person succeed. This is measured using the Parental Engagement in Child’s Development and Learning and the Developmental Asset Profile pre and post the completion of TOP.

vi. Other providers. PHHS/ YC2 are the sole providers of TOP in Boone County.

vii. Referrals. At the beginning of the school year, school counselors and teachers refer students to TOP who are struggling behaviorally, socially, or academically. During the school year, when a TOP facilitator identifies a student who needs additional services or support, the facilitator works with the school counselor who makes the appropriate referrals.

viii. Please provide a copy any Memorandums of Understanding - Attached

2. EVALUATION

a) Performance Information: See Attachment A Performance Measure Worksheet

b) Outcomes: The following outcomes have been selected based on the documented results of the Teen Outreach Program. Also, these outcomes have been selected to provide a comprehensive framework to addressing primary prevention and mental health issues in youth.

-Increase academic achievement of Teen Outreach Program Students

-Reduce participation in risky behaviors such as teen pregnancy and substance abuse

-Increase positive self-identity and decision making skills

-Increase family support and engagement in youth development

c) Indicators:

i. Identify and describe the indicators which measure your service outcomes.

The following indicators have been selected to measure progress toward the project outcomes.

These indicators are easily measurable and provide a reliable measure of progress.

-Rate of course failure- This indicator tracks the percentage of Teen Outreach Program students who have failed a course in the given school year.

-Academic Grades and GPA- This indicator tracks the movement of student grades from semester to semester. This helps track intermediate academic success and helps identify students who may need additional support.

-Daily School Day Attendance- This indicator tracks student's attendance at school and helps measure positive school attachment.

-Decrease Suspension Rates- This indicator will be used to measure the impact of risky behavior on school involvement and how the program is able to reduce suspensions over time through better emotional management and problem solving skills.

- Perception of Physical and Emotional Safety- This indicator measures the student's perception of physical and emotional safety and how the involvement in the program helps to ensure that students have access to environments that promote their physical, social, mental, emotional, well-being.

- Perception of Having a Caring and Supportive Facilitator- This indicator shows the number of students who have a positive and supportive relationship with the Teen Outreach Program Facilitators.

- *Presence of Developmental Assets*- This indicator shows the number of developmental assets that a child possesses and how they change over time. This indicator is based off the research from the Search Institute and their 40 Developmental Asset Framework. Their research has shown that the more assets a child possesses, the more likely they are to make healthy choices and avoid risky behaviors like substance abuse. They are also more likely to report higher levels so social, emotional, and mental health.

- *Parental Engagement in Child's Development and Learning*- This measure how involved a parent is in their child's development and learning and helps show any changes over time.

ii. Identify your agency's performance target of these indicators.

-*Rate of course failure*- There will be a 20% decrease in the percent of students enrolled in TOP who report failing a course compared to the previous school year.

-*Academic Grades and GPA*- 75% of students enrolled will increase or maintain a passing GPA.

-*Daily School Day Attendance*- Students enrolled in TOP will report a 10% decrease in cutting class when compared to the previous school year.

-*Decrease Suspension Rates*- Students enrolled in TOP will report a 10% decrease in the number of suspensions when compared to the previous school year.

- *Perception of Physical and Emotional Safety*- 100% of students will report feeling physically and emotionally safe in TOP.

- *Perception of Having a Caring and Supportive Facilitator*- 100% of students will report having a caring and supportive facilitator.

- *Presence of Developmental Assets*- 100% of students enrolled in TOP will increase their number of developmental assets.

- *Parental Engagement in Child's Development and Learning*- 100% of parents who attend TOP family nights will report an increase in their involvement in their child's development.

d) Measurement:

i. Responsible for outcome. These outcomes will be realized through the collaborative efforts of the YC2, PHHS, and the partnering school districts.

ii. Data Collection. These data will be collected on a regular basis and used to improve program quality, track progress towards outcomes, and tailor interventions to achieve the best results for individual students and parents.

1. Developmental Asset Profile- This is a survey which measures young peoples' internal strengths and external supports and their growth in these key areas over time. It will be conducted on a pre/post basis.
2. Academic Grades and School Day Attendance- Individual data will be collected on each student. The grades will be conducted at the conclusion of each semester/trimester. The grades will be compared to show improvement over time.
3. Teen Outreach Program Assessment- This will test for the presence of risk factors and the prevalence of behavior such as course failure, suspension, and teen pregnancy. It will be conducted on a pre/post basis.
4. Teen Outreach Program Parent Assessment- This assessment will be given to parents to measure their engagement in their child's development and their perceived change in the child's behavior as a result of TOP. This assessment will be conducted on a pre/post basis.

iii. Outcome Timeline. Progress towards each of these outcomes will be on an annual basis. However, research on the Teen Outreach Program suggests that the key to sustained impact is the continued involvement in the Teen Outreach Program in consecutive

years. Therefore, for the purposes of this project the outcomes will be based on a minimum of two years involvement in the Teen Outreach Program. However, based on previous years of implementation, positive gains for each of the outcome are achievable over one year of Teen Outreach Program involvement.

iv. Evaluation Tools. The proposed assessments were selected for their alignment with the project outcomes and the strong research basis and the reliability of the assessment instruments. A broad variety of assessments were chosen to give a more comprehensive picture of the youth's development and the more quickly identify progress towards outcomes and any additional supports necessary. For examples of the proposed assessments, please see the attached documents.

e) Input

i. Clinical Expertise: PHHS and YC2 work to foster collaboration around youth development outcomes. This includes high quality prevention programs that target the abuse of alcohol, marijuana, tobacco, and prescription medicine. PHHS and YC2 staff is trained in youth development strategies and certified to implement programs like the Teen Outreach Program.

ii. Service Activity:

1. Describe the intervention. Teen Outreach Program is an evidence-based program that includes 25 hours of guided discussion led by the TOP curriculum, 20 of service learning, and 1:1 sessions where students work individually with TOP facilitators. The curriculum covers several topics including community, values, development, relationships, sexuality, communication, goal setting, and decision making. During the service learning the youth practice their newly developed skills while making connections with people in their community through service. Finally the 1:1 sessions give students the opportunity to seek assistance from the facilitators and the facilitator the opportunity to gain a deeper understanding

of the students need's to provide assistance and referrals if needed. In the past, this time has been used to discuss family issues, academic problems, and define goals.

A TOP group is comprised of 10-25 youth led by two trained facilitators. Facilitators lead groups through the curriculum and community service, provide transportation when needed, and provide a physically and emotionally safe setting. They help youth navigate through school, interpersonal conflicts, and decision making. Facilitators are trained by Wyman or one of its replication partners. The Missouri Department of Health and Senior Services Adolescent Health Program is the replication partner for the Columbia TOP and has agreed to serve as the replication partner for expanding the TOP throughout Boone County. Replication partners monitor clubs, train facilitators, and assure the program is implemented with fidelity.

To further enhance the TOP program Family Nights will be held quarterly. Family nights will be opportunities for the youth to share what they are learning in TOP with their parents and to engage in activities to practice these skills as a family.

2. Relevant Research. The 2001 study outcomes confirmed program effectiveness and indicated that TOP® demonstrated 52% lower risk of school suspension, 60% lower risk of course failure (significantly higher levels of success for students with a history of school suspension and significantly higher levels of success for females and racial/ethnic minorities), 53% lower risk of pregnancy (Significantly higher levels of success for teen parents: 1/5 the repeat pregnancy risk relative to parenting teens in comparison group).¹²

¹² Allen, J.P., Philliber, S. (2001). Who Benefits Most From A Broadly Targeted Prevention Program? Differential Efficacy Across Populations in the Teen Outreach Program. *Journal of Community Psychology*, 29, (6): 637-655.

In addition TOP is currently listed as a recommended program by the following:

- Substance Abuse and Mental Health Services Administration’s National Registration of Evidence based Programs and Practices (SAMHSA’s NREPP)
- Office of Juvenile Justice & Delinquency Prevention (OJJDP): Model Programs Guide
- The Center for the Study and Prevention of Violence: Blueprints for Healthy Youth Development
- Harvard Family Research Project. Out of School Time Evaluation Database
- The Rand Corporation’s Promising Practices Network
- FindYouthInfo.gov: The Interagency Working Group on Youth Programs
- HORIZON International: Horizons Solution Site (Yale University and the United Nations)
- Child Trends: Guide to Effective Programs for Children and Youth
- Ohio State University – Center for Learning Excellence Database of Evidence-based Practice
- CrimeSolutions.gov
- National Collaboration for Youth
- National Dropout Prevention Center

f) Output:

i. Service to be provided.

Activity		Total Units
Weekly Teen Outreach Program Meetings	25 hours of curriculum 75 students	1,875 units
Service Learning Projects	20 hours of service 75 students	1,500 units
Parent Outreach Activities	4 hours 25 parents	100 units
1:1 (Individual meetings with students)	1 hour 75 students	75 units
	Total Units of Service	3,550
	Cost per unit	\$13.39

ii. Unit measurement. 1 unit = 1 hour of services delivered to youth or parents.

iii. Unit cost = \$13.39

iv. Amount requested =\$ 47,524

v. **Number of individuals served = 100** {75(5 clubs x 15 students)+25 parents}

vi. **Average units of services per individual = 35.5 units/individual**

3. BUDGET

a) **Budget Worksheets Attached**

b) **Budget Narrative**

Attachments B PHHS has a wide variety of revenue streams. Direct support revenue includes non-governmental grants from organizations such as Missouri Foundation for Health and the Lichtenstein Foundation. Also, although PHHS does not solicit funds directly, the department does receive a small number of donations for immunizations. The County of Boone utilizes general revenue funding to contract annually with the PHHS for public health and human services. The City of Columbia provides annual general revenue funding for public health and human services. Current federal revenues are from FDA funding for food safety. PHHS has numerous contracts with the State of Missouri including core public health services, WIC, Health Families America, and Teen Outreach Program. Revenues from program service fees include fees for services such as inspections, immunizations, and vital records. Other revenue items generally include miscellaneous contractual revenues. Agency expenses for program services and management and general include personnel and non-personnel expenses. PHHS has no fundraising expenses.

Attachment C In 2012, PHHS was awarded a \$35,392 grant from Missouri Department of Health and Senior Services Adolescent Health Program to implement the TOP program. The TOP program has been extremely successful in Columbia and as a result MO DHHS has increase funding for TOP in Columbia each year, allowing the program to continue to expand. For FY14, the proposed year, MO DHHS is granting \$51,826 to PHHS. With the requested amount of \$

47,524 total revenue for the TOP program will be \$99,350 ($51,826 + 47,524 = 99,350$). Meaning 52.13% of the total funding would come from MO DHHS and 47.87% of the total funding would come from Boone County Children's Service Fund. The additional funding would nearly double the funding (percent change = 91.69%).

Program expenses in 2012 with \$35,392, and have increased each year as we have added additional TOP clubs. To serve a total of 10 top clubs in FY14 program expenses would total 99,350. Personnel expenses include 1 coordinator to oversee all TOP clubs and 2 facilitators per TOP club. The average personnel cost per club is approximately \$7,280. Non-personal expenses include purchasing TOP curricula (approximately \$500 each), mileage cost, materials for the lessons, training expenses, incentives for youth participants, and costs associated with service projects such as van rentals to drive the youth to service events.

Number of direct program staff – Proposed direct program staff for FY14 is 2.5 FTE. Each club requires .25 FTE x 10 clubs proposed = 2.5 FTE. Direct program staff is 2 facilitators per TOP club at approximately 5 hours per week each.

4. AGENCY ASSURANCE, CERTIFICATION, AND WORK AUTHORIZATION SHEETS – Attached.

ATTACHMENT A

Program Performance Measures Information Worksheet

Activity	Output(s)	Outcome(s)	Indicator(s)	Method of Measurement
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; background-color: black; color: white; margin: 0;">Recruitment</p> <ul style="list-style-type: none"> Recruit schools Use counselors to recruit students within the schools </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; background-color: black; color: white; margin: 0;">orientation</p> <ul style="list-style-type: none"> Program overview, rules, and expectations Pretest </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; background-color: black; color: white; margin: 0;">Health education</p> <ul style="list-style-type: none"> Guided by TOP curriculum which is grounded in youth development, healthy behaviors, healthy relationships, and service learning Conduct team-building and leadership activities </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; background-color: black; color: white; margin: 0;">Community service learning</p> <ul style="list-style-type: none"> Youth-led decision making with adult support and assistance Activities highlight youth strengths and fulfill a community need </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: black; color: white; margin: 0;">Other activities</p> <ul style="list-style-type: none"> Referrals to health and social services Current issues and guest lectures Post-test Meet with students 1:1 to discuss TOP and school Parent nights to educate parents on TOP curriculum </div>	<p>-Number of students enrolled</p> <p>-25 hours of health education</p> <p>-20 hours of community service learning</p>	<p>-Increase academic achievement of Teen Outreach Program Students</p> <p>-Reduce participation in risky behaviors such as teen pregnancy and substance abuse</p> <p>-Increase positive self-identity and decision making skills</p> <p>-Increase family support and engagement in youth development</p>	<p>-Rate of course failure</p> <p>-Academic Grades and GPA</p> <p>-Daily School Day Attendance</p> <p>-Decrease Suspension Rates</p> <p>- Perception of Physical and Emotional Safety</p> <p>- Perception of Having a Caring and Supportive Facilitator</p> <p>- Presence of Developmental Assets</p> <p>- Parental Engagement in Child's Development and Learning</p>	<p>- TOP Assessment</p> <p>-Parent Assessment</p> <p>-Academic Grades/School Day Attendance</p> <p>-Developmental Asset Profile</p>

ATTACHMENT B

AGENCY FINANCIAL INFORMATION

AGENCY NAME:

AGENCY REVENUE	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. DIRECT SUPPORT					
A. Heart of Missouri United Way	0	0	0	0%	
B. Other United Ways	0	0	0	0%	
C. Capital Campaigns	0	0	0	0%	
D. Grants (non-governmental)	240,997	60,000	65,000	.88%	8.33%
E. Fund Raising & Other Direct Support	5,525	100	100	0%	0.00%
TOTAL DIRECT SUPPORT (sub-totals)	246,522	60,100	65,100	.0088	
2. GOVERNMENT CONTRACTS/SUPPORT:					
A. Boone County - Social Service Funding	0	0	0	0%	
B. Boone County - Other	1,248,740	1,232,900	1,157,116	15.69%	-6.15%
C. Other Counties	0	0	0	0%	
D. City of Columbia - Social Service Funding	0	0	0	0%	
E. City of Columbia - Other	2,564,329	3,198,120	3,911,022	53.02%	22.29%
F. Other Cities	0	0	0	0%	
G. Federal (Medicaid, Title III, etc.)	91,415	89,900	77,000	1.04%	-14.35%
H. State (Purchase of Services, Grants, etc.)	1,248,854	1,282,391	1,357,685	18.40%	5.87%
I. Other (Schools, Courts, etc.)	0	0	0	0%	
TOTAL GOV'T CONTRACTS/SUPPORT (sub-totals)	5,153,338	5,803,311	6,502,823	\$1	
3. Program Service Fees	828,850	789,270	782,520	10.61%	-.86%
4. Investment Income (realized & unrealized)	0	0	0	0%	
5. Other Revenue Items	23,338	25,950	26,435	.36%	1.87%
TOTAL AGENCY REVENUE	6,252,048	6,678,631	7,376,878		10.45%
AGENCY EXPENSES	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
Expenses for Program Services	5,689,364	6,077,554	6,712,959	91%	10.45%
Expenses for Management and General	562,684	601,077	663,919	9%	10.45%
Expenses for Fundraising	0	0	0	0%	
TOTAL AGENCY EXPENSES	6,252,048	6,678,631	7,376,878		10.45%
% of Management and Fundraising Expenses	9%	9%	9%		
NET ASSETS	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% CHANGE CURRENT TO PROPOSED	
Net Assets, End of Year	0	0	0	0%	
CASH FLOWS	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% CHANGE CURRENT TO PROPOSED	
Cash, End of Year	0	0	0	0%	

ATTACHMENT C

PROGRAM BUDGET WORKSHEET

PROGRAM NAME: Teen Outreach Program

TOTAL PROGRAM REVENUE	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. DIRECT SUPPORT					
A. Heart of Missouri United Way					
B. Other United Ways					
C. Capital Campaigns					
D. Grants (non-governmental)					
E. Fund Raising & Other Direct Support					
2. GOVERNMENT CONTRACTS/SUPPORT:					
A. Boone County - Social Service Funding					
B. Boone County - Other					
C. Other Counties					
D. City of Columbia - Social Service Funding					
E. City of Columbia - Other					
F. Other Cities					
G. Federal (Medicaid, Title III, etc.)					
H. State (Purchase of Services, Grants, etc.)	35,392	43,954	51,826	52.13%	91.69%
I. Other (Schools, Courts, etc.)					
3. Program Service Fees					
4. Investment Income (realized & unrealized)					
5. Other Revenue Items					
TOTAL PROGRAM REVENUE	\$35,392	\$43,954	\$51,826		

PROGRAM EXPENSES	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. Personnel	26,070	32,098.15	72,887	73.31%	85.05%
2. Non-Personnel	9,322	11,855.85	26,463	26.69%	1.13%
TOTAL PROGRAM EXPENSES	\$35,392	\$43,954	\$99,350		

NUMBER OF DIRECT PROGRAM STAFF (FTE)	ACTUAL	CURRENT	PROPOSED
<i>FTE = number of direct program service hours worked by employee per year/2080 (e.g. 1040/2080= .5 FTE)</i>	.625	1	2.5

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ATTACHMENT D

2014 AGENCY ASSURANCE SHEET
(Please complete and return with Proposal Response)

I, the undersigned, certify that the statements in this request for funding proposal application are true and complete to the best of my knowledge, and accept, as to any funds awarded, the obligation to comply with the Boone County Children's Services Board (BCCSB) and any of the Boone County Children's Services Fund's conditions specified in the funding award and contract.

I, the undersigned, certify that in addition to the conditions mentioned above, will maintain accepted accounting procedures to provide for accurate and timely recording of receipt of funds, expenditures, and of unexpended balances. I, the undersigned, further certify I have and will make available, upon request, the following documentation for accuracy and validity:

- Proof of 501(c)(3)
- Certificate of Corporate Good Standing
- Most Recent 990 Federal Form
- Agency Strategic Plan
- Copies of Agency Accreditations
- Most Recent Agency Independent Audit
- Agency Policy of Non-Discrimination
- Agency Policy for Screening of Staff and Volunteers for Child Abuse and Neglect
- Agency Statement of Confidentiality
- Memorandums of Understanding (not currently needed for Contingency Funds Request)

Stephanie Browning, Director
Printed Name - Agency Executive Director/President/CEO

6-30-14
Date

Stephanie Browning
Signature - Agency Executive Director/President/CEO

6-30-14
Date

Mike Matthes, City Manager
Printed Name - Agency Board Chair

Date

Mike Matthes
Signature - Agency Board Chair

6-20-14
Date

ATTACHMENT E

(Please complete and return with Proposal Response)

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR
CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Mike Matthes, City Manager

Name and Title of Authorized Representative

Signature



Date

6-20-14

Company ID Number: 171557

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

The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

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

Employer City of Columbia, Missouri

Deborah Dijak

Name (Please type or print)

Title

Electronically Signed

12/16/2008

Signature

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please type or print)

Title

Electronically Signed

12/16/2008

Signature

Date

Columbia/Boone County Department of Public Health and Human Services
Vision and Mission

Vision:

Optimal health, well-being and safety for all.

Mission:

Promote and protect the health, safety and well-being of the community through leadership and service.

Columbia/Boone County Department of Public Health and Human Services
*Board of Directors**
July 2014

Columbia City Council

Bob McDavid - Mayor
Ginny Chadwick – Ward 1
Michael Trapp – Ward 2
Karl Skala – Ward 3
Ian Thomas – Ward 4
Laura Nauser – Ward 5
Barbara Hoppe– Ward 6

Boone County Commission

Daniel K. Atwill, Presiding Commissioner
Karen Miller, Commissioner – District 1
Janet Thompson, Commissioner – District 2

* The Columbia/Boone County Department of Public Health and Human Services (PHHS) is a department of the City of Columbia with which the County of Boone contracts annually to extend public health and human services to all residents of Boone County. Therefore, the board of directors for both the City and County are provided.

What is public health?

Public health works to improve the health, safety and well-being of the community. The goal of public health is to prevent diseases and injuries before they occur and make it easier for everyone to live a healthier lifestyle.

ABOUT US

Our department has provided you with public health services for more than 50 years.

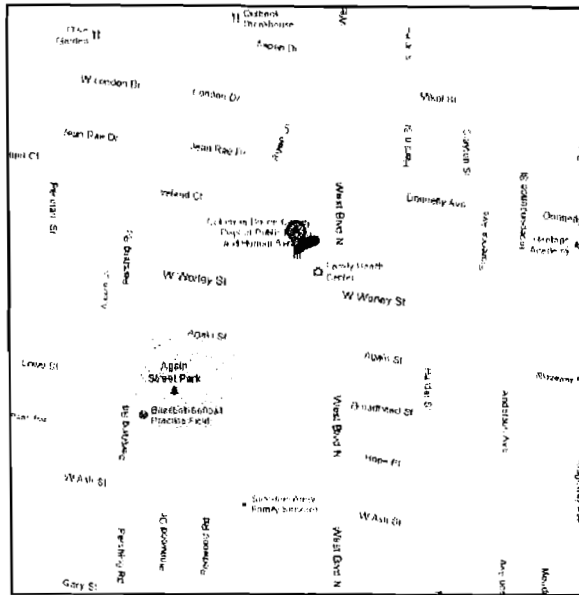
We prevent the spread of disease. We provide flu shots, STD testing, and we are ready to respond to any disease outbreak.

We protect against environmental hazards. We make sure daycares, lodging facilities and restaurants are all clean and safe environments.

We promote health behaviors. Our staff can provide you with the health information you need to make healthy decisions about exercise, eating right, quitting smoking and safe sex.

We prevent injuries and illness. We work to keep animals and people safe and healthy. We protect people from loose or wild animals, and we protect animals from being lost, stolen or hurt.

We help you get the health services you need. Our social services staff can help you find the services needed to live a healthy life. Our WIC program provides nutrition support for local women, infants and children.



We are located at the northwest corner of Worley and West Boulevard.



Public Health
Prevent. Promote. Protect.
Columbia/Boone County
Public Health & Human Services

1005 West Worley
Columbia, MO 65203

573-874-7355

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Updated April 2014

Columbia/ Boone County

Public Health



Public Health
Prevent. Promote. Protect.
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Public Health & Human Services



Optimal health, safety and well-being for

A

Social Services 573-817-6430

- Medicine costs
- Eye glasses
- Dental pain care
- Utilities
- Pregnancy support
- Medical supplies
- Insurance questions

Animal Control 573-449-1888

- Find and return missing animals
- Enforce city and county animal ordinances
- Provide Rabies education
- Distribute free spay/neuter vouchers
- Investigate animal complaints

Clinic Services 573-874-7356

- Gynecological/breast exams and pap tests
- Birth control and emergency contraception
- STD/STI testing and treatment
- Immigration and refugee services
- HIV testing
- TB treatment
- Dental exams
- Smoking cessation
- Lead testing
- Blood pressure/glucose checks
- TB testing (Mon, Tues, Wed and Fri)
- Immunizations and shots
- Pregnancy testing
- STD/STI testing (Tues, 5-7pm)
- HIV testing (Mon, 9am-noon and Tues, 1-4pm)

Environmental Public Health 573-874-7346

- Restaurant inspections and food handler education
- County nuisance ordinance enforcement
- Administration of county wastewater Permit Program
- Daycare inspections
- Lodging inspections
- Pool inspections
- Recreational water testing
- Water test kits
- Mosquito larvicide
- Radon test kits

WIC 573-874-7384

- Nutrition education and counseling
- Breastfeeding support Vouchers for healthy food

Vital Records 573-874-6396

- Provides Missouri birth and death certificates.

NATIONAL RECOGNITION

WYMAN'S TEEN OUTREACH PROGRAM[®] HAS BEEN RECOGNIZED BY:

- Substance Abuse and Mental Health Services Administration - National Registration of Evidence-based Programs and Practices (SAMHSA's NREPP)
- Office of Juvenile Justice & Delinquency Prevention (OJJDP) - Model Programs Guide
- The Rand Corporation - Promising Practices Network
- The Brookings Institution - Cost-Effective Investments in Children
- National Academy of Science's Institute of Medicine - Community Programs that Work
- Mathematica Policy Research, Inc.
- National Dropout Prevention Center
- U.S. Department of Health and Human Services Office of Adolescent Health - Evidence-based Program Models
- Harvard Family Research Project - Out of School Time Evaluation Database



If you want to have fun and learn, TOP[®] is where you need to be. You have fun and prepare for the real world at the same time. —Danteo D., (former TOP[®] teen)

WYMAN'S TOP[®] WORKS

Wyman's TOP[®] provides communities, organizations and schools with a tested framework for creating or enhancing local youth development efforts. TOP[®] is unique. It is one of only a few programs proven effective in both increasing school success and preventing teen pregnancy.

EVIDENCE-BASED OUTCOMES:¹

- 52% lower risk of school suspension
- 60% lower risk of course failure
- 53% lower risk of pregnancy

OBSERVED OUTCOMES:²

- 60% lower risk of school dropout²

¹Philliber Research 2001, "Who Benefits Most From A Broadly Targeted Prevention Program?"
²Jobe Alter, "Escaping the Endless Adolescent," 2009.

Wyman's TOP[®] is flexible enough to be used in various settings that serve adolescents. Wyman's TOP[®] can be implemented:

- In-school (core subjects or electives)
- After-school
- In community (out-of-school enrichment programs)

www.wymancer.org

THREE ESSENTIAL GOALS

Healthy Behaviors
Life Skills
Sense of Purpose

Wyman's TOP[®] curriculum is packed in four age/ stage appropriate levels, and includes:

- Values Clarification
- Relationships
- Communication/Assertiveness
- Influence
- Goal-Setting
- Decision-Making
- Human Development and Sexuality (comprehensive or abstinence-only)
- Community Service Learning

INVESTING IN OUR FUTURE

The Brookings Institution recommended a \$7.7 billion investment in Wyman's TOP[®]. It could be a component in the federal deficit reduction plan.

Every \$1 spent on TOP[®] returns \$1.29 to the community!*

*Brookings Institution: "Cost Effective Investments in Children" 2007

ABOUT WYMAN

WYMAN is a nonprofit organization based in St. Louis, Missouri. With over 110 years of experience in youth development, Wyman knows what works in helping young people reach meaningful and positive outcomes. Our vision is to foster communities where every teen is supported and encouraged to thrive in life, work and learning.

Wyman's National Network is a growing network of organizations and agencies across the country certified to replicate Wyman's Teen Outreach Program[®] with fidelity, to ensure positive outcomes for teens. Learn more about our initiatives at www.wymancenter.org.



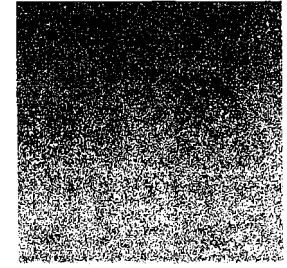
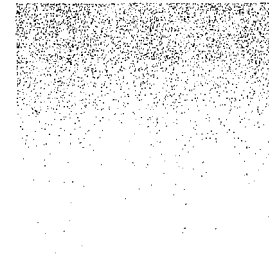
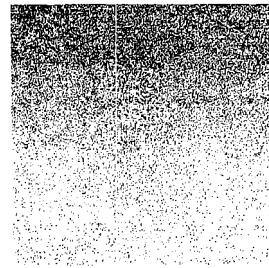
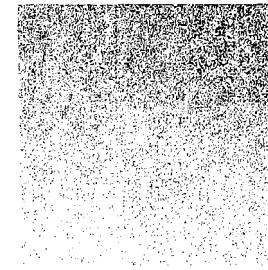
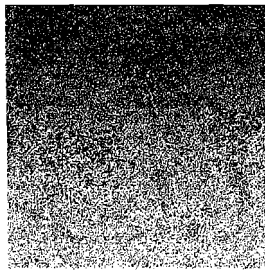
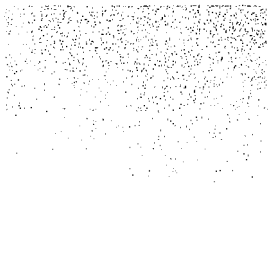
Real Teens. Real Life. Real Results.

National Headquarters:
600 Kiwanis Drive
St. Louis, MO 63025

Phone: 636.549.1238
www.wymancenter.org

WYMAN TEEN OUTREACH PROGRAM[®]

Wyman's Teen Outreach Program[®] (TOP[®]) is an **evidence-based** best practice program. Used by schools, communities and youth practitioners, TOP[®] empowers teens to lead successful lives and build strong communities. This **cost-effective** approach is grounded in contemporary research and specifically designed for young people in 6th to 12th grade. TOP[®] is **nationally recognized** as a program that delivers real results.





Stephanie Browning, Director
Columbia/Boone County Health Department

Ms. Browning,

Columbia Housing Authority's Low Income Services (CHALIS) and the Youth Community Coalition (YC2) commit to working with Columbia/Boone County Department of Public Health and Human Services (PHHS) through September 30, 2015 in the planning, implementation, and evaluation of six TOP clubs in Boone County schools. Each TOP club will have at least 10 but no more than 25 adolescents.

CHALIS/YC2 agrees to co-facilitate a minimum of 25 hours of TOP guided discussion for each of the six TOP Clubs, and conduct a minimum of 20 hours of service learning for each school. In addition CHALIS/YC2 will ensure all necessary paperwork is completed including participants' permission to participate forms, sequencing forms, attendance logs, TOP pre and post surveys, Parent surveys, and DAP surveys and submit the paperwork to PHHS by the required dates. CHALIS/YC2 will assist PHHS in providing transportation to service learning events and in hosting family nights.

CHALIS/YC2 has agreed to receive \$17,500 from PHHS during the FY14 fiscal year for TOP personnel. Monthly personnel costs, along with additional expenses for TOP program implementation, will be billed to PHHS monthly. Additional expenses for supplies and material shall not exceed 3,000.

CHALIS/YC2 agrees to continuing discussions on the roles and responsibilities in the TOP program.

Sincerely,

A handwritten signature in black ink, appearing to read "Ryan Worley", written over a light blue horizontal line.

Ryan Worley
Coordinator
Youth Community Coalition



Club Name _____

Today's Date (month/day/year) _____

TEEN OUTREACH PROGRAM - PRE SURVEY

Participant ID _____

1. Gender: Male Female Transgender I prefer not to answer

2. What grade are you in school this year?

6th grade 7th grade 8th grade 9th grade 10th grade 11th grade 12th grade

3. What is your race or ethnicity?

Black or African-American Asian or Pacific Islander Native American / Alaskan Native
 White, non-Hispanic Multi-ethnic I prefer not to answer
 Hispanic / Latino Other: _____

4. During most of the time you were growing up, with whom did you live?

Mother and father Father only Guardian
 Mother and stepfather Mother only Other: _____
 Father and stepmother

5. What is the highest grade that each of your parents completed? (Give your best guess if you are not sure.)

Mother: Less than high school High school graduate Some college College graduate or higher I don't know
Father: Less than high school High school graduate Some college College graduate or higher I don't know

6. Here are some things young people do...

Please select either Yes or No. If the answer to a question is yes, please answer how many.

Example: if you were suspended from school twice last year, select Yes and type 2 for "How many times?".

During the last school year, did you...

	Yes	No	If yes, how many times?
a. Fail any courses for the whole year?	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Get any failing grades on your report card?	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Get suspended from school?	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. Cut classes without permission?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Have you ever...

	Yes	No	If yes, how many times?
e. Been pregnant or caused a pregnancy?	<input type="checkbox"/>	<input type="checkbox"/>	_____
f. Had a baby or fathered a baby?	<input type="checkbox"/>	<input type="checkbox"/>	_____



TEEN OUTREACH PROGRAM - PRE SURVEY

7. Please tell us how you feel about each of the following...How much do you agree with these statements as they apply to you personally?

	NO! Not At All!	No, not too much	Yes, somewhat	YES! Very Much!
a. I can work out my problems if I try hard enough.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. It's easy for me to stick to my plans and accomplish my goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. I can usually handle whatever comes my way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. I like to see other people happy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Most people can be trusted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. There is some good in everybody.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for participating in TOP and for completing this survey.



Club Name _____

Today's Date (month/day/year) _____

TEEN OUTREACH PROGRAM® POST SURVEY

Participant ID _____

1. Will you be in school next year?

- Yes, I will be in the same grade I was in this year
- Yes, I will be in the next grade compared to the grade I was in this year (ex. moving from 9th to 10th grade)
- Yes, I am graduating high school and going on to college or vocational school
- No, I am graduating high school but not continuing in school
- No, I am not graduating high school and will not be in school at all

2. Here are some things young people do...

Please select either **Yes** or **No**. If the answer to a question is yes, please answer how many.

Example: if you were suspended from school twice last year, select **Yes** and type **2** for "How many times?".

During this school year, did you or will you...

	Yes	No	How many times?
a. Fail any courses for the whole year?	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Get any failing grades on your report card?	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Get suspended from school?	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. Cut classes without permission?	<input type="checkbox"/>	<input type="checkbox"/>	_____
e. Get pregnant or cause a pregnancy?	<input type="checkbox"/>	<input type="checkbox"/>	_____
f. Have a baby or father a baby?	<input type="checkbox"/>	<input type="checkbox"/>	_____

3. Please tell us how you feel about each of the following...How much do you agree with these statements as they apply to you personally?

	NO! Not At All	No, not too much	Yes, some	Yes, a lot
a. I can work out my problems if I try hard enough.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. It's easy for me to stick to my plans and accomplish my goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. I can usually handle whatever comes my way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. I like to see other people happy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Most people can be trusted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. There is some good in everybody.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please respond to the following questions about how you feel about Teen Outreach.

	1 (Not at all)	2	3	4 (Not too much)
a. When I am at TOP®, I can say what I think and talk about my life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. I feel safe (physically) during TOP® sessions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. TOP® facilitators care about me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. TOP® facilitators understand me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. TOP® facilitators support and accept me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. I feel like I belong at TOP®; it's a positive group of teens for me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. I enjoyed the Community Service part of TOP®.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. I learned how to deal with challenges during my Community Service projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. I helped plan my Community Service projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. The Community Service projects helped me make a positive difference in the lives of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. I learned new skills during my Community Service projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for participating in TOP® and for completing this survey.

DEVELOPMENTAL ASSETS PROFILE

(DAP) Sample Page

Self-Report for Ages 11-18

NAME / ID: _____ TODAY'S DATE: Mo: _____ Day: _____ Yr: _____
 SEX: Male Female AGE: _____ GRADE: _____ BIRTH DATE: Mo: _____ Day: _____ Yr: _____
 RACE/ETHNICITY (Check all that apply): American Indian or Alaska Native Asian
 Black or African American Hispanic or Latino/Latina Native Hawaiian or Other Pacific Islander
 White Other (please specify): _____

INSTRUCTIONS: Below is a list of positive things that you might have in *yourself, your family, friends, neighborhood, school, and community.* For each item that describes you **now or within the past 3 months**, check if the item is true:

Not At All or Rarely Somewhat or Sometimes Very or Often Extremely or Almost Always

If you do not want to answer an item, leave it blank. But please try to answer all items as best you can.

Not At All or Rarely Somewhat or Sometimes Very or Often Extremely or Almost Always

I . . .

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Stand up for what I believe in. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Feel in control of my life and future. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Feel good about myself. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Avoid things that are dangerous or unhealthy. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Enjoy reading or being read to. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Build friendships with other people. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Care about school. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Do my homework. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Stay away from tobacco, alcohol, and other drugs. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Enjoy learning. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Express my feelings in proper ways. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Feel good about my future. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Seek advice from my parents. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Deal with frustration in positive ways. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Overcome challenges in positive ways. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Think it is important to help other people. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Feel safe and secure at home. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Plan ahead and make good choices. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Resist bad influences. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Resolve conflicts without anyone getting hurt. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Feel valued and appreciated by others. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. Take responsibility for what I do. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. Tell the truth even when it is not easy. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. Accept people who are different from me. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. Feel safe at school. |

SAMPLE

PLEASE TURN OVER AND COMPLETE THE BACK.

Teen Outreach Program Parent Survey

Please read each statement carefully and indicate your level of agreement in the columns on the right. Please place an "X" inside the box that most clearly reflects your response. If you have no experience with the subject of the statement, mark "No Opinion".

		Level of Agreement				
		Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion
1.	I feel that I have a clear understanding of the TOP goals and objectives.					
2.	TOP is a safe place for my child to work, learn and have fun.					
3.	The hours of TOP meet my needs.					
4.	The facilitators maintain open communication with me. They provide me with adequate information about my child and program activities.					
5.	TOP rules and policies have been clearly communicated to me.					
6.	TOP facilitators have provided helpful information about, and referrals to, services when my family has needed them.					
7.	I feel connected to my child's development through TOP.					
8.	My child has access to quality materials and curriculum related resources in the TOP.					
9.	The facilitator recognizes my child's academic needs.					
10.	My child's facilitator leader provides extra help when needed.					
11.	The facilitator helps my child improve his/her academic grades.					
12.	TOP facilitators instruct in ways that allow my child to relate what he/she is studying to his/her life.					
13.	TOP has helped my child develop decision making skills.					
14.	My child has learned to think in an organized manner in the TOP.					
15.	There is adequate supervision provided in the TOP.					
16.	TOP has helped my child do better in school.					

17.	The TOP facilitator works with my child's classroom teacher to help my child learn.					
18.	I am satisfied with the instruction and activities provided to my child by the TOP.					
19.	It is important to my child's program leader that my child do well in school.					
20.	My child usually enjoys the time he/she spends in the Program.					
21.	My child can be successful in the TOP and eventually in school.					
22.	I would recommend the TOP to other parents for their children.					
23.	I encourage my child to complete his/her homework, even he/she is having trouble with assignments.					

Please add any comments you have in response to the following questions:

What three (3) things do you like about the Teen Outreach Program?

(1) _____

(2) _____

(3) _____

What three (3) changes would you like to see in the Program?

(1) _____

(2) _____

(3) _____

For each item, please check the description that applies to you.

<i>I have lived in this community for:</i>		
<input type="checkbox"/> less than one year	<input type="checkbox"/> 3-5 years	<input type="checkbox"/> 11 years or more
<input type="checkbox"/> 1-2 years	<input type="checkbox"/> 6-10 years	

My child has been in the Program for:

less than one year 1 year 2 years 3 years or more

Do you own your home?

Yes No

My family income range is:

\$ 5,000 - \$ 9,999 \$15,000 - \$19,999 \$30,000 - \$39,999

\$10,000 - \$14,999 \$20,000 - \$29,999 \$40,000 - more

Ethnicity:

African-American

Asian/Pacific Islander

Caucasian

Latino/Hispanic

Other (please state) _____

44. Section I - Overview:

Must offerors submit proposals providing services throughout Boone County, or may proposals focus on certain geographic areas such as the City of Columbia?

Response: Please reference the "Beneficiaries and Outcomes" section of the BCCSB's Funding Policy.

45. Attachment C Program Budget Worksheet

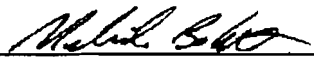
- a. Because Section VII - Term; Termination of Contract Agreement indicates that the initial term of contract will be negotiated, should the offeror assume that the Program Budget Worksheet is to be filled out on a calendar year basis?

Response: As the contract term has not yet been established, agencies may use the agency's fiscal year budget to fill out the worksheets. Agencies should project for a full fiscal year for the current year. When an agency budget has not been completed for the proposed year a preliminary or anticipated budget should be provided. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.

- b. The Worksheet requires Program Revenue and Expenses for Prior (2013), Current (2014), and Proposed Year (2015). Because revenue from certain sources (such as United Way) are contractually committed on calendar year basis, some revenue shown for Current year may not be available for Proposed Year. How should offerors treat this type of revenue on Exhibit C?

Response: See above.

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Proposal 27-10JUN14 - Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application receipt of which is hereby acknowledged:

Company Name: Columbia/Boone PHS
Address: 1005 W Worley St
Phone Number: 573 874 6331 Fax Number: 874-7756
E-mail: meriefe@apcolumbiamo.com
Authorized Representative Signature: Michelle Riefe Date: 8/21/14
Authorized Representative Printed Name: Michelle Riefe

Service proposals, expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.

4. Is it acceptable to define outcomes as short-term, intermediate, and long term?

Response: **Yes. Please stay within the format of Attachment A.**

5. How will billing occur?

Response: **It is anticipated agencies will be reimbursed for services provided through contract. The agency will provide the service at a unit cost and invoice Children's Services.**

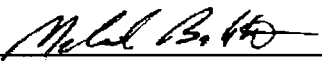
6. Can letters of support be used in lieu of Memorandums of Understanding to demonstrate collaboration with other agencies?

Response: **Yes.**

7. Regarding Attachment B – Agency Financial Information, we do see the “other revenue” line, but we would like for individual lines to be added to this form for private insurance and private pay.

Response: **There will not be additional lines added for private insurance and private pay at this time. Please provide a detailed description of the agency's revenue in the budget narrative.**

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #2 to Request for Proposal 27-10JUN14 – *Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application* receipt of which is hereby acknowledged:

Company Name: Columbia/Boone PTHS
Address: 1005 N Worley St
Phone Number: 573 874 6331 Fax Number: 874-7756
E-mail: meriefe@gocolumbiamo.com
Authorized Representative Signature: Michelle Riefe Date: 5/28/14
Authorized Representative Printed Name: Michelle Riefe

OFFEROR has examined copy of Addendum #3 to Request for Proposal 27-10JUN14 - Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application receipt of which is hereby acknowledged:

Company Name: Columbia/Boone PHTS
Address: 1005 W. Worley St
Phone Number: 573-874-6331 Fax Number: 874-7756
E-mail: meriefe@qdcolumbia.mo.com
Authorized Representative Signature: Michelle Riefe Date: 8/21/14
Authorized Representative Printed Name: Michelle Riefe

with a full financial statement audit which is a minimum eligibility requirement to receive funding.

12. On page 3 it states Agencies must refrain from "discrimination" on, among other things, sexual orientation. The Boy Scouts of America serves all youth under the age of 19 without regard to sexual orientation. So there is no discrimination with who we provide services to. However, for our Adult volunteers there is a leadership standard that does not allow avowed homosexuals to serve as Leaders. Do we meet the minimum criteria to be eligible for funding?

Response: **No, agencies must refrain from discrimination on the basis of sexual orientation to meet minimum eligibility requirements.**

13. Do the following count towards the 15 page limit:
- o Copy of Mission Statement (1a-i)
 - o List of Board of Directors (1a-ii)
 - o Brochures (1a-iv)
 - o Copies of the evaluation tools (2d-iv)

Response: **These items do not count towards the 15 page limit.**

14. Is there a limit of funding you can request?

Response: **There is no limit of funding that may be requested at this time for the Purchase of Service contracts.**

15. Can funding for staff position (ex. 2 Full Time Program FTE and .5 program support position (clerical) be included?

Response: **Purchase of Service proposals expenses will be evaluated by the overall unit cost. The costs for the staff positions should be included in the overall unit cost for the Purchase of Services proposals. The Budget Narrative should provide a detailed explanation of the overall unit cost for service.**

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

OFFEROR has examined copy of Addendum #4 to Request for Proposal 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application receipt of which is hereby acknowledged:

Company Name: Columbia/Boone PHTS
Address: 1005 W Worley St.
Phone Number: 573-874-6331 Fax Number: 874-7756
E-mail: merife@gocolumbiamo.com
Authorized Representative Signature: Michele Riete Date: 8/21/14
Authorized Representative Printed Name: Michele Riete

Insurance Requirements: The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County,

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

OFFEROR has examined copy of Addendum #5 to Request for Proposal 27-10JUN14 - Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application receipt of which is hereby acknowledged:

Company Name: Columbia/Boone PHS

Address: 1005 W Worley St

Phone Number: 573-874-6331 Fax Number: 874-7756

E-mail: meriefe@gocolumbianmo.com

Authorized Representative Signature: Michelle Riefe Date: 6/24/14

Authorized Representative Printed Name: Michelle Riefe

OFFEROR has examined copy of Addendum #6 to Request for Proposal 27-10JUN14 - *Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application* receipt of which is hereby acknowledged:

Company Name: Columbia/Boone PHS

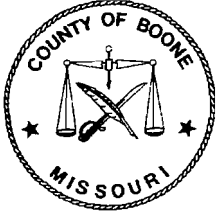
Address: 1005 W. Worley St

Phone Number: 573 874 6331 Fax Number: ~~874-7756~~ 874-7756

E-mail: m.rieffe@gocolumbiama.com

Authorized Representative Signature: Michelle Rieffe Date: 8/21/14

Authorized Representative Printed Name: Michelle Rieffe



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #6 - Issued June 27, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- I. The County has received the following questions and is providing a response:
 1. We have not found within the BCCSB Funding Policy a specific reference to income eligibility. Are there income guidelines regarding the provision of service to individuals or families? Are the dollars intended to support services specifically for low-income children/youth?

Response: The Maximization of Funding in the BCCSB Funding Policy encourages agencies, to the greatest extent possible, to maximize funding from all sources before utilizing the Children’s Services Fund. This may include, but is not limited to private insurance, Medicaid, and all other funders listed in the Maximization of Funding section. The BCCSB Funding Policy states that, “funding decisions for children, youth and families are made in a fair and equitable way,” and “to provide meaningful services to children, youth and families.” Support services may be provided to all Boone County eligible children, youth and families.

2. Can “sample” mou’s with partnering agencies be included in the proposal rather than actual signed MOU’s? It speaks to what the partner plans to contribute to the project without binding them legally. I have done that in the past on State grants. It just prevents having a signed MOU for something that is unfunded. It also allows more time to hammer out each organization’s legal requirements.

Response: Letters of Support/Agreement may be used in place of a formal MOU. This letter can then show support for the project and how the agencies plan to collaborate.

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

OFFEROR has examined copy of Addendum #6 to Request for Proposal **27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application** receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI
Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application

ADDENDUM #5 - Issued June 24, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

I. The County has received the following questions and is providing a response:

1. Attachments B and C ask for information on our funding sources (agency wide) and our revenues spent on programs respectively, but I see no options for submitting a budget breakdown for the project we are proposing. In # 3 BUDGET, I see request for information about proposed salaries related to the proposed project. I do not see an option to submit a detailed budget for the project -- is this correct?

Response: Attachment C should include information on the budget for the project. Please provide detailed information in the Budget Narrative that explains the Budget Worksheet (Attachment C).

2. Am I correct in understanding staffing for the proposed project may not exceed 15 % of the total project request? For example, if the total project were \$1000, \$150 would be the maximum allowable for personnel.

Response: The Purchase of Service RFP will be evaluated by unit cost. Personnel cost should be figured into the Unit Cost.

3. The question is in regards to measurement in both RFP’s. “Include copies of any evaluation tools you will be using”. Some of the materials we will be proposing have not been purchased, some are quite lengthy and several use multiple methods. How should we approach these issues? We can easily include why we are using these tools as opposed to others and if it would be satisfactory I would be happy to put together a description of any evaluation tool we have not purchased or is overwhelming in length. And just to verify these evaluation tools do NOT count towards are page limit, correct?

Response: Copies of the evaluation tools do not count towards the page limit. If there are no examples of the evaluation tools, please just provide a description of the evaluation tool and why it will be utilized.

4. In a fee for service contract, payment is reimbursed based upon the bid price for a unit of service. How will start-up costs be reimbursed? Do we need to build start-up costs into

the unit price and explain any costs in the budget narrative? Will we be unable to be paid until we have completed our first unit of service?

Response: **Start up costs should be built into the Unit Cost with a detailed description included in the Budget Narrative. Invoicing will be determined during contract negotiation.**

5. We were planning to submit a 3 year budget. The first year our unit rate would be more because of the startup costs. Year 2 is where you truly see things fully operational and “cheaper” because you don’t have the startup costs. How should we show this on the budget sheets?

Response: **The budget worksheets should only reflect the proposed Year One unit cost. Please provide detailed information on the Year One unit cost and then provide information on the Year 2 and Year 3 unit cost in the Budget Narrative.**

6. In both of the above referenced RFPs there is a statement “Revenues collected and deposited in the children’s services fund **may not be expended** . . . or, for transportation services”.

While we do not intend to propose a transportation service per se in serving youth in the County’s bedroom communities there will be expenses incurred in staff reaching out to them and transporting participants to proposed services and activities. Are these costs in anyway allowable? Can expenses incurred while using existing vehicles for gas, insurance and maintenance be included in the unit cost? How about mileage reimbursement for proposed staff?

Response: **All expenses incurred by staff in providing services are allowed and should be included in the unit cost. However, the costs of transporting participants cannot be reimbursed through the Children’s Services Fund.**

7. Will the 15% administration percentage be based on the “Personnel Costs” line on the budget or strictly just the salary portion of that line?

Response: **The 15% administration percentage does not apply to the Purchase of Service RFP.**

8. What is included in Personnel expenses? Wages, payroll taxes, health insurance, and retirement are included but how about unemployment, work comp, and staff training?

Response: **Personnel expenses should include wages, payroll taxes, health insurance, retirement, unemployment, worker’s comp and staff training when figuring out the unit cost. Please provide a detailed explanation in the Budget Narrative.**

9. On 1cV of the RFP do the anticipated outcomes of the “service to be delivered” need to be measurable or are they overarching long term outcomes?

Response: **The Service Need section (1.c.) of the RFP should be a narrative description of what will be offered and the overarching long term outcomes, if appropriate. In the Outcomes section (2.b.), the outcomes need to be measurable and time specific.**

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

OFFEROR has examined copy of Addendum #5 to Request for Proposal 27-10JUN14 – *Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application* receipt of which is hereby acknowledged:

Company Name: _____

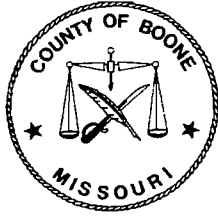
Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #4 - Issued June 16, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- I. Last date to submit questions is June 27, 2014 at 12:00 p.m.
- II. The County has received the following questions and is providing a response:
 1. Can you provide more of a definition for what is considered a “prevention” program?

Response: The Board will evaluate proposals for prevention programs based on the information and description of the Offeror. The offerer should define what they consider “prevention” to be in their proposal. It is expected that agencies provide meaningful services to children, youth, and families.

2. RFP Section 1. Agency and Service Information, Item C. viii. States, “Please provide a copy of any Memorandums of Understanding you may have with other agencies which are relevant to this proposal.” If contractors are currently operating without any formal agreement (MOU) with other agencies, should they ignore this request or should they formalize any verbal agreements and include them with the proposal?

Response: Memorandums of Understanding (MOU) between agencies are used as a reference when showing collaboration. Agencies are encouraged to either develop a MOU with collaborating agencies or a letter of support may be used in lieu of the MOU. As stated in the RFP, preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.

3. We do not propose to use funding for residential treatment services (consistent with the RFP), but we do propose to provide an additional service to youth in residential treatment. Youth in residential treatment are enrolled in Boone County schools for the duration of their care. Does the tax board consider those youth “residents” of the County for the duration of their treatment; or, is residency based on their parents’/guardians’ address?

Response: In general, the board will follow the statutory guidelines set forth in RSMo §1.020 (14) which defines “Place of residence” as the place where the family of any person permanently resides in this state, and the place where any person having no family generally lodges.

4. The RFP indicates that the County may check the offeror's references, yet I do not see a place where these are requested. Should the offeror include a references page?

Response: **References are not required to be submitted with the proposal, references may be requested during contract negotiation. Offerer's references will not be checked until the contract negotiation portion of awarding funds.**

5. If agencies are submitting more than one proposal in response to an RFP, does the agency need to submit Attachments D-F with each proposal?

Response: **Yes, please provide Attachments D-F for each program proposal.**

6. We carry Comprehensive General Liability Insurance for \$1,000,000. To increase our coverage to \$2,000,000.00, would be an increase in our annual budget. Is this a non-negotiable requirement?

Response: **The Commercial General Liability Insurance requirements have been reduced to \$1,000,000.000. Please be replace the Insurance Requirements that were in the original RFP with the attached.**

7. We carry Commercial Automobile Liability for \$1,000,000.00. To increase our coverage to \$2,000,000.00 would be an increase to our annual budget. Is this a non-negotiable requirement?

Response: **The Business Automobile Liability Insurance requirements have been reduced to \$1,000,000.000. Please replace the Insurance Requirements that were in the original RFP with the attached.**

8. For the MOUs that we have in place--should they be addressed to our organization or to Kelly Wallis?

Response: **A Memorandum of Understanding (MOU) should be between the agencies that are entering into the MOU. The Purchase of Service RFP requires a copy of any MOU's that may have any relevance to the proposal.**

9. One of the required attachments is a Certificate of Good Standing from the Missouri Secretary of State's office. May we attach a screen shot of the MO SOS webpage that shows our organization's standing or are you requiring an official Certificate?

Response: **A Certificate of Good Standing is not a required attachment; please do not attach it to your proposal. Attachment D, 2014 Agency Assurance Sheet, states: "I, the undersigned, further certify I have and will make available, upon request, of the following documents...."**

10. Our 501 (c) 3 status is for more than one entity in mid Missouri. Is it alright to have a DBA as well as our official nonprofit legal entity?

Response: **Yes**

11. Our A-133 audit is for our entire system – 18 hospitals across four states. Is this alright? Our 990s are independent.

Response: **If an entity has a single audit, then it is likely the entity is getting a financial statement audit as well. The offerer should ensure that their single audit is in conjunction**

with a full financial statement audit which is a minimum eligibility requirement to receive funding.

12. On page 3 it states Agencies must refrain from "discrimination" on, among other things, sexual orientation. The Boy Scouts of America serves all youth under the age of 19 without regard to sexual orientation. So there is no discrimination with who we provide services to. However, for our Adult volunteers there is a leadership standard that does not allow avowed homosexuals to serve as Leaders. Do we meet the minimum criteria to be eligible for funding?

Response: No, agencies must refrain from discrimination on the basis of sexual orientation to meet minimum eligibility requirements.

13. Do the following count towards the 15 page limit:
- o Copy of Mission Statement (1a-i)
 - o List of Board of Directors (1a-ii)
 - o Brochures (1a-iv)
 - o Copies of the evaluation tools (2d-iv)

Response: These items do not count towards the 15 page limit.

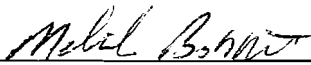
14. Is there a limit of funding you can request?

Response: There is no limit of funding that may be requested at this time for the Purchase of Service contracts.

15. Can funding for staff position (ex. 2 Full Time Program FTE and .5 program support position (clerical) be included?

Response: Purchase of Service proposals expenses will be evaluated by the overall unit cost. The costs for the staff positions should be included in the overall unit cost for the Purchase of Services proposals. The Budget Narrative should provide a detailed explanation of the overall unit cost for service.

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #4 to Request for Proposal 27-10JUN14 – *Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application* receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

Insurance Requirements: The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County,

nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

Employers Liability and Workers Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits or provide evidence of monopolistic state coverage. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

Commercial General Liability Insurance - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

Business Automobile Liability - The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.

Subcontractors: Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.

Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The

Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

INDEMNITY AGREEMENT: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.



BOONE COUNTY, MISSOURI
Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application

ADDENDUM #3 - Issued June 2, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

The County has received the following questions and is providing a response:

1. If "payment" is after services are rendered on a reimbursement basis, how will billing be handled and how frequently will these transactions occur? With what sort of delay in receipt of funds?

Response: **Billing frequency will be determined as part of the RFP negotiation process. It is anticipated that receipt of funds will occur not more than 30 days after invoicing.**

2. Some of the documents listed in the attachments seem to be irrelevant. For example, we are not expending federal money and my organization does not otherwise receive any federal money, so why should we have to provide the certification indicated in the attachment? Additionally, I am informed by our accountant (who prepares our 990) that a full audit is not required by the IRS for organizations with annual budgets less than \$50,000; do you really expect us to conduct an audit for BCCBS purposes?

Response: **All attachments are relevant; if an attachment does not apply to your organization, please explain this in the Application Narrative. Additionally, if your organization is not required or is exempt from conducting an annual independent financial audit, please explain this in your Application Narrative as well.**

3. Please define "purchase of service" and "pilot project" as intended for this RFP.

Response: **Please reference the “Examples of Types of Funding Classifications Envisioned” section of the BCCSB’s Funding Policy. This section further defines the Purchase of Services and Pilot Project programs. The BCCSB’s Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.**

4. I do not think our organization is required to have any sort of accreditation, so do we need some sort of paperwork stating same?

Response: **If your organization is not required to have any sort of accreditation, please explain this in your Application Narrative.**

5. If the extended deadlines are July 10 at 1:15 for hard copy – when would you like electronic submissions?

Response: **Please submit the electronic copy after 1:30 p.m. and before 5:00 p.m. on July 10.**

6. If a proposal expands a present program in order to serve a population that cannot access services due to federal eligibility requirements, how should Attachment C be completed? For example, if additional staff will be required does that go under Program Expenses on Form C or does that information go into the Budget Narrative?

Response: **The proposed program expenses should be included on Attachment C under Program Expenses. Each line of Attachment C should be explained in the Budget Narrative as requested in section 3.b. of the Application Narrative.**

7. Given your answer to the above question #6, please answer the question below. Also how is #1 and #2 in Program Expenses different from Number of Direct Program Staff?

Response: **Personnel and Non-Personnel under Program Expenses are costs for personnel and non-personnel – this would be a dollar figure. The figures to include in the Number of Direct Program Staff are the number of full/part time staff the budget supports.**

8. Regarding the format of vendor responses, may a cover letter be attached and if so, does that count towards the page limit?

Response: **A cover letter may be attached and will count toward the page limit.**

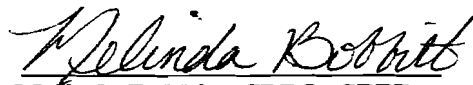

9. Regarding the format of vendor responses, is the budget narrative considered an attachment to the vendor response or is it also included in the page limit?

Response: **The Budget Narrative is part of the Application Narrative and is included in the page limitation.**

10. Regarding the format of vendor responses, if information is provided in a chart format, must the chart be double spaced?

Response: **A chart included in the body of the Application Narrative does not need to be double-spaced.**

By:


Melinda Bobbitt, CPPO, CPPB 
Director of Purchasing

OFFEROR has examined copy of Addendum #3 to Request for Proposal **27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application** receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #2 - Issued May 28, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

I. Change Bid Due Date and Opening Date to the following:

Response Submission Deadline: July 10, 2014, 1:15 p.m. Central Time
Proposal Opening: July 10, 2014, 1:30 p.m. Central Time

II. Attached for informational purpose are the pre-proposal conference sign-in sheets from the conferences that were held on May 23, 2014.

III. Provided for informational purpose is the evaluation weighted criteria that will be used by the Children’s Services Board to evaluate the proposal responses received.

Agency and Service Information	15%
Evaluation	50%
Budget	35%

IV. The County has received the following questions and is providing a response:

1. May the 15-page limitation on the application narrative be exceeded (under section V. Application)?

Response: Every effort should be made to stay within the 15-page limitation. Should Offeror have pertinent information that exceeds 15 pages, additional pages may be submitted.

2. Do you want the entire regional budget within the entire state budget?

Response: The budget submitted should be consistent with the agency’s annual independent financial audit.

3. Section IV. Funding Available, in the RFP, states that indirect costs are not allowed. Addendum #1 states indirect costs are allowed. Which is correct?

Response: The RFP states *additional* indirect costs will not be allowed. As stated in Addendum #1, administrative and indirect costs are allowable; however, for Purchase of

Service proposals, expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.

4. Is it acceptable to define outcomes as short-term, intermediate, and long term?

Response: **Yes. Please stay within the format of Attachment A.**

5. How will billing occur?

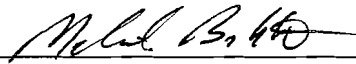
Response: **It is anticipated agencies will be reimbursed for services provided through contract. The agency will provide the service at a unit cost and invoice Children's Services.**

6. Can letters of support be used in lieu of Memorandums of Understanding to demonstrate collaboration with other agencies?

Response: **Yes.**

7. Regarding Attachment B – Agency Financial Information, we do see the “other revenue” line, but we would like for individual lines to be added to this form for private insurance and private pay.

Response: **There will not be additional lines added for private insurance and private pay at this time. Please provide a detailed description of the agency's revenue in the budget narrative.**

By: 
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #2 to Request for Proposal *27-10JUN14 – Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application* receipt of which is hereby acknowledged:

Company Name: _____

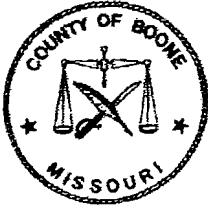
Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI
Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application

ADDENDUM #1 - Issued May 23, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- I. If any Offeror is interested in obtaining a copy of the RFP in Word format and the Budget Worksheets in Excel, please e-mail request to mboobbitt@boonecountymc.org.

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

1. What is the timeline of the funding? Is it one year? Has a definitive start date and end date of the funding been established yet?

Response: The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.

2. How many times can organizations re-apply? Annual basis? If you receive funding one year, can you submit renewals annually or is there a limit?

Response: The renewal periods will be negotiated as part of the RFP process.

3. Can an organization apply for the pilot program and the purchase for services contracts? Or are you only allowed to submit to one?

Response: Organizations may apply for both the pilot program and purchase of services contracts.

4. Can an organization submit more than one pilot program?

Response: Yes.

5. What is the funding cap request per proposal for the pilot program? What is the funding cap request for the purchase for services contract? Is it a set amount or is it variable?

Response: There is no funding cap established at this time for either the pilot program or purchase of services contracts.

6. If a new non-profit organization has applied for their 501(3)(c) designation but it is still pending by the deadline date of the grant, will some consideration be given to the non-profits as long as they can document their application for 501(3)(c)?

Response: **Consideration may be given to a non-profit organization that has not yet obtained a 501(c)(3) designations; however, an organization must have obtained the 501(c)(3) designations prior to entering into a contract.**

7. Does the general liability insurance requirement and worker's compensation insurance requirement need to be in place before applying for the grant? Can this be an allowed expenditure in the budget of the request for funding proposal or is this at the expense of the organization? Do applicants need to provide an indemnity clause with their application, or only if selected for an award?

Response: **Insurance certificate does not have to be provided to submit a proposal response. It will be required at contract execution. The Offeror has discretion as to whether to itemize this expense or include it in their overall unit pricing. Indemnity clause may be provided with application or after selected for award.**

8. Is there a list of "allowable expenditures" of what can be requested for the proposal? Or a list of things that are "not allowable"? That would be helpful to have if it is available.

Response: **There is not currently a list of "allowable" or "not allowable" expenditures.**

9. For the pilot program, can participants/subjects in the research pilot be paid for their participation for completing surveys, classes, etc. as part of the funding? For example, "each participant who completes the pre- and post surveys and the classes on advocacy will have their name entered into a drawing to win a \$100.00 gift card to _____."

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the Boone County Community Services Board's (BCCSB) Funding Policy.**

10. If a new non-profit has just been certified the state and Jason Kander's office sent a letter stating that their independent audit is not due to the state until August of 2015, is this letter allowable to present in lieu of doing an independent audit prior to submission as required by the grant?

Response: **Yes.**

11. Are there stipulations about minimum wage and paying employees in the pilot program hourly? Or can a stipend be paid to them per 3 month intervals?

Response: **All applicable state and federal labor laws must be followed.**

12. Will we be allowed to ask questions at the conference on Friday, May 23?

Response: **Yes.**

13. Can our organization apply as a lead organization with community collaborations as long as MOU's are in place?

Response: **Preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies. The contracting agency must comply with terms for entering into subcontracts with other agencies.**

14. Is there a limit on the number of programs our organizations can apply for contracts?

- a. If the answer is more than one program, does our organization need to submit a separate application for each program or can we submit one set of standard uniform information and then separate sections for each individual program?

Response: **There is no limit on the submission of applications. Please submit a separate application for each proposed service your agency is requesting funding, including the standard uniform information.**

- b. If our organization can apply for multiple service contracts for separate programs, are there funding restrictions for each program? Ceiling on how much the organization can ask for total?

Response: **Parameters around level of funding have not been established at this time.**

15. Will evidence-based program training be funded under both of the RFP's?

Response: **Evidence-based program training may be considered for funding, provided the program training complies with the BCCSB's Funding Policy and the parameters established for funding by the Request For Proposal.**

- a. Are there any restrictions on the % of training costs?

Response: **No restrictions have been established at this time.**

- b. Are there any restrictions on the % of administration costs?

Response: **For the Purchase of Service Contract there is not a restriction on the percentage of administrative costs, however, the administrative costs should be included in the overall unit cost to provide the proposed service.**

19. Can funding be used for rent or the purchase of a physical building (i.e. a community center) in either RFP?

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy. For Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

20. Can you clarify what specifically you are seeking in the anticipated outcomes, outcomes, indicators, and measurement sections (or how these differ)? Some of this information seems repetitive – is that okay?

Response: **There are excellent resources available on-line that provide detailed explanations of these terms. One resource to find this information is <http://www.cdc.gov/eval/resources/index.htm>.**

21. May we submit letters of support with our proposals?

Response: **Letters of support are not required. Letters of support will be considered as part of the application narrative. Consideration should be given to page limitations outlined in the Request for Proposals.**

22. Are the awarded contracts going to be fee for services (we get reimbursed for the services we provide) or cost-based? If they are fee for service, how are the rates determined?

Response: **Agencies will be reimbursed based on the unit cost provided in the Output section of the Application and detailed in the Budget Narratives.**

23. Attachment B - Our fiscal year runs from July to June. With that in mind, here is how I feel the years should run: Prior Year- July 2012- June 2013, Current Year July 2013-June 2014, and Proposed Year July 2014-June 2015. Is this correct? If so, our July 2013- June 2014 information will be incomplete (missing May and June numbers), should we project those numbers to show 12 months? Our agency wide budget is not completed for the upcoming year (July 2014-June 2015). Should we provide a preliminary budget?

Response: **As the contract term has not yet been established, agencies may use the agency's fiscal year budget to fill out the worksheets. Agencies should project for a full fiscal year for the current year. When an agency budget has not been completed for the proposed year a preliminary or anticipated budget should be provided. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

24. Attachment B - In regards to Attachment B; is this full agency budget or Boone County specific? (we cover 8 counties and our funding isn't designated by County)

Response: **Agencies may use their full agency budget for Attachment B. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

25. Attachment C - Where do we include the funding we are requesting from the Children's Service Funds?

Response: **The amount requested from the Children's Services Fund should not be included on Attachment C.**

26. Attachment C - In the bottom box, what is the difference between "Actual" and "Current"?

Response: **The bottom box should read from left to right, “Prior Actual Year”, “Current Year”, and “Proposed Year”. An amended Attachment C is attached.**

27. Attachment C - I could not find any comments related to administrative or indirect cost. Are such costs allowable costs in the regular services RFP? If so, are there limitations?

Response: **Administrative and indirect costs are allowable, however, for Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

28. Under this funding, can a provider provide contracted services to adult clients if deemed beneficial to their child/ren? For example, when a family starts receiving services from Children’s Division if a mental health screening or assessment were completed quickly it may help the child maintain placement in their biological home or return sooner. We often cannot provide services for biological parents of children in care because they lack insurance and funds. We have tried accepting CTS funds but that has not been successful.

Response: **All requests for funds will be considered, provided the request follows statutory guidelines and complies with the BCCSB’s Funding Policy. The BCCSB’s Funding Policy outlines who the beneficiaries of the fund are and addresses maximization of funding. The BCCSB’s Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.**

29. If a provider submits a proposal that addresses two of the identified needs on page 2 of the RFP, can the applicant combine both identified service needs in one proposal and are two proposals required?

Response: **Separate applications are required for each proposed service your agency is requesting funding. The proposed service may address one or more statutorily eligible service areas as outlined on page 2 of the Purchase of Service Request for Proposal.**

30. Can funding be used toward offsetting the family’s cost of obtaining services? For example, if a family has health insurance with a large deductible (\$2500). If they want us to provide services that cost \$1000, the family will still pay the entire fee out of pocket, due to the high deductible, which is a significant barrier to services for many families. Can funding be used to pay for the services we deliver in this case?

Response: **Please review the section titled “Maximization of Funding,” in the BCCSB’s Funding Policy.**

31. Attachment D, Agency Assurance Sheet: MU has a different governance structure than most nonprofits. Our authorized research signer always signs assurances on behalf of The Curators of the University of Missouri. We plan to have her sign on the CEO line. Should we just draw through the Agency Board chair line since it does not apply?

Response: **Yes.**

32. Attachment B Agency Financial Information: MU is a large institution with hundreds of different funding streams, departments, and programs. Should we fill out this form at the department or program levels?

Response: **For the University of Missouri, Attachment B should be filled out at the Department level and Attachment C should be filled out at the program level.**

33. Do we receive funding up front or reimbursement?

Response: **Agencies will receive funding through reimbursement.**

34. Reporting requirements, how often and include what? Quantitative vs. Qualitative?

Response: **Reporting requirements will be established during contract negotiation. It is anticipated that reporting terms will be at the most on a quarterly basis and at a minimum a biannual basis. Reporting requirements will include both quantitative and qualitative information depending on how agency outcomes and indicators are measured.**

35. We have a federally negotiated indirect rate. How do we account for this in the application?

Response: **Administrative and indirect costs are allowable, however, for Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

36. Can you elaborate on the local match and preferences given to those offerors?

Response: **Further information regarding match funding may be found in the BCCSB's Funding Policy. Offerors that provide the Board with an opportunity to match funds will be given preference.**

37. What is the maximum amount of funds that can be requested for each RFP?

Response: **There is no funding cap established at this time for either the pilot program or purchase of services contracts.**

38. Can funding be used to support services, or supportive services/wrap-around services to children and youth who are currently enrolled in a residential chemical dependency program?

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy.**

39. Should all proposals be for a twelve month period? I see that there is the option for negotiation to renew funded proposals, but in our original design for programming, should we limit programming to twelve months?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. Agencies should define proposed program terms in the application and budget narratives.**

40. What will technically be considered a "Collaborative Program"

Response: **"Collaborative Program" is not a term used in the Requests for Proposals. Preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.**

- Will "Collaborative Programs" mentioned be required to provide authentic proof/memorandum of collaborative or partnership agreements with proposal submission.

Response: **Substantive and ongoing collaboration with other agencies must be demonstrated.**

41. Can "match funding" requirements be furthered clarified.

Response: **Further information regarding match funding may be found in the BCCSB's Funding Policy. The BCCSB's Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.**

- Which funding sources/agencies will be deemed appropriate for fund matching?

Response: **Consideration will be given to all match funding opportunities.**

- Is there a (minimum or maximum) in which match funds will be restricted.

Response: **No.**

42. Define "healthy lifestyles" and what is expected of prevention programs that fall within this effort.

Response: **The Board will evaluate proposals for prevention programs which promote healthy lifestyles based on the information and description of the Offeror. It is expected that agencies provide meaningful services to children, youth and families.**

- What will be considered "Health"?

Response: **The offeror should define what they consider health to be in their proposal.**

- Will preference be given to single-focused/targeted programs (ex. obesity prevention for children)

Response: **No.**

- Will proposals that focus on multi-faceted prevention efforts be considered as viable candidates?

Response: **Yes.**

43. How many times can organizations re-apply? Is it on an Annual basis? If you receive funding one year, can you submit renewals annually or is there a limit?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.**

44. Section I - Overview:

Must offerors submit proposals providing services throughout Boone County, or may proposals focus on certain geographic areas such as the City of Columbia?

Response: **Please reference the "Beneficiaries and Outcomes" section of the BCCSB's Funding Policy.**

45. Attachment C Program Budget Worksheet

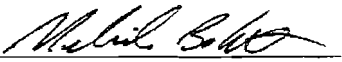
- a. Because Section VII - Term; Termination of Contract Agreement indicates that the initial term of contract will be negotiated, should the offeror assume that the Program Budget Worksheet is to be filled out on a calendar year basis?

Response: **As the contract term has not yet been established, agencies may use the agency's fiscal year budget to fill out the worksheets. Agencies should project for a full fiscal year for the current year. When an agency budget has not been completed for the proposed year a preliminary or anticipated budget should be provided. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

- b. The Worksheet requires Program Revenue and Expenses for Prior (2013), Current (2014), and Proposed Year (2015). Because revenue from certain sources (such as United Way) are contractually committed on calendar year basis, some revenue shown for Current year may not be available for Proposed Year. How should offerors treat this type of revenue on Exhibit C?

Response: **See above.**

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Proposal 27-10JUN14 – *Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application* receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



COUNTY OF BOONE - MISSOURI

REQUEST FOR PROPOSAL (RFP) #: 27-10JUN14

Purchase of Service Contracts

Boone County Children's Services Fund

2014 Application

BOONE COUNTY CHILDREN'S SERVICES BOARD MISSION:

*To improve the lives of children, youth and families in Boone County
by strategically investing in the creation and maintenance of integrated systems
that deliver effective and quality services for children and families in need.*

RFP TIMELINE:

Important Events	Location	Dates
Issue - Release Date	Boone County Purchasing 613 E. Ash St, Room 110 Columbia, MO 65201	May 9, 2014
Written Questions Due By	mbobbitt@boonecountymo.org	May 21, 2014 12:00 p.m. Central Time
Pre-Proposal Conference - Information Session	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	May 23, 2014. 10:00 a.m. Central Time
Response Submission Deadline	Boone County Purchasing 613 E. Ash St, Room 110 Columbia, MO 65201	June 10, 2014 9:15 a.m. Central Time
Proposal Opening – Names of Offerors Read Aloud	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	June 10, 2014 9:30 a.m. Central Time

CONTACT INFORMATION:

Boone County Purchasing
Boone County Annex
613 E. Ash, Rm. 110, Columbia, MO 65201

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
Phone: (573) 886-4391 Fax: (573) 886-4390
Email: mbobbitt@boonecountymo.org

I. Overview

On November 6, 2012, the citizens of Boone County passed County of Boone Proposition 1, which created a Children's Services Fund for children and youth nineteen years of age or less in Boone County. The Boone County Children's Services Board (BCCSB) has been appointed by the County Commission and entrusted to oversee this Fund. The Fund is created pursuant to RSMo §67.1775, RSMo §210.861, and the ballot language presented to the voters on November 6, 2012. RSMo §210.861 specifies the types of services that may be funded by the BCCSB. By statute, funds may be invested to address the following needs:

- up to thirty days of temporary shelter for abused, neglected, runaway, homeless or emotionally disturbed youth
- respite care services
- unmarried parent services
- outpatient chemical dependency and psychiatric treatment programs
- counseling and related services as a part of transitional living programs
- home-based and community-based family intervention programs
- prevention programs which promote healthy lifestyles among children and youth and strengthen families
- crisis intervention services, inclusive of telephone hotlines
- individual, group, or family professional counseling and therapy services
- psychological evaluations
- mental health screenings.

Revenues collected and deposited in the community children's services fund **may not** be expended for inpatient medical, psychiatric, and chemical dependency services, or for transportation services.

II. Funding Goals

The Board believes that it should invest in meaningful services to children, youth and families in a way that utilizes multiple effective strategies. To that end, the Board intends to invest its funding *appropriated for services* in the following general categories:

- Pilot programs that provide innovative services
- Purchase of service programs
- Match funding opportunities
- Strategic opportunities
- Contingency reserve to support other programs with circumstances requiring immediate attention

This RFP seeks applications for purchase of service programs. Preference will be given to programs which provide an opportunity for the BCCSB to partner with other funding sources in providing match funding for procurement of services to maximize the ability to reach and serve children, youth and families in need in Boone County. Preference will also be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.

III. Minimum Eligibility Criteria

Agencies must, at a minimum, meet the following criteria to be eligible for funding:

- Any tax-exempt, not organized for profit agency or governmental entity
- Be in good standing with the state of Missouri
- Conduct an annual independent financial audit
- File a Federal 990 annually
- Be certified, accredited or licensed in the services for which funds are requested
- Require annual background checks, including child abuse and neglect screenings on all employees and volunteers
- Refrain from discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, genetic information, and familial status and comply with all applicable provisions of Federal and State laws which prohibit discrimination in employment and the delivery of services
- Comply with RSMo §285.530 in that they shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri

IV. Funding Available

Applications for funding will be accepted to provide services to children and youth nineteen years of age or less and their families in all service areas fundable pursuant to statute, additional indirect costs will not be allowed.

V. Application

- Submit a separate application for each proposed service your agency is requesting funding.

The Application Narrative cannot exceed 15 double-spaced pages, on standard white paper, with at least 12-point font and one-inch margins, excluding required attachments.

Please submit two original copies to:

Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
Boone County Annex
613 E. Ash, Rm. 110
Columbia, MO 65201

Paper copies must be sealed in an envelope with RFP # and name of Offeror on the outside of the envelope. Proposals MUST be delivered no later than 9:15 a.m. central time, June 10, 2014. Proposals will not be accepted after this date and time and the County will return such late proposals to the Offeror.

Please submit an electronic copy after 9:30 a.m. central time June 10, 2014 and before 11:30 a.m. June 10 in Microsoft Word or PDF format to: mbobbitt@boonecountymmo.org. Please do not submit the electronic copy prior to 9:30 a.m. central time, June 10, 2014.

VI. Contracting Agency Requirements

Boone County Insurance Requirements: The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide.

- **Compensation Insurance:** The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work. and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor.
- Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 policy limit.
- **Comprehensive General Liability Insurance:** The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than

\$2,000,000.00 per limit for any one occurrence covering both bodily injury and property damage, including accidental death. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included. **Proof of Coverage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name **the County of Boone – Missouri as additional insured** in an amount as required in this contract and requiring a thirty (30) day mandatory written cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.

- The Contractor shall provide the County with proof of General Liability and Property Damage Insurance with the County as additional insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum limit of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply. Coverage wording shall include hold harmless agreement as written below, subrogation waiver and protection against third party suits to further protect Boone County from liability belonging to the Contractor.
- The Contractor is required to carry Professional Liability Insurance with a limit of no less than \$2,000,000.00 and naming Boone County as additional insured.
- **Commercial Automobile Liability:** The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

Indemnity Agreement: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by Contractor, or of anyone for whose acts the Contractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Subcontracts : The Contractor may enter into subcontracts for components of the consulting service as the Contractor deems necessary to comply with the terms of the contract. All such subcontracts require the prior written approval of the County or their designated representative.

In performing all services under the resulting contract agreement, the Contractor shall comply with all local, state and federal laws.

VII. Instructions and General Conditions

Delivery of Proposals: Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.
- The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.
- No negotiations, decisions, or actions shall be initiated by any agency as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Boone County reserves the right to select the Offeror which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.

Ambiguity, Conflict, or Other Errors in the RFP:

- If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, they shall immediately notify the Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.
- The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.
- **Implied Requirements:** Products and services that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Offeror, shall be included in the proposal.
- The County will not be liable in any way for any costs incurred by any Offeror in the preparation of their proposal in response to this RFP, nor for the presentation of their proposal and/or participation in any discussions or negotiations.

Rejection of Proposals: The right is reserved to accept or reject in whole or in part any or all proposals submitted, to waive technicalities, and to accept the offer the County considers the most advantageous to the County. Further, the County shall reject the proposal of any Offeror that is determined to be non-responsive. The unreasonable failure of an Offeror to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.

Acceptance of Proposals: The County will accept for evaluation all proposals that are submitted properly. However, the County reserves the right to request clarifications or corrections to proposals.

Requests for Clarification of Proposals: Requests by the Purchasing Department for clarification of proposals shall be in writing.

Validity of Proposals: Offeror should state how many days or months proposals remain valid beyond the 120 days minimum.

Receipt and Opening of Advertised, Sealed Proposals: The Offeror(s) and public are invited, but not required, to attend the formal opening of proposals. Offeror(s) names only will be read aloud to the public. No decisions related to an award of a contract or creation of any contractual or lease relationship, or purchase order will be made at the opening.

- Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful firm's proposal will become public record after its acceptance by the County Commission. All proposals and tabulation sheets are kept by the County for a period of time established by regulation or statutes after the award is made and are available for inspection at any time during regular working hours.
- Offeror's names will be read aloud during the Boone County Commission meeting in the Boone County Commission Chambers, 801 E. Walnut Street, Columbia, MO 65201, Tuesday, June 10, 2014 at 9:30 a.m. Central Time. RFP opening listing proposer's names will be posted on the County web page following the opening at www.showmeboone.com. Select "Purchasing", then "2014 Bid Tabulations".
- Proposal responses are due by Tuesday, June 10, 2014 at 9:15 a.m. No late proposals will be accepted.

Withdrawal of Proposals: Proposals may be withdrawn without prejudice any time before the deadline for receipt of proposals. If a mistake or error is discovered by the Offeror or by the County after the proposal opening, the County has the right to call this error to the Offeror's

attention and request verifications of the proposal. If the Offeror acknowledges the mistake and requests relief, the County will proceed in the following manner:

- **Withdrawal:** Permission to allow an Offeror to withdraw their proposal without prejudice may be given when clear and convincing evidence supports the existence of an error. If there is a significant and obvious disparity between the prices of the lowest Offeror and of the other Offerors, an Offeror may be permitted to withdraw without prejudice, upon submission of evidence that a non-intentional error occurred.

Guidelines for Written Questions: All questions regarding this Request for Proposal should be submitted in writing, prior to the pre-proposal conference, no later than 12:00 p.m., May 21, 2014. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPO, CPPB, and Director of Purchasing. All such questions will be discussed at the pre-proposal conference and answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet.

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201
Phone: (573) 886-4391 Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

Pre-Proposal Conference: To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference has been scheduled for May 23, 2014 at 10:00 a.m. central time in the Boone County Commission Chambers, 801 E. Walnut Street, Columbia, Missouri 65201.

- All potential Offerors are **strongly** encouraged to attend this conference in order to ask questions and provide comment on the Request for Proposal. Attendance is not mandatory to submit a response; however, Offerors are encouraged to attend since information relating to this RFP will be discussed in detail. Minutes of the pre-proposal conference will not be recorded or published. Offerors should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference.
- Offerors are strongly encouraged to advise the Purchasing Department of Boone County within five (5) days of the scheduled pre-proposal conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.

Term; Termination of Contract Agreement:

- The initial term of the resulting contract agreement from this Purchase of Services Request for Proposal will be negotiated. The negotiated contract may have an option for renewal.
- The resulting contract agreement may be terminated by the County upon 15 days prior written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In addition, the contract agreement may be terminated at will by the County upon at least 60 days prior written notice to the Contractor.

Competitive Negotiation of Proposals: The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

- Negotiations may be conducted in person, in writing, or by telephone.
- Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.
- Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.
- The County may request presentations or interviews by Offerors, and carry out negotiations for the purpose of obtaining best and final offers. Attendance cost for presentations/interviews at the Boone County designated location shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.
- The County reserves the right to contact any and all references to obtain without limitation, information regarding the Offeror's performance on previous projects. A uniform sample of references may be checked for each short-listed Offeror.

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

Agency Name:

Agency Address:

Agency Phone Number:

Primary Agency Contact (include title):

Email Address:

Contact Phone Number:

Amount Requested:

Federal Tax ID (or Social Security #):

Signature:

Date:

1. AGENCY AND SERVICE INFORMATION

a. Background Information:

- i.** Attach a copy of your agency's Mission Statement.
- ii.** Attach a list of your agency's Board of Directors.
- iii.** Provide a summary of your agency's services within Boone County.
- iv.** Provide agency and program brochures related to these services, if available.

b. Target Population:

- i.** Describe your agency's target population(s).
- ii.** State the statutorily eligible service area(s) (see page 2) your target population falls within.
- iii.** Within your target population, is there a segment of the population your agency is unable to serve? If so, please describe.
- iv.** Describe any impediments your agency has in serving your target population.

- c. Service Need:**
 - i. Provide a detailed description of the unmet need in Boone County for your agency's services.
 - ii. Provide statistical data with cited sources regarding unmet need and the target population you propose to serve. As appropriate, use your own agency's data, outside data, needs assessment data and data from *The Institute of Public Policy's Community Input Analysis & Needs Assessments Synthesis*, which may be found at: www.showmeboone.com/communityservices.information.asp.
 - iii. State the purpose of your proposed service.
 - iv. State the goals of your proposed service.
 - v. Describe the anticipated outcomes of your proposed service.
 - vi. Identify other providers of this proposed service in Boone County.
 - vii. What agencies do you receive referrals from and to what agencies do you make referrals?
 - viii. Please provide a copy any Memorandums of Understanding you may have with other agencies which are relevant to this proposal.

2. EVALUATION

- a. Performance Information:**
 - i. Attach a Program Performance Measures Worksheet (see Attachment A).
- b. Outcomes:**
 - i. Describe your service outcomes (outcomes need to be measurable and time specific).
- c. Indicators:**
 - i. Identify and describe the indicators which will measure your service outcomes.
 - ii. Identify your agency's performance target of these indicators.
- d. Measurement:**
 - i. Discuss who will be responsible for the accomplishment of each of the outcomes.
 - ii. Discuss how the data will be collected.
 - iii. Identify your agency's timeline for each outcome.
 - iv. Include copies of any evaluation tools you will be using and provide a description of why you are using these tools compared to other tools.

- e. **Input**
 - i. **Clinical Expertise:**
 - 1. Discuss the capacity of your agency to deliver the proposed service.
 - ii. **Service Activity:**
 - 1. Describe the interventions and/or activities that will be used to address the unmet need in Boone County.
 - 2. Identify and discuss the evidence-based practices that will be used and relevant research supporting the efficacy of the proposed interventions and/or activities.
 - 3. If there is no research to support the efficacy of the proposed interventions and/or activities, please explain the rationale for utilizing the interventions and/or activities.
- f. **Output:**
 - i. Service to be provided
 - ii. Unit measurement
 - iii. Unit cost
 - iv. Amount requested
 - v. Number of individuals to be served
 - vi. Average units of services per individual

3. BUDGET

- a. **Budget Worksheets to be Attached:**
 - i. Agency Financial Worksheet (see Attachment B)
 - ii. Program Budget Worksheet (see Attachment C)
- b. **Budget Narrative**
 - i. Please explain each line of the budget worksheets from Attachments B and C.

4. AGENCY ASSURANCE, CERTIFICATION, AND WORK AUTHORIZATION SHEETS

Please review, sign, and return the Agency Assurance Sheet (see Attachment D), the Certification Sheet (See Attachment E), and the Work Authorization Sheet (see Attachment F) with the proposal. The sheets outline the expectations and requirements for any agencies requesting and/or receiving funds through the Boone County Children’s Services Fund.

ATTACHMENT A

Program Performance Measures Information Worksheet

The following synonyms, definitions, and examples may help you completing the required program performance measures information:

	Activity	Output	Outcome	Indicator	Method of Measurement
Synonyms	<i>Activity = Service</i>	<i>Output = Product</i>	<i>Outcome = Change</i>	<i>Indicator = Measure</i>	<i>Method of Measurement = Information gathering instrument or technique</i>
Definitions	An <i>Activity</i> is the program service or sub service being provided	An <i>Output</i> is expressed as the NUMBER of things produced by an activity and the number people for whom it is provided	An <i>Outcome</i> describes a beneficial CHANGE in people	An <i>Indicator</i> is the specific item of information by which a program's LEVEL OF SUCCESS is measured	A <i>Method Of Measurement</i> is the instrument or technique used to gather the information needed to measure the program's success.
Example	Activity= Before/after school youth enrichment programming Sub-Activity=Tutoring	150 hours of tutoring sessions for 30 children	Child's academic performance improves	Number and percent of participants who receive better grades following participation in program as compared to period prior to participation	Utilize school report card data pre and post participation in the program.

Activity	Output(s)	Outcome(s)	Indicator(s)	Method of Measurement

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ATTACHMENT B

AGENCY FINANCIAL INFORMATION

AGENCY NAME:

AGENCY REVENUE	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. DIRECT SUPPORT					
A. Heart of Missouri United Way					
B. Other United Ways					
C. Capital Campaigns					
D. Grants (non-governmental)					
E. Fund Raising & Other Direct Support					
TOTAL DIRECT SUPPORT (sub-totals)					
2. GOVERNMENT CONTRACTS/SUPPORT:					
A. Boone County - Social Service Funding					
B. Boone County - Other					
C. Other Counties					
D. City of Columbia - Social Service Funding					
E. City of Columbia - Other					
F. Other Cities					
G. Federal (Medicaid, Title III, etc.)					
H. State (Purchase of Services, Grants, etc.)					
I. Other (Schools, Courts, etc.)					
TOTAL GOV'T CONTRACTS/SUPPORT (sub-totals)					
3. Program Service Fees					
4. Investment Income (realized & unrealized)					
5. Other Revenue Items					
TOTAL AGENCY REVENUE					
AGENCY EXPENSES	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
Expenses for Program Services					
Expenses for Management and General					
Expenses for Fundraising					
TOTAL AGENCY EXPENSES					
% of Management and Fundraising Expenses					
NET ASSETS	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% CHANGE CURRENT TO PROPOSED	
Net Assets, End of Year					
CASH FLOWS	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% CHANGE CURRENT TO PROPOSED	
Cash, End of Year					

ATTACHMENT C

PROGRAM BUDGET WORKSHEET

PROGRAM NAME:

TOTAL PROGRAM REVENUE	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. DIRECT SUPPORT					
A. Heart of Missouri United Way					
B. Other United Ways					
C. Capital Campaigns					
D. Grants (non-governmental)					
E. Fund Raising & Other Direct Support					
2. GOVERNMENT CONTRACTS/SUPPORT:					
A. Boone County - Social Service Funding					
B. Boone County - Other					
C. Other Counties					
D. City of Columbia - Social Service Funding					
E. City of Columbia - Other					
F. Other Cities					
G. Federal (Medicaid, Title III, etc.)					
H. State (Purchase of Services, Grants, etc.)					
I. Other (Schools, Courts, etc.)					
3. Program Service Fees					
4. Investment Income (realized & unrealized)					
5. Other Revenue Items					
TOTAL PROGRAM REVENUE	\$0	\$0	\$0		

PROGRAM EXPENSES	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. Personnel					
2. Non-Personnel					
TOTAL PROGRAM EXPENSES	\$0	\$0	\$0		

NUMBER OF DIRECT PROGRAM STAFF (FTE)	ACTUAL	CURRENT	PROPOSED
<i>FTE = number of direct program service hours worked by employee per year/2080 (e.g. 1040/2080= .5 FTE)</i>			

ATTACHMENT D

2014 AGENCY ASSURANCE SHEET

(Please complete and return with Proposal Response)

I, the undersigned, certify that the statements in this request for funding proposal application are true and complete to the best of my knowledge, and accept, as to any funds awarded, the obligation to comply with the Boone County Children's Services Board (BCCSB) and any of the Boone County Children's Services Fund's conditions specified in the funding award and contract.

I, the undersigned, certify that in addition to the conditions mentioned above, will maintain accepted accounting procedures to provide for accurate and timely recording of receipt of funds, expenditures, and of unexpended balances. I, the undersigned, further certify I have and will make available, upon request, the following documentation for accuracy and validity:

- Proof of 501(c)(3)
- Certificate of Corporate Good Standing
- Most Recent 990 Federal Form
- Agency Strategic Plan
- Copies of Agency Accreditations
- Most Recent Agency Independent Audit
- Agency Policy of Non-Discrimination
- Agency Policy for Screening of Staff and Volunteers for Child Abuse and Neglect
- Agency Statement of Confidentiality
- Memorandums of Understanding (not currently needed for Contingency Funds Request)

Printed Name - Agency Executive Director/President/CEO

Date

Signature - Agency Executive Director/President/CEO

Date

Printed Name - Agency Board Chair

Date

Signature - Agency Board Chair

Date

ATTACHMENT E

(Please complete and return with Proposal Response)

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR
CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/30/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh USA Inc. 701 Market Street Suite 1100 St. Louis, MO 63101 237-94-WC-14-15	CONTACT NAME: _____	
	PHONE (A/C, No, Ext): _____	FAX (A/C, No): _____
INSURED City of Columbia P.O. Box 6015 Columbia, MO 65205-6015	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Safety National Casualty Corp.	NAIC # 15105
	INSURER B: _____	
	INSURER C: _____	
	INSURER D: _____	
	INSURER E: _____	
INSURER F: _____		

COVERAGES **CERTIFICATE NUMBER:** CHI-004891269-03 **REVISION NUMBER:** 5

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR _____ _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ _____ \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ _____ \$	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ _____ \$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	SP4051798 SIR: All Other - \$500,000 Police/Firefighters/Utility - \$750,000	10/01/2014	10/01/2015	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Proof of Insurance

CERTIFICATE HOLDER City of Columbia P.O. Box 6015 Columbia, MO 65205-6015	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Manashi Mukherjee <i>Manashi Mukherjee</i>
---	---

Melinda Bobbitt - Re: Certificate of Insurance request

From: Sarah Perry <sarah@gocolumbiamo.com>
To: Melinda Bobbitt <MBobbitt@boonecountymo.org>
Date: 11/19/2014 4:48 PM
Subject: Re: Certificate of Insurance request
Attachments: COI - WC - City of Columbia.pdf

Melinda,

This coverage is for both General and Auto liability, as it is a package liability program.

Attached is a proof of insurance for workers' compensation.

Let me know if you need anything else.

Sarah Perry, ARM-P
Risk Manager
1 South 7th Street
City of Columbia, MO
573-874-7377

On Wed, Nov 19, 2014 at 8:46 AM, Melinda Bobbitt <MBobbitt@boonecountymo.org> wrote:

Sarah,
This is perfect for the general liability. What about Workers Compensation and Auto?
Thanks,
Melinda

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
Boone County Purchasing
Annex Building
613 E. Ash St., Room 110
Columbia, MO 65201
Telephone: (573) 886-4391
Fax: (573) 886-4390
Email: mbobbitt@boonecountymo.org

For all the latest news from Boone County Government, subscribe to the Boone County News Listserv at WWW.SHOWMEBOONE.COM!

>>> Scott Phan <SPhan@berkleyrisk.com> 11/19/2014 8:42 AM >>>

Hi Melinda,

Please find attached is your certificate of insurance.

Thanks,

STATES SELF-INSURERS RISK RETENTION GROUP, INC.

222 South Ninth St Suite 1300

Minneapolis, MN 55402-3332

(612) 766-3000

Insured: City of Columbia, MO P. O. Box 6015 / 701 E. Broadway Columbia MO 65205-6015	This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policy(ies) below. This certificate of insurance does not constitute a contract between the issuing insurer, authorized representative or producer, and the certificate holder.
---	---

IMPORTANT: If the certificate holder is an Additional Insured, the policy(ies) must be endorsed. If Subrogation is waived, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

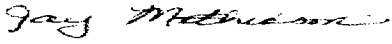
Coverages:

This is to certify that the policy(ies) of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policy(ies) described herein is subject to all the terms, exclusions, and conditions of such policy(ies). Limits shown may have been reduced by paid claims.

Type of Insurance:	Policy Number	Effective Date	Expiration Date	Limits	
				Occurrence	Aggregate
Public Entity Excess Liability including Error or Omission Liability Coverage.	SEL3017803	10/1/2014	10/1/2015	\$3,000,000	\$10,000,000
Retroactive Date:	Occurrence Form Policy				

Description of Operations/Locations/Vehicles/Special Terms:
 Certificate Holder is an additional insured with regards to "Purchase of Service Contracts for Children's Services".

Certificate Holder: Boone County, MO 613 E. Ash St., Room 110 Columbia, MO 65201	CANCELLATION: Should the above described policy be cancelled before the expiration date thereof, notice will be delivered according to policy provisions.
--	---

Self-Insured Retention: \$500,000	Authorized Representative: <div style="text-align: center;">  <hr style="width: 100%;"/> Signature </div> <div style="text-align: right; margin-top: 10px;"> 11/18/2014 <hr style="width: 100%;"/> Date </div>
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AGREEMENT FOR PURCHASE OF SERVICES Homeless Youth Program Services

THIS AGREEMENT dated the 22ND day of January, 2015 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, on behalf of the Boone County Children's Services Board, herein "BCCSB" and **Child Abuse & Neglect Emergency Shelter, Inc., d/b/a Rainbow House**, a tax-exempt, not organized for profit agency or governmental entity, hereinafter referred to as "RH".

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

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

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

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

FUNDING ALLOCATION FOR SERVICES RENDERED BY RH

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

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

23-2015

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

3. **Purchase.** The BCCSB agrees to purchase from the RH and the RH agrees to furnish **Homeless Youth Program Services** for children and youth nineteen years of age or less and their families, as described and in compliance with the original Request for Proposal and as presented in the RH's response. Services/deliverables shall be provided as outlined in the attached proposal response(s). The total allowable compensation under this agreement shall not exceed **\$101,063.28** unless compensation for specific identified additional services is authorized and approved by BCCSB in writing in advance of rendition of such services for which additional compensation is requested.

4. **Contract Duration.** This agreement shall commence on **February 1, 2015** and extend through **December 31, 2015** subject to the provisions for termination specified below. This contract may at the sole discretion of the BCCSB and with the agreement of RH be renewed for an **additional two (2) one-year periods**. RH agrees and understands that the BCCSB may require supplemental information to be submitted by RH prior to any renewal of this agreement.

5. **Billing and Payment.** For the Purchase of Service (POS) Contract, the unit costs for services are the mutually agreed upon rates as follows:

Service Description	Unit Measurement	Unit Cost
Temporary Shelter	24 hours	\$101.84
Counseling (Therapeutic Group)	60 (53-67) minutes	\$26.18
Case Management (Bachelors Level)	15 minutes	\$12.55
Counseling (Office)	60 (53-67) minutes	\$122.53

All billing shall be invoiced to BCCSB monthly by the 10th of the month following the month for which services were provided. The BCCSB agrees to pay all monthly statements within thirty days of receipt of a correct and valid invoice/monthly statement. In the event of a billing dispute, the BCCSB reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the RH, the BCCSB agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

REPORTING, MONITORING, AND MODIFICATION

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

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

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

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

OTHER TERMS OF THIS CONTRACT

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

12. **Discrimination.** RH will refrain from discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, genetic information, and familial status and comply will applicable provisions of federal and state laws, county or municipal statutes or ordinances, which prohibit discrimination in employment and the delivery of services.

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

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

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

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

17. **Employment of Unauthorized Aliens Prohibited.** RH agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. RH shall require each subcontractor to affirmatively state in its Agreement with the RH that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Provider shall also require

each subcontractor to provide RH a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

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

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

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

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

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

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

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

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

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

22. **Indemnification.** To the extent permitted under Missouri law, RH agrees to hold harmless, defend and indemnify the BCCSB, the County, its directors, agents, and employees

from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of RH, meaning anyone, including but not limited to consultants having a contract with the RH or subcontractor for part of the services, or anyone directly or indirectly employed by RH, or of anyone for whose acts RH may be liable in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its negligence.

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

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

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

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

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

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

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

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

Rainbow House
Jan Stock, Executive Director
1611 Towne Drive
Columbia, MO 65202

REQUEST FOR ADDITIONAL INFORMATION FORM #1

PROPOSAL: 27-10JUN14 – Purchase of Service Contracts for Children’s Services Fund and 28-24JUN14 – Pilot Programs for Innovative Services

This Request for Additional Information #3 is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted on or before **9:00 a.m. Tuesday, October 14, 2014.**

Company Name: Child Abuse & Neglect Emergency Shelter, Inc., dba Rainbow House

Address: 1611 Towne Drive, Columbia, MO 65202

Telephone: 573 474-6600 Ext. 2116 Fax: 573 474-5992

Federal Tax ID (or Social Security #): 43-1390192

Print Name: Jan Stock Title: Executive Director

Signature: Jan Stock Date: October 13, 2014

E-mail: jstock@rainbowhousecolumbia.org

[REDACTED] (Children’s Emergency Shelter)

- a. What unit cost is charged to other funders that provide funding for this same service? (ex. City of Columbia Social Services, Heart of Missouri United Way)

The proposed unit cost for budgeted year 2014-2015 is \$229.59 for the Children’s Emergency Shelter. This is the unit cost that we incorporated into the City of Columbia social services proposal and for the Boone County Children’s Services Fund proposal. No other funding sources require a unit cost.

In the past, the Heart of Missouri United Way requested a unit cost; however, in their most recent request for proposals, they did not.

The unit cost formula takes into account the total expenses of the department, the number of children served and the number of overnights (units). The Children’s Emergency Shelter unit cost remains the same for actual or budgeted numbers for the year in question, only differing between years or when budget numbers change to actual numbers.

- k. How is the agency working towards getting more funding from the Missouri Department of Social Services? For several years I have talked to legislators and officials at the Division of Children's Services about the low reimbursement rates for foster and crisis care children; to encourage them to continue to fund the Child Advocacy Centers without a decrease in funding; and to inform them of the importance of providing funding for the issue of youth homelessness. Three years ago we experienced a reduction in the Crisis Care Contract reimbursement rate, in the past several years there have been layoffs and hiring freezes at Children's Division, and currently the Governor has frozen funding including some social services funding, so there has historically been a great deal of instability with all of our Social Services funding. I will continue to have discussions with legislators regarding the funding situation in both our Children's Shelter and our Child Advocacy Center, but it is my belief that it is going to take persons who have much more clout and power than me to make a difference in that arena. I would welcome further discussion with your Board and staff regarding this situation, and I would appreciate any advocacy for our mission that they are able to provide to legislators on our behalf.
- l. How is the agency working on stabilizing their long term funding issues? Rainbow House Board and staff are constantly searching for funding opportunities for each of the programs. In addition to applying for grants, we seek out foundations that provide funding for various missions and apply to them. Our development plan includes mail appeals, third party fundraisers, reaching out to civic organizations and churches, hosting special event fundraisers, and forming one-on-one relationships with potential donors. We will continue to use these strategies in the future.
- m. What is this agency's sustainability plan? Rainbow House has a Strategic Plan that is updated every two years, a Business Continuity Plan, and a Development Plan, but no sustainability plan.

[REDACTED] (Homeless Youth Shelter)

- a. What unit cost is charged to other funders that provide funding for this same service? (ie. City of Columbia Social Services, Heart of Missouri United Way)

The proposed unit cost for budgeted year 2014-2015 is \$389.91 for the Homeless Youth Program. This cost includes all of the services provided to our youth including an overnight stay. This unit cost is consistent with the unit cost proposed in the City of Columbia social services proposal. The rate of \$257.64 is

slightly different for the Boone County Children's Services Fund proposal because it does not include overnight expenses.

Only two of our funding sources base their funding to us on our unit of cost: the City of Columbia and Boone County Children's Services Fund. Other funding sources, such as the federal grant and the ESG grant, require us to submit a budget of expected expenses. In the past, the Heart of Missouri United Way requested unit cost; however, in their most recent request for proposals, they did not. Heart of Missouri United Way designated the amount they were to give us for each year and since then have cut that amount significantly due to not meeting their annual fundraising campaign goal.

The unit cost formula takes into account the total expenses of the department, the number of youth served and the number of overnights (units). The Homeless Youth Program unit cost remains the same for actual or budgeted numbers for the year in question, only differing between years or when budget numbers change to

- b. Please provide an explanation on how "bed counts" are defined. We define bed nights as one 24 hour period of services/shelter per youth.
- c. What is the child to staff ratio? According to the Missouri State Licensure manual, one staff person is required for up to ten children/youth above the age of 8 years. It further states that "Agencies are required to have two staff available at all times, even if their staff/child ratio is lower than required above."
- d. How will the agency ensure that Children's Services Funds are only utilized for children and their families who reside in Boone County? During the intake process when a youth has applied to the program, information is gathered and entered into our data system in regards to the City or County of residence of the youth. Boone County Children's Services will only be invoiced for youth who reside in Boone County.
- e. Please provide any MOUs the agency has with other agencies for services. These MOUs were included in the proposal, but we have attached them for you.
- f. What ages is the agency planning on providing services for? CSF can only pay for up to 19 years and 364 days. The Homeless Youth Program provides services to homeless youth 16 to 21 years of age. We will only invoice Children's Services Fund for youth ages 16 to 19 years and 364 days.

- g. How is the agency working towards getting more funding from the Missouri Department of Social Services? The Homeless Youth Program gets no funding from the Missouri Department of Social Services. I have discussed with several legislators the need for state funding for the homeless youth population on numerous occasions. I would welcome further discussion with your Board and staff regarding this situation, and I would appreciate any advocacy for our mission that they are able to provide to legislators on our behalf.
- h. How is the agency working on stabilizing their long term funding issues? Rainbow House Board and staff are constantly searching for funding opportunities for each of the programs. In addition to applying for grants, we seek out foundations that provide funding for various missions and apply to them. Our development plan includes mail appeals, third party fundraisers, reaching out to civic organizations and churches, hosting special event fundraisers, and forming one-on-one relationships with potential donors. We will continue to use these strategies in the future.
- i. What is this agency's sustainability plan? Rainbow House has a Strategic Plan that is updated every two years, a Business Continuity Plan, and a Development Plan, but no sustainability plan.



Phoenix Programs, Inc.

RE: Linkage Agreement

July 3, 2012

To Whom It May Concern:

This letter documents the linkage agreement between Phoenix Programs, Inc. and the Rainbow House Homeless Youth Program.

We acknowledge the networking agreement, verbal agreements, and mutual understandings that exist between these two organizations. It is our belief that a strong network provides quality services without duplication to homeless and otherwise at-risk youth who face obstacles that could impair their functioning at home, school, or work.

Our Agency agrees to refer appropriate youth to Rainbow House's Teen Emergency Shelter, Transitional Living Program, and Street Outreach Program in order for youth to secure housing and other supportive services including: case management, life skills training, mental health services, mentoring, and 24 hour staff support for up to 18 months.

Sincerely,

Deborah Beste, Executive Director



FAMILY HEALTH CENTER

1001 West Worley Street - Columbia, MO 65203 - Phone (573) 214-2314

June 29, 2012

To Whom It May Concern:

This letter documents the linkage agreement between Family Health Center and the Rainbow House Homeless Youth Program. We acknowledge the networking agreement, verbal agreements, and mutual understandings that exist between these two organizations. It is our belief that a strong network provides quality services without duplication to homeless and otherwise at-risk youth who face obstacles that could impair their functioning at home, school, or work.

Our Agency agrees to refer appropriate youth to Rainbow House's Teen Emergency Shelter, Transitional Living Program, and Street Outreach Program in order for youth to secure housing and other supportive services including: case management, life skills training, mental health services, mentoring, and 24 hour staff support for up to 18 months.

Sincerely,

A handwritten signature in black ink, appearing to read "Dennis Blust".

Dennis Blust, MSW, LCSW
Family Health Center
1001 West Worley St.
Columbia, MO 65203
573-886-6777



Housing Authority of the City of Columbia, Missouri
Columbia

201 Switzler Street, Columbia, MO 65203
Housing Authority Office: (513) 443-2556. TTY: (513) 815-5161 • Fax Line: (513) 443-0051 • www.ColumbiaHA.com

Memorandum of Understanding

**Client Referral Agreement
For Housing and Supportive Services**

To Whom It May Concern:

This Memorandum of Understanding (MOU) documents the Client Referral Agreement for Housing and Supportive Services between the Columbia Housing Authority and Rainbow House's Transitional Living Program. Sol House The Columbia Housing Authority acknowledges the networking agreement verbal agreements and mutual understandings that exist between the Columbia Housing Authority and Sol House. It is our belief that a strong service referral network provides quality services without duplication to homeless and other youth with multiple social risk factors who face obstacles that could impair their functioning at home, school, or work. The Columbia Housing Authority agrees to the following collaborative relationship with Sol House:

- The Columbia Housing Authority agrees to refer appropriate clients to Rainbow House's Transitional Living Program in order for clients to access transitional secure housing and supportive services including mentoring, life skill training, mental health services, case management services, and 24 hour staff support for up to 18 months.
- The Columbia Housing Authority agrees to accept qualified and appropriate client referrals for housing from Rainbow House's Transitional Living Program to the greatest extent possible within funding and program eligibility constraints. If a client is approved for housing assistance, they will also be offered the family self-sufficiency support services and programs provided by the Columbia Housing Authority's Department of Resident Services and Family Self-Sufficiency program. These services and programs include assistance with education and job placement services, financial incentives, budgeting and financial management classes, health and human service referral, and service coordination.

Authorized by Phil Steinhaus, CEO

March 18, 2010
Date



Home of the Kewpies

1104 North Providence Road Columbia MO 65203

573-214-3000 Fax 573-214-3057

Web www.columbia.k12.mo.us/lhhs

Dr. Tracey Conrad, Principal



Mr. Doug Miris, Assistant Principal, Activities/Athletics
Ms. Denise Herndon, Assistant Principal, A-C
Mr. Matt Ross, Assistant Principal, E-K
Mr. Eric Johnson, Assistant Principal, L-R

"Excellence is not an accident"

Mr. Jerome Sally, Assistant Principal, S-Z
Ms. Susan McWilliams, Director of Guidance
Ms. Laurie Hoff, A+ Coordinator

Referral Service Agreement

December 10, 2013

To Whom It May Concern,

This letter documents the linkage agreement between Hickman High School and Rainbow House's Homeless Youth Program. We acknowledge the networking agreement, verbal agreement, and mutual understanding that exist between these two organizations. It is our belief that a strong network provides quality services without duplication to homeless and otherwise at-risk youth who face obstacles that could impair their functioning at home, school and work.

Our school agrees to refer appropriate students to the program in order for students to secure housing and other supportive services including: mentoring, life skills training, mental health services, case management services and 24 hour staff support for up to 18 months.

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Maria- McVlahon LPC
Guidance Outreach Counselor
Hickman High School

Isaiah Cumming
Outreach Counselor
Hickman High school



Missouri O'Leary
4191 Crescent Dr., Suite
St. Louis, MO 6312
Office 314 d87.4371
Fax 314 d87 1179
<http://Chic.org.egiOn job-corp>

To Whom It May Concern:

This letter documents the linkage agreement between Missouri Job Corps and the Rainbow House Homeless Youth program. We acknowledge the networking agreement, verbal agreements, and mutual understanding that exist between these two organizations. It is our belief that a strong network provides quality services without duplication to homeless and otherwise at-risk youth who face obstacles that could impair their functioning at home, school, or work.

Our agency agrees to refer appropriate youth to Rainbow House's Teen Emergency Shelter, Transitional Living Program and Street Outreach Program in order for youth to receive housing and other supportive services including: case management, life skills training, mental health services, mentoring, and 24 hour staff support for up to 18 months.

Sincerely,

Deborah G. Atkinson

Job Corps Admissions Counselor

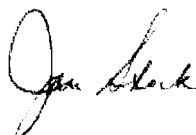
Melinda Bobbitt - Addendum #3

From: "Jan Stock" <jstock@rainbowhousecolumbia.org>
To: "Melinda Bobbitt" <MBobbitt@boonecountymo.org>, "Kelly Wallis" <kwallis@...>
Date: 10/13/2014 11:17 AM
Subject: Addendum #3
CC: "Wendy Crane" <>wcrane@rainbowhousecolumbia.org>, "Melissa Faurot" <MFaur...>
Attachments: Request for Additional Information #3 BCCS final.docx; Editable scans.rtf

Hello Melinda and Kelly,

I have attached the addendum information you requested. Please let me know if you have any further questions. Thanks.

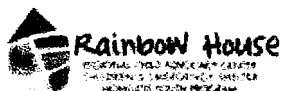
Jan



EXECUTIVE DIRECTOR

RAINBOW HOUSE
1611 Towne Drive | Columbia, MO
573.474.6600 x2116
Make A Difference In The Life of a Child – Donate Today!
Visit us at www.rainbowhousecolumbia.org

 [Facebook](#)  [Twitter](#)  [LinkedIn](#)  [Pinterest](#)



REQUEST FOR ADDITIONAL INFORMATION FORM #1

PROPOSAL: 27-10JUN14 – *Purchase of Service Contracts for Children's Services Fund*
and 28-24JUN14 – *Pilot Programs for Innovative Services*

This Request for Additional Information #3 is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted on or before **9:00 a.m. Tuesday, October 14, 2014.**

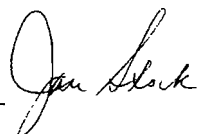
Company Name: Child Abuse & Neglect Emergency Shelter, Inc., dba Rainbow House

Address: 1611 Towne Drive, Columbia, MO 65202

Telephone: 573 474-6600 Ext. 2116 Fax: 573 474-5992

Federal Tax ID (or Social Security #): 43-1390192

Print Name: Jan Stock Title: Executive Director

Signature:  _____ Date: October 13, 2014

E-mail: jstock@rainbowhousecolumbia.org



(Children's Emergency Shelter)

- a. What unit cost is charged to other funders that provide funding for this same service? (ex. City of Columbia Social Services, Heart of Missouri United Way)

The proposed unit cost for budgeted year 2014-2015 is \$229.59 for the Children's Emergency Shelter. This is the unit cost that we incorporated into the City of Columbia social services proposal and for the Boone County Children's Services Fund proposal. No other funding sources require a unit cost.

In the past, the Heart of Missouri United Way requested a unit cost; however, in their most recent request for proposals, they did not.

The unit cost formula takes into account the total expenses of the department, the number of children served and the number of overnights (units). The Children's Emergency Shelter unit cost remains the same for actual or budgeted numbers for the year in question, only differing between years or when budget numbers change to actual numbers.

- b. Please provide an explanation on how “bed counts” are defined. If you mean bed nights, that is our term for one 24 hour period of shelter/services per child.
- c. What is the child to staff ratio?

According to Missouri State Licensure, the following is required:

One staff person for up to four children birth to age 6; one staff person for up to six children ages six to eight years of age; one staff person for up to 10 children/youth 8 years of age and older. “Agencies are required to have two staff available at all times, even if their staff/child ratio is lower than required above.”

- d. How will the agency ensure that Children’s Services Funds are only utilized for children and their families who reside in Boone County? As a part of the intake process it is determined if a child resides in the City or the County, and that information is entered into the data system. The Office Manager will make sure she is only invoicing Boone County Children’s Services for children who reside in Boone County.
- e. How is it determined that a parent is “in crisis”? Please provide an explanation and rationale behind this definition. A parent is “in crisis” if they are unable to keep their child safe. Under the Crisis Care contract, the following are listed as “Crisis” situations: hospitalization of parent/guardian/sibling; incarceration of parent/guardian; homeless or unsafe housing; unmet nutrition and clothing needs; sexual abuse, physical abuse, verbal abuse, conflict with parent/guardian; overwhelming parental stress; death in family; domestic violence; and drug related issues. During the intake process the parent is required to provide information regarding their crisis, and a determination is made by the Shelter Director or the Executive Director if their crisis fits the criteria.
- f. Please provide any MOUs the agency has with other agencies for services. We have no MOUs with any other agencies for the Children’s Emergency Shelter.
- g. Please provide a break out and an explanation on all the services provided in the unit cost. Are these costs all bundled into one rate? The costs are bundled into one rate. Every child receives a variety of services including the following: nutritious meals and shelter; routine and structure; homework checks/help and communication with teachers and school personnel; follow up with doctors or other professionals involved in the child’s life in order to be consistent with their recommendations for the child including medication distribution and

management; scheduling and getting the child to well-check exams; developmental assessments; conflict resolution education and activities; therapeutic services as required by licensure, and communication with outside therapist (if they have a prior relationship); advocacy/case management with crisis care parent/guardian in order to assess their difficulties and provide them with resources or referrals to other agencies that can help them to deal with their crisis.

- h. Is there a difference in unit cost if a child is in state custody? The unit cost to serve a child is the same regardless if the child is crisis care or in state custody.

The Children's Emergency Shelter unit cost always remains the same for actual or budgeted numbers for the year in question, only differing between years or when budget numbers change to actual numbers. We do not eliminate certain types of funding or expenses to come up with a unit cost. Unit cost estimates are based on actual numbers for past years and budgeted numbers (what we expect to happen) for future years. Unit cost is based on total expenses and that is not reduced for certain types of income since it will not accurately reflect our unit cost for our purposes.

We do not have duplicate funding for any overnight stay, but do have a need for funding to cover the cost that we do not get reimbursed for through other funding sources.

- i. What is the unit cost the state provides per night per child?

From State of Missouri Social Services, we have contracts with reimbursement rates that follow:

Foster care Boone County: \$22.00

Out of County foster care: \$79.85/\$136.00 (depending on the age of the child)

Crisis Care is \$85.00 (down from \$125.00 per night a few years ago), and we receive a yearly allocation on Crisis Care units that we draw from.

Reimbursement amounts are designated by the State of Missouri and not negotiable. There have been times we have exceeded the amount allocated for Crisis Care children, so we have served them without reimbursement because our goal is to keep children safe.

- j. Are parents asked to pay anything when the children are brought to the program?
No

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director



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

October 6, 2014

Ms. Jan Stock, Executive Director
Rainbow House
1611 Towne Drive
Columbia, MO 65202
E-mail: jstock@rainbowhousecolumbia.org

RE: Request for Additional Information #3 – 27-10JUN14 – Purchase of Service Contracts for Boone County Children’s Services Fund & 28-24JUN14 – Pilot Programs for Innovative Services

Dear Ms. Stock:

Attached is a *Request for Additional Information #3*. Please complete the attached form, sign and submit with the requested information by 9:00 a.m., Tuesday, October 14, 2014 by email to mbobbitt@boonecountymo.org.

Your **interview with you and Rainbow House’s entire board** has been scheduled for:
October 16, 2014

Time: 11:30 – 12:30 p.m.

Location: Rainbow House, 1611 Towne Drive, Columbia, MO 65202

County Attendees:

Kelly Wallis, Director, Community Services

JoAnne Nelson, Program Manager, Community Services

Melinda Bobbitt, Director of Purchasing

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

Sincerely,


Melinda Bobbitt, CPPO, CPPB, Director of Purchasing

cc: Proposal File / Attachment: Request for Additional Information

REQUEST FOR ADDITIONAL INFORMATION FORM #1

PROPOSAL: 27-10JUN14 – Purchase of Service Contracts for Children’s Services Fund and 28-24JUN14 – Pilot Programs for Innovative Services

This Request for Additional Information #3 is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted on or before **9:00 a.m. Tuesday, October 14, 2014.**

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-mail: _____



(Children’s Emergency Shelter)

- a. What unit cost is charged to other funders that provide funding for this same service? (ex. City of Columbia Social Services, Heart of Missouri United Way)
- b. Please provide an explanation on how “bed counts” are defined.
- c. What is the child to staff ratio?
- d. How will the agency ensure that Children’s Services Funds are only utilized for children and their families who reside in Boone County?
- e. How is it determined that a parent is “in crisis”? Please provide an explanation and rationale behind this definition.
- f. Please provide any MOUs the agency has with other agencies for services.
- g. Please provide a break out and an explanation on all the services provided in the unit cost. Are these costs all bundled into one rate?

- h. Is there a difference in unit cost if a child is in state custody?
- i. What is the unit cost the state provides per child?
- j. Are parents asked to pay anything when the children are brought to the program?
- k. How is the agency working towards getting more funding from the Missouri Department of Social Services?
- l. How is the agency working on stabilizing their long term funding issues?
- m. What is this agency's sustainability plan?

██████████ (Homeless Youth Shelter)

- a. What unit cost is charged to other funders that provide funding for this same service? (ie. City of Columbia Social Services, Heart of Missouri United Way)
- b. Please provide an explanation on how "bed counts" are defined.
- c. What is the child to staff ratio?
- d. How will the agency ensure that Children's Services Funds are only utilized for children and their families who reside in Boone County?
- e. Please provide any MOUs the agency has with other agencies for services.
- f. What ages is the agency planning on providing services for? CSF can only pay for up to 19 years and 364 days.
- g. How is the agency working towards getting more funding from the Missouri Department of Social Services?
- h. How is the agency working on stabilizing their long term funding issues?
- i. What is this agency's sustainability plan?

27-10 JUN 14
Rainbow
House

REQUEST FOR ADDITIONAL
INFORMATION FORM #1

PROPOSAL: 27-JOJUN14- Purchase of Service Contracts for
Children's Services Fund

This Request for Additional Information #2 is issued and incorporated into and made a part of the Request for Proposal Documents. Offer or is reminded that receipt of this form must be acknowledged and submitted on or before 4:00p.m. Tuesday, September 2, 2014.

Company Name: Child Abuse & Neglect Emergency Shelter, Inc.

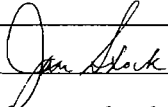
(dba Rainbow House)

Address: 1611 Towne Drive, Columbia, MO 65202

Telephone: 573 474-6600 Ext. 2116 Fax: 573 474-5992

Federal Tax ID (or Social Security#): 43-1390192

Print Name: Jan Stock Title: Executive Director

Signature:  Date: August 29, 2014

E-mail: jstock@rainbowhousecolumbia.org

Pursuant to RSMo. §210.861, the Children's Services Fund may only fund "up to 30 days of temporary shelter for abused, neglected, runaway, homeless or emotionally disturbed youth." The proposal as submitted states that homeless youth may be sheltered up to 18 months. The Children's Services Fund would not be able to fund sheltering for homeless youth beyond thirty days. Pursuant to RSMo. §210.861, the Children's Services Fund may fund, "counseling and related services as a part of transitional living programs." These services are not time limited. We are giving you the opportunity to break down the unit cost for services as they relate to counseling and related services as part of a transitional living program. Please give a unit cost for each service (ex. counseling, case management) provided to youth in the Homeless Youth Program and an explanation on how this unit price was calculated.

Please see attached pages for information requested above.

f. Output:

- i. ***Service to be provided:*** Rainbow House will provide emergency shelter services.
- ii. ***Unit measurement*** will be up to 30 days per individual including nights
- iii. ***Unit cost: \$194.96***
- iv. ***Amount requested*** is \$63,118.50 per year
- v. ***Number of individuals to be served: 11***
- vi. ***Average units of service per individual: 30***

Explanation: Overall, Rainbow House expects to serve 50 teen shelter youth with an average of 41 bednights per youth (2,050 bednights) in the year 2015-2016. With a budgeted amount in expenses of \$399,661.20 for this department, our unit cost is as follows: 50 kids x 41 avg bednights = 2,050. This makes our unit cost at \$194.96 per youth ($\$399,661.20/2050$). We are requesting assistance in the amount of \$63,118.50 for the teen shelter department to help pay for 11 youth staying an average of 30 nights or a total of 324 bednights. Rainbow House is only requesting an amount not covered by other funding sources at this time.

And:

- i. ***Service to be provided:*** Rainbow House will provide emergency shelter services (no nights included).
- ii. ***Unit measurement*** will be days but no nights
- iii. ***Unit cost: \$257.64***
- iv. ***Amount requested is*** \$63,118.50 per year
- v. ***Number of individuals to be served: 3***
- vi. ***Average units of service per individual: 86***

Explanation: Overall, Rainbow House expects to serve 15 transitional living program youth with an average of 86 bednights per youth (1,295 bednights) in the year 2015-2016. With a budgeted amount in expenses of \$399,661.20 (minus overnight expenses of \$66,029.00) for this department, our unit cost is as follows: $15 \text{ kids} \times 86 \text{ avg bednights} = 1,295$. This makes our unit cost at \$257.64 per youth ($\$333,643.80/1,295$). We are requesting assistance in the amount of \$63,118.50 for the transitional living program department to help pay for 3 youth staying an average of 86 days (nights not included) or a total of 245 days. Rainbow House is only requesting an amount not covered by other funding sources at this time. The unit cost for this department is higher due to the more extensive services provided and the extended length of time for services provided over that of the teen shelter.

Boone County Purchasing



Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

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

August 22, 2014

Rainbow House
Attn: Jan Stock, Executive Director
1611 Towne Drive
Columbia, MO 65202

E-mail: jstock@rainbowhousecolumbia.org

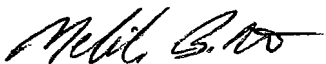
RE: Request for Additional Information #2- 27-10JUN14 – *Purchase of Service Contracts for Children's Services Fund – Rainbow House – Homeless Youth Program*

Dear Ms. Stock:

Attached is a Request for Additional Information. Please complete the attached form, sign, and submit with the requested information by **4:00 p.m., Tuesday, September 2, 2014** by e-mail to mbobbitt@boonecountymo.org.

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

Sincerely,



Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

cc: Proposal File

Attachments: Request for Additional Information

REQUEST FOR ADDITIONAL INFORMATION FORM #1

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

This Request for Additional Information #2 is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted on or before **4:00 p.m. Tuesday, September 2, 2014.**

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-mail: _____

Pursuant to RSMo. §210.861, the Children’s Services Fund may only fund “up to 30 days of temporary shelter for abused, neglected, runaway, homeless or emotionally disturbed youth.” The proposal as submitted states that homeless youth may be sheltered up to 18 months. The Children’s Services Fund would not be able to fund sheltering for homeless youth beyond thirty days. Pursuant to RSMo. §210.861, the Children’s Services Fund may fund, “counseling and related services as a part of transitional living programs.” These services are not time-limited. We are giving you the opportunity to break down the unit cost for services as they relate to counseling and related services as part of a transitional living program. Please give a unit cost for each service (ex. counseling, case management) provided to youth in the Homeless Youth Program and an explanation on how this unit price was calculated.

27.12.7.2014
Homeless Youth
Shelter
Sheets

REQUEST FOR ADDITIONAL INFORMATION FORM #1

PROPOSAL: 27-JOJUN14 -Purchase of Service Contracts for Children's Services Fund

This Request for Additional Information is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted on or before 4:00p.m. Friday, July 25, 2014.

Company Name: Child Abuse & Neglect Emergency Shelter, Inc. dba Rainbow House

Address: 1611 Towne Drive, Columbia, MO 65202

Telephone: 573 474-6600 Fax: 573 474-5992

Federal Tax ID (or Social Security#): ---43-1390192---

Print Name: Jan Stock Title: Executive Director

Signature: _____ Date: ---7/23/2014---

E-mail: jstock@rainbowhousecolumbia.org

Clarification: Please provide the statutorily eligible service that your proposal response includes for Homeless Youth Shelter and Children's Emergency Services. Select from the list below from the RFP, page 2. *Overview*, types of services that may be funded:

- up to thirty days of temporary shelter for abused, neglected, runaway, homeless or emotionally disturbed youth
- respite care services
- unmarried parent services
- outpatient chemical dependency and psychiatric treatment programs
- counseling and related services as a part of transitional living programs
- home-based and community-based family intervention programs
- prevention programs which promote healthy lifestyles among children and youth and strengthen families
- crisis intervention services, inclusive of telephone hotlines
- individual, group, or family professional counseling and therapy services
- psychological evaluations
- mental health screenings.

Rainbow House Response:

Proposal: *Homeless Youth Shelter*

Response:

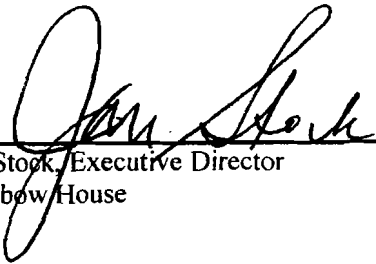
- Up to thirty days of temporary shelter for abused, neglected, runaway or homeless youth
- Counseling and related services as a part of transitional living programs
- Individual, group, or family professional counseling and therapy services
- Mental health screenings

Proposal: *Children's Emergency Shelter Services*

Response:

- Up to thirty days of temporary shelter for abused, neglected, runaway or homeless youth
- Respite care services
- Individual, group, or family professional counseling and therapy services
- Mental health screenings

Rainbow House also provides parenting classes to over 100 families/year, and the Children's Shelter provides therapy and resources to the Crisis Care parents who are primarily single mothers.



Jan Stock, Executive Director
Rainbow House

July 23, 2014

Boone County Purchasing



613 E. Ash Street, Room 110

Columbia, MO 65201

Phone: (573) 886-4391

Fax: (573) 886-4390

E-mail: mboobbitt@boonecountymo.org

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

July 22, 2014

Rainbow House
Attn: Jan Stock, Executive Director
1611 Towne Drive
Columbia, MO 65202

E-mail: jstock@rainbowhousecolumbia.org

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

Dear Ms. Stock:

Attached is a Request for Additional Information. Please complete the attached form, sign, and submit with the requested information by **4:00 p.m., Friday, July 25, 2014** by e-mail to mboobbitt@boonecountymo.org.

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Melinda Bobbitt".

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

cc: Proposal File

Attachments: Request for Additional Information

REQUEST FOR ADDITIONAL INFORMATION FORM #1

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

This Request for Additional Information is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted on or before **4:00 p.m. Friday, July 25, 2014.**

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-mail: _____

Clarification: Please provide the statutorily eligible service that your proposal response includes for Homeless Youth Shelter and Children’s Emergency Services. Select from the list below from the RFP, page 2, *Overview*, types of services that may be funded:

- up to thirty days of temporary shelter for abused, neglected, runaway, homeless or emotionally disturbed youth
- respite care services
- unmarried parent services
- outpatient chemical dependency and psychiatric treatment programs
- counseling and related services as a part of transitional living programs
- home-based and community-based family intervention programs
- prevention programs which promote healthy lifestyles among children and youth and strengthen families
- crisis intervention services, inclusive of telephone hotlines
- individual, group, or family professional counseling and therapy services
- psychological evaluations
- mental health screenings.

Rainbow House Response:

**Proposal: Homeless Youth Shelter
Response:**

**Proposal: Children’s Emergency Services
Response:**

27-10300014
Homeless Youth
Program



RAINBOW HOUSE MISSION STATEMENT

Our mission is to keep children safe and support families in crisis through prevention, assessment, and intervention in child abuse and neglect.

RAINBOW HOUSE VISION STATEMENT

Child Abuse and Neglect is an epidemic that cripples a child's ability to dream and fulfill their potential. Rainbow House recognizes that it is the responsibility of every individual and community as a whole to say, "ENOUGH!" and prevent child maltreatment. "There is always a moment in childhood when the door opens and lets the future in" (Chopra).

Rainbow House is that door, allowing children to have the opportunity for a bright future regardless of the hurtful experience they've had to endure. Rainbow House is maximizing our visibility, accessibility, expertise and commitment to quality care of children to be the child abuse and neglect resource in Mid-Missouri. Together with our community partners, we are the catalyst for change, forever reducing the impact of child maltreatment on children, families and communities.

RAINBOW HOUSE BOARD OF DIRECTORS 2014-2015

President

Melissa A. Faurot
3480 S. Bluestem Circle
Columbia, MO 65201
Home: 573-446-5413
Cell: 573-424-2929
mfaurot@lawmissouri.com
Race: Hispanic
Gender: Female

Harper, Evans, Wade & Netemeyer
401 Locust Street, Suite 401
Columbia, MO 65201
Work: 573 355-5172
First Term Ends: 2014
Nomination Date: 5/2011

Vice President

Drew Smith
808 Cutters Corner Lane
Columbia, MO 65203
Cell: 573-881-5624
Drew.Smith@CommerceBank.com
Race: Caucasian/White
Gender: Male

Commerce Bank
901 East Broadway
Columbia, MO
Work: 573-886-5624
Second Term Ends: 2014
Nomination Date: 07/16/08

Secretary

Jared Reynolds
4808 Shale Oaks Ave
Columbia, MO 65203
Home: 573-234-9699
Other: 573-673-7840
jared@wradvisors.com
Race: Caucasian/White
Gender: Male

Willkerson Reynolds Wealth Management
200 E. Southampton Dr., Ste. 101
Columbia, MO 65203
Work: 573-875-3939
Second Term Ends: 2015
Nomination Date: 3/18/09

Treasurer - Finance

Tom Schwarz
6607 Madison Creek Drive
Columbia, MO 65203
Home: 573-442-1196
TomSchwarz@landmarkbank.com
Race: Caucasian/White
Gender: Male

Vice President, Sales Manager
Landmark Bank
P.O. Box 1867
Columbia, MO 65205
Work: 573-441-2872
First Term Ends: 2014
Nomination Date: 4/11

Shawn Sutterer
P.O. Box 7478
Columbia, MO 65205
573-819-5072
ssutterer@asc11c.com

Owner
Automated Systems
2201 Chapel Plaza Ct.
Columbia, MO 65203
Work: 573-815-0200
First Term Ends: 2016
Nomination Date: 10/13

Allison Kleiber
2312 Redmond Court
Columbia, MO 65203
Home: 573 445-4916
Cell: 402 350-5725
AllisonKleiber@gmail.com
Race: Caucasian/White
Gender: Female

Biological Science Instructor
Moberly Area Community College
Columbia, MO 65201
First Term Ends: 2017
Nomination Date 3/2014

Virginia Pehle
25813 Highway KK
Mexico, MO 65265
howgin@ktis.net
Gender: Female
Race: Caucasian/White

Audrain County Recorder, Retired
Third Term Ends: 2016
Nomination Date: 9/25/07
Audrain County; United Way funding requirement

ADVISORY MEMBERS

Kathy Hughes
Founder, Rainbow House
7101 N. Sycamore
Rocheport, MO 65279
Home: 573-874-6740
mudrhughes@aol.com
Race: Caucasian/White
Gender: Female
Compensation: None

SUMMARY OF RAINBOW HOUSE PROGRAMS WITHIN BOONE COUNTY

CHILDREN'S EMERGENCY SHELTER

1986 – Founder, Kathy Hughes, had a vision to provide a safe, home-like environment where sibling groups could remain together and children could continue in their home schools

- Opened in a refurbished farm house on Oakland Gravel Road providing shelter for children through the Emergency Foster Care program
- Houses up to 12 children - birth to 18 years old
- Staffed 24/7 by house parents who provide schedules and routine, healthy meals, and loving attention

1992 – Expanded services to provide Crisis Care - a preventative program providing respite for a parent without involving other agencies

- Parents facing a major crisis including homelessness, unemployment, temporary mental instability or other major stressors are relieved of the added stress of parenting as they solve the crisis while their child is protected from potential abuse or neglect

REGIONAL CHILD ADVOCACY CENTER

1998 – Established by the Interagency Council on Abuse and Neglect (ICAN) and the Rainbow House Board of Directors

- Opened in a remodeled ranch-style house adjacent to the Children's Emergency Shelter on Oakland Gravel Road – initially served six counties
- Provided a child-friendly setting for children to come for forensic interviews following a sexual or serious physical abuse incident
- Utilized a multidisciplinary team approach working with investigative personnel from law enforcement, Children's Division, juvenile office and the Prosecuting attorney

2004 – Children's Emergency Shelter and Regional Child Advocacy Center move to a new home at 1611 Towne Drive in the newly constructed \$1.3 million, 12,000 square foot facility

- Children's Shelter accommodates up to 14 children in dormitory style rooms with two or three beds in each room; continues to offer Emergency Foster Placement and Crisis Care
- Regional Child Advocacy Center expands services to include nine counties; continues to offer forensic interviews and sexual abuse forensic exams (SAFEs)

HOMELESS YOUTH PROGRAM

2007 - Transitional Living Services (SOL House) is born.

- Youth ages 16 – 21 qualify for housing and life skills if homeless or at risk for homelessness and not currently in foster care
- Must adhere to rules and favorably participate in educational/vocational activities
- Receive supportive services such as counseling, life skills training, mentoring and linkage to partnering organizations
- Residence up to 18 months

2010 – Teen Emergency Shelter

- Youth ages 16 – 18 qualify for emergency shelter if homeless or at risk for homelessness not currently in foster care
- Goal is to obtain permanent living arrangements, when possible to reunify with parent or relative
- Receive supportive services such as counseling, life skills training, mentoring and linkage to other partnering organizations
- Shelter up to 6 weeks

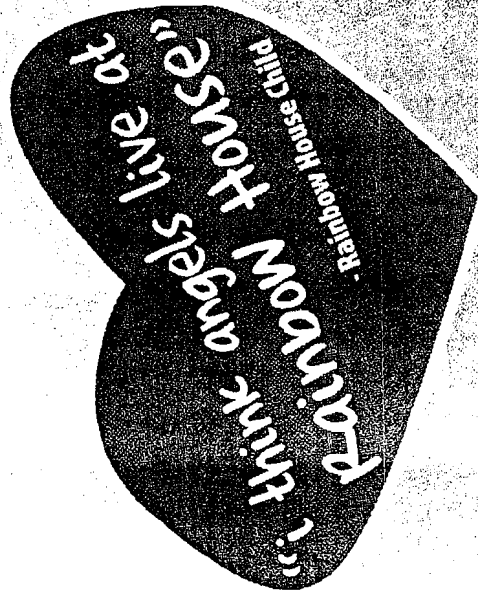
2014 – Homeless Youth Program plans to move into a building that contains four condo units and staff office space. Staff will be onsite 24/7. Our bed space will expand from 6 currently to 16 youth following the move in August.

CLINICAL PROGRAM

Rainbow House has offered therapy to children through the Children's Emergency Shelter and Regional Child Advocacy Center since the programs opened. This service is offered free of charge to those who do not have insurance and cannot afford to pay.

- The Emergency Children's Shelter offers therapy and resource assistance both while the child is in residence and after they leave our doorstep.
- The CAC provides therapy services and referrals to children and families post-forensic interview.
- Outpatient therapy for victims of sexual abuse (who have not had interviews at the CAC) is available on a limited and short-term basis for both individuals and families.
- Therapy is focused on abuse and trauma and can include court preparation support when needed.
- Play therapy, trauma-focused therapy, cognitive behavioral therapy and other approaches are used to assist a child or family in managing the disruption, and pain associated with sexual abuse.
- We also assist families in connecting with other qualified therapists for long-term and out-of-county counseling needs.

DONATE TODAY



HOW YOU CAN HELP

Your help is essential to carry out Rainbow House's mission. There are many ways that you can help.

Raise Funds

Organize a fundraiser with your company, church, club, civic group, friends or neighbors.

Volunteer

Donate your time and skills to any of our programs. Volunteer opportunities include helping with homework in the Shelter, special outdoor projects in the children's playground, or mentoring youth at our Homeless Youth Program. These are just a few of the many ways to volunteer!

Donate

Donate your time. Donate your money. Donate your resources. Designate Rainbow House as the beneficiary of your will, deferred gifts or life insurance, or Heart of Missouri United Way.

Help make the difference in the life of a child today.

Visit www.rainbowhousecolumbia.org to find out more about our programs and services.



Rainbow House

CHILDREN'S EMERGENCY SHELTER
REGIONAL CHILD ADVOCACY CENTER



Rainbow House

1611 TOWNE DRIVE COLUMBIA, MO 65202
p. 573.474.6600 f. 573.474.5992

I would like to make a contribution in general support of Rainbow House.

My tax-deductible donation amount is:

*Missouri tax credits available for donations of \$100 or more.

\$25 _____ \$50 _____ \$100 _____ \$250 _____ \$(other) _____

Please charge my donation:

Name of Card Holder | _____

Type of Credit Card | _____



Credit Card Number | _____

Expiration Date | _____ Security Number | _____

Amount to charge | \$ _____

Signature | _____

My check is enclosed. Make checks payable to: Rainbow House

Sign me up for email updates! Email address _____

CHILDREN'S EMERGENCY SHELTER

has been housing children for more than 20 years. Children (infant - 18 years old) come to Rainbow House due to circumstances beyond their control. They may be admitted by Children's Division because they have been removed from their home and will stay at Rainbow House until a foster placement can be found, or they may be admitted through our Crisis Care Program. This is truly a "prevention" service in that it gives the parent respite time to establish stability in their lives, possibly preventing abuse or neglect to the child. Through home-cooked meals, recreational outings and activities, and loving nurturing house parents, we hope to return the feeling of family and stability to each child at the Shelter. This safe environment allows them to put aside their troubling thoughts and just be kids again!



RAINBOW HOUSE PROGRAMS



REGIONAL CHILD ADVOCACY CENTER (CAC)

is a collaborative investigative partner of multidisciplinary teams from nine counties in the mid-Missouri area. Together with law enforcement, juvenile court, Children's Division, and prosecutors from Adair, Audrain, Boone, Callaway, Cole, Cooper, Howard, Macon and Randolph counties, we strive to provide a thorough investigation of child sexual and severe physical abuse cases, always putting the best interest of the child first. The CAC provides forensic interviews, Sexual Assault Forensic Exams, and advocacy for children and families.

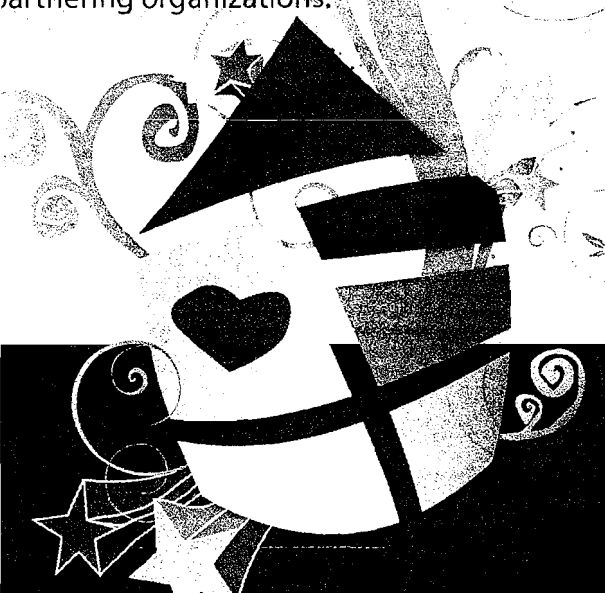
HOMELESS YOUTH PROGRAM

is a transitional living program (for youth ages 16-21) and teen emergency shelter (for youth ages 16-18) who are homeless, or at risk for homelessness, due to unfavorable or abusive situations occurring in their current environment. The transitional living program and teen emergency shelter requires participation in educational or vocational situations and offers supportive services such as counseling, life skills training, mentoring, and linkage to partnering organizations.



CLINICAL PROGRAMS

provide individual, family and group therapy to the children who reside in the Children's Emergency Shelter, the Homeless Youth Program, and to referral clients from the Child Advocacy Center and the community. We are actively involved in community education through parenting classes and creating community awareness.



RAINBOW HOUSE MISSION

The mission of Rainbow House is to keep children safe and to support families in crisis through prevention, assessment and intervention in child abuse and neglect.



Rainbow House

HOMELESS YOUTH PROGRAM

**Have you been kicked out of your home?
Feel unsafe where you live?
Are thinking about running away?
We want to help you!**

Rainbow House has several options for you including a safe place to stay for up to 21 days, and longer term housing for up to 18 months.

The Emergency Teen Shelter and Transitional Living Program are places for you to "get back on your feet". Whether you want to graduate from high school or get a good job, we will help you reach your goals.

*Read details on the back of this card about the **Rainbow House Homeless Youth Program** and call us, anytime day or night, to learn more about our services: 573.449.0182.*

You can also visit our website:

www.rainbowhousecolumbia.org

or friend us on Facebook at "Rainbow House".

A LOCAL PROBLEM

Rainbow House receives numerous phone calls from homeless youth needing a safe place to live. As a leader in child abuse prevention and treatment, we expanded our services to assist homeless youth. Rainbow House provides the only program to serve homeless youth in central Missouri

EMERGENCY TEEN SHELTER

- 6 bed emergency shelter for homeless teens, 16-18 years old
- Teens can stay in shelter for up to 21 days
- Admittance on a 24 hour basis
- Services Offered: Case Management, Peer Mentoring, Life Skills Training, Health Screenings, Educational and Vocational Enrollment, and Individual/Group/Family Therapy

TRANSITIONAL LIVING PROGRAM

- Longer term housing for homeless teens, 16-21 years old
- Residents may reside in Transitional Living Program for up to 18 months with 3 months aftercare
- Youth must call and do phone intake to start admission process
- Services Offered: Case Management, Mentoring, Life Skills Training, Health Screenings, Educational and Vocational Enrollment, and Individual/Group/Family Therapy

ADMISSION PROCESS

In order to qualify for our services, youth need to be homeless or living in an unsafe, unstable living situation and not currently in the foster care system. To be admitted into the Rainbow House Homeless Youth Program, a youth should call 573.449.0182 to begin the admission process. Both facilities are located at an undisclosed location to protect the residents.

“Thank you for taking me in when I had nowhere to go. You guys helped me out a lot. Sol House makes me want to do my goals because I feel independent.”

-18 year old TLP resident

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

Agency Name: Child Abuse & Neglect Emergency Shelter, Inc.
(d. b. a. Rainbow House)

Agency Address: 1611 Towne Drive, Columbia, MO 65202

Agency Phone Number: 573 474-6600

Primary Agency Contact (include title): Jan Stock, Executive Director

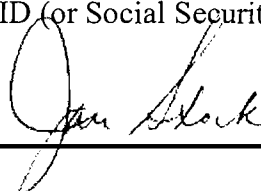
Email Address: jstock@rainbowhousecolumbia.org

Contact Phone Number: 573 474-6600 Extension 2116

Amount Requested: \$126,237.00 (Homeless Youth Program)

Federal Tax ID (or Social Security #): 43-1390192

Signature:



Date: July 10, 2014

1. AGENCY AND SERVICE INFORMATION

a. Background Information

- i. Copy of Mission Statement is attached
- ii. List of Board of Directors is attached
- iii. Summary of services within Boone County attached
- iv. Agency and Program brochures attached

b. Target Population

- i. ***Describe your agency's target population(s).*** Rainbow House is an organization that consists of a Children's Emergency Shelter, Regional Child Advocacy Center and Homeless Youth Program. Each of those programs provide a variety of services for a population that is primarily made up of: single parents who lack safe friend and family support to care for their children in an emergency; homeless youth (16 to 21 years of age) and homeless adults with children; parents in crisis who are stressed and worried about harming their

child if they do not have immediate respite care; mothers with children who are fleeing a domestic violence situation and need a safe place for their children to stay; parents who are incarcerated and need a safe place for their children to stay during their brief incarceration; foster children referred by children's division prior to or in between foster placements; youth who are referred by high schools or other agencies who are aware that this young person is couch surfing or living in an abusive, inappropriate or unsafe environment; and children who are referred for forensic (fact-finding) interviews as part of an investigation of physical or sexual abuse. 99% of the families/children/youth served by Rainbow House live below the poverty level.

- ii. ***State the statutorily eligible service area(s) (see page 2) your target population falls within.*** Rainbow House Children's Emergency Shelter and Homeless Youth Program primarily serve youth who live in Boone County. The Regional Child Advocacy Center serves nine counties surrounding Boone County, with a larger number of children served from Boone than any of the other counties. There are no statutes in Missouri that dictate or limit the population that may be served by our programs except for the Child Advocacy Center. We serve an assigned ten county area including: Adair, Audrain, Boone, Callaway, Cole, Cooper, Howard, Macon, Monroe and Randolph counties.

- iii. ***Within your target population, is there a segment of the population your agency is unable to serve? If so, please describe.*** Yes. In our Children's Emergency Shelter and our Homeless Youth Program, our agency is unable to serve children and youth who have acute mental, physical or developmental health issues that require specialized medical attention or monitoring; severe suicidal, behavioral or aggression issues that would put the other children/youth or staff at risk of harm; children/youth with mental disorders that are untreated; children/youth with severe substance addictions that cannot be effectively managed by outpatient treatment; and children/youth who have been substantiated or convicted of sexual abuse or assault.
- iv. ***Describe any impediments your agency has in serving your target population.*** In the Children's Emergency Shelter and Homeless Youth Program there are a limited number of beds for children/youth: 14 and 6 respectively. At times the programs will meet capacity in bed space and are forced to turn away referrals of other children/youth in the community who also need our services. Additionally, at times the organization is unable to pay the extra cost of added staff when staff/child ratio reaches a number that would require second staff on each shift for extended periods of time (1-2 weeks), so children will be turned away until the emergent funding situation for the organization has passed. On July 25, 2014 the child/staff ratio requirement for licensing is going to change reducing the number of children that can be managed by one staff person, and

this will increase the number of staff we will need to employ to serve up to our capacity of children.

c. Service Need:

i. ***Provide a detailed description of the unmet need in Boone County***

for your agency's services. As the only organization in mid-Missouri providing services for homeless, runaway youth, Rainbow House provides a critical service to meet the needs of this unique population. In 2012 and 2013 the Rainbow House Homeless Youth Program completed 175 homeless youth intakes and served a total of 77 youth. There are a variety of reasons why so many of these youth were not served by Rainbow House, but lack of bed space is certainly one of them. Some of those youth may not have met the criteria of our program, but they were all homeless. When youth meet the criteria for entering the program and there is no available bed space, they are placed on a waiting list. For youth who are below the age of 18, there are no other immediate shelter options in Boone County and Mid-Missouri. While other programs in the community provide transitional housing to youth in state custody, Rainbow House is the only emergency shelter and transitional living program for homeless youth who are not in state custody.

ii. ***Provide statistical data with cited sources regarding unmet need and the target population you propose to serve. As appropriate, use your own agency's data, outside data, needs assessment data and data from The Institute of Public Policy's Community Input Analysis &***

Needs Assessments Synthesis, which may be found at:

www.showmeboone.com/communityservices/information.asp. In

2013, 1210 calls were made from the state of Missouri to the National Runaway Safeline and 101 of those calls were from the 573 area code where Rainbow House is located.¹ Statewide, 26,525 homeless children were enrolled in Missouri's public schools last year².

Columbia Public Schools reported that during the 2012-2013 school year there were 163 students classified as homeless.³ This included youth that were "couch-surfing" or "doubling up" – frequently moving to and from the homes of friends or relatives with no permanent living arrangement. The Rainbow House Outreach Coordinator has encountered homeless youth in the downtown area of Columbia, at the local skate park, the Columbia Mall, Columbia Public Library and at city intersections holding up signs. High school counselors frequently contact the Rainbow House Homeless Youth Program to discuss youth that are struggling to remain in school with no permanent housing and feeling insecure about getting their basic needs met. The Rainbow House Outreach Coordinator meets with the youth and the counselor to discuss the Homeless Youth Program and the services we can provide to the youth. According to *The Institute of Public Policy's Community Input Analysis & Needs Assessments*

¹ National Runaway Safeline: http://www.1800runaway.org/learn/research/2013_nrs_call_statistics/

² Missouri Department of Elementary and Secondary Education; Statewide Homeless Data Results: <http://dese.mo.gov/sites/default/files/qs-hmls-homeless-data-statewide%202012-2013.pdf>.

³ Missouri Department of Elementary and Secondary Education; Homeless Data Results for School Year 2008-2009 through 2012-2013; <http://dese.mo.gov/sites/default/files/qs-homeless-data-by-district-2008-2013.pdf>.

Synthesis, transitional housing, mental health services and support for homeless teens were cited as needs in our community. Highlights of The Putting Kids First Mental Health Services Assessment (2011) stated: “The greatest need for social service growth was in transitional housing, mental health services and substance abuse treatment for teens. In 2010 alone, two transitional housing providers (Rainbow House and Boys and Girls Town) provided shelter to 43 youth and at the same time turned away 65 youth due to lack of capacity”⁴. The Boone County Issues Analysis of Children, Youth, and Families (2011) states in their findings that “only one organization provides local support to homeless teens”⁵ (Rainbow House).

- iii. ***State the purpose of your proposed service.*** Rainbow House proposes to continue to provide emergency shelter, transitional living, mental health counseling, case management, life skills classes, referrals to job skills training and educational opportunities, and other resources to Boone County homeless youth 16 to 21 years of age. Those youth who have not completed their high school education will be required to attend school or GED classes and obtain at least a part time job in order to remain in the Homeless Youth Program.
- iv. ***State the goals of your proposed service.*** The overall goal of the Homeless Youth Program is to reduce the number of homeless youth in Mid-Missouri by providing them with the support and resources

⁴ *The Institute of Public Policy's Community Input Analysis & Needs Assessments Synthesis, Putting Kids First in Boone County: Children's Mental Health Services Assessment (2011)*

⁵ *The Institute of Public Policy's Community Input Analysis & Needs Assessments Synthesis, Boone County Issues Analysis of Children, Youth and Families (2011).*

they need to become self-sufficient, successful adults. The program aims to provide youth with an increased sense of safety, well-being, and self-sufficiency while connecting them with a greater number of permanent connections. The main priorities for youth residing in the program are to get a diploma or GED, find and keep a job, learn life skills, save money, and address issues related to childhood trauma.

v. ***Describe the anticipated outcomes of your proposed service.***

Anticipated outcomes follow: a) 90% of youth residing in the homeless youth program will safely return home for reunification or transition into a safe, stable living arrangement; b) 70% of youth participating in therapy will show an increase in positive coping skills; c) 70% of youth participating in life skills classes will show an increase in subject knowledge; d) 80% of youth will utilize job readiness training, enroll in an education program, or utilize social service assistance.

vi. ***Identify other providers of this proposed service in Boone County.***

Rainbow House is unique in providing emergency shelter and transitional living services to homeless teens in Boone County. The Great Circle “Transitional Living Group Home” program provides a stable, safe living environment for youth ages 16 to 21, who are in need of life skills training that promotes self-sufficiency as they move out on their own from residential or foster care”⁶. Rainbow House does not accept referrals from Children’s Division, Division of Youth

⁶ Great Circle website: <http://www.greatcircle.org/services/support-programs-for-older-youth/transitional-living-group-home.html>

Services, Department of Mental Health, Department of Corrections, or Juvenile Office as an “exit plan” when a youth is going to be released from their jurisdiction. In addition, youth currently in state care are typically not served by the Rainbow House Homeless Youth Program. Therefore, while Great Circle provides similar services to youth in the community, both agencies provide services to a slightly different portion of the target population. However, approximately 40% of the youth served by our program have at some point been involved in one of those systems.

- vii. *What agencies do you receive referrals from and to what agencies do you make referrals?* Rainbow House partners with several community agencies that provide necessary “wrap-around” services to the youth who reside in the Homeless Youth Program. Those agencies include: Burrell Behavioral Health Services, Columbia/Boone County Health Department, Columbia Public Schools, Job Corps, Job Point, Phoenix Programs, Salvation Army, The Center Project, Voluntary Action Center, Wilkes Blvd. United Methodist Church, Youth Community Coalition and Youth Empowerment Zone. Rainbow House Homeless Youth Program is a voluntary program, so youth are required to contact the program to start the process of intake and assessment. While we commonly receive phone calls from agencies who have a youth they would like to refer to the program, youth are expected to independently complete the intake process. The Outreach Coordinator also meets with the

youth at school or at another agency to establish rapport and discuss the program, and provide any services the youth needs prior to entering the program. Staff members work closely with Columbia Public Schools counselors and adult homeless shelters because they frequently come into contact with the youth who could benefit from our services.

viii. Linkage agreements, service referral agreements, and letters of support for agencies that collaborate with the Homeless Youth Program are attached in the attachment section of this proposal.

2. EVALUATION

a. Performance Information:

i. The Performance Measure Worksheet (Attachment A) for the Homeless Youth Program is included in the attachment section of this proposal.

b. Outcomes:

i. Rainbow House aims to achieve the following outcomes as a result of providing emergency shelter and transitional housing through the Homeless Youth Program:

To improve the safety and wellbeing of homeless youth in Boone County, Missouri. This will be achieved by providing youth with a safe place to live for up to 18 months. In addition, youth will be reunited with family or move into a safe and stable living arrangement after leaving the Homeless Youth Program.

To increase the mental health functioning of youth residing in the Homeless Youth Program. This will be achieved by providing weekly individual and/or family therapy to all residents. The program Therapist will also connect residents to psychiatric services to receive mental health medications when needed.

To increase the self sufficiency of youth residing in the Homeless Youth Program. This will be accomplished by facilitating weekly life skills classes that all residents are required to attend. Topics for these classes are directly related to learning skills needed to complete education, maintain employment and live independently. Youth will practice skills learned in life skills classes on a daily basis with program staff.

c. Indicators:

i. Identify and describe the indicators which will measure your service outcomes. See ii. below.

ii. Identify your agency's performance target of these indicators. The answers to i. and ii. follow:

The following indicators will measure the effectiveness of the proposed outcomes as well as the target of these indicators:

- 100% of youth residing in the program will be provided with safe shelter
- 90% of youth residing in the program will safely return home for reunification or transition into a safe, stable living environment
- 70% of youth participating in therapy will show an increase in positive coping skills

- 90% of youth will participate in weekly life skills classes while residing in the program
- 70% of youth participating in life skills classes will show an increase in subject knowledge.

d. Measurements

- i. Discuss who will be responsible for the accomplishment of each of the outcomes.** The youth will be responsible for working with staff to set their weekly goals, problem solve with staff how to overcome obstacles to achieving goals, but the goals set by the youth must be accomplished solely by the youth. The case manager and program director will work with the youth to make sure requirements of the program are incorporated into the goals for the youth and to provide information and referrals needed to help them to accomplish their goals.
- ii. Discuss how the data will be collected.** The information specifically collected will be the number of youth served by the program, nights each youth resides in the program (bed nights), number of therapy sessions completed with each youth, successful completion of therapy treatment plan goals, number of life skills classes facilitated, and number of youth completing life skills assessments. This information will be used to determine the average length of stay for each youth, frequency and effectiveness of therapy, and the number of life skills interventions created for the youth in the program. It can be predicted that the length of stay and number of therapeutic and life skill

interventions will be directly related to the success of youth exiting the program.

In order to connect the length of stay and number of interventions to the success of residents, Rainbow House will collect baseline data in the form of pre-test surveys and assessments. Each youth will complete a Casey Life Skills assessment within the first week of their stay. Casey Life Skills is a tool that assesses youth behaviors and competencies related to developing healthy, productive lives. This will evaluate their knowledge of life skills prior to entering the program. Residents will also complete a pre-test prior to each life skills class to determine if they had any prior knowledge on the topic. After the intervention has been completed, all residents' knowledge will be evaluated by completing post-test surveys and assessments. After each life skills class, youth will complete a post-test to determine if their knowledge of the topic increased as a result of the class. When residents leave the program they will complete another Casey Life Skills assessment to evaluate their overall knowledge of life skills. These tools will assist Rainbow House in determining the effectiveness of their interventions.

- iii. ***Identify your agency's timeline for each outcome.*** Youth enter the program voluntarily, and their stay depends on setting and completing appropriate weekly goals that will move them forward in the program. If they are not motivated to work on their goals even when given the appropriate resources and referrals, then they are making a

choice not to remain in the program. Youth who are achieving goals may stay in the program up to 18 months, and unmotivated youth may only remain in the program a couple of weeks. Setting of/evaluating goals occurs weekly between the Program Director and the youth, and data is recorded on the accomplishments of the youth ongoing. Quarterly, mid-year and end of year reports are submitted to funding sources as required.

- iv. ***Copies of evaluation tools*** that include a sample therapy treatment plan, Casey Life Skills assessment, and sample life skills pre and post-test surveys are included in the attachment section of this proposal.

e. Input:

i. Clinical Expertise

- 1. ***Discuss the capacity of your agency to deliver the proposed service.*** Rainbow House Homeless Youth Program has been providing the services proposed since its inception in 2007. During that time the program has completed intakes on 323 youth and provided housing and supportive services to 117. Lapses in funding for the past two years have necessitated a reduction in bed space which severely limited our ability to serve even more youth. The staff members in the program are well trained and qualified to provide the proposed services, and they are on-site 24/7 to provide the necessary guidance and structure to the youth served. The program director has a

Master's in Social Work, has been with the program for three years and had prior experience working with at-risk families in her position at the Columbia Housing Authority. The Program Therapist is a Licensed Professional Counselor with prior experience dealing with homeless and at-risk youth in her position at a homeless youth program in Kansas City called Synergy.

ii. Service Activity

1. ***Describe the interventions and/or activities that will be used to address the unmet need in Boone County.*** The community organizations that work closely with the homeless or at-risk youth are well aware of the services provided by Rainbow House. They frequently call to discuss youth they are concerned about, and our staff will make contact with the youth to discuss the services provided by our program. We also have a Street Outreach worker on staff that regularly visits places in the community where homeless youth are known to hang out in order to establish rapport, provide them with resource and program information, and to provide them with hygiene items and other needs. Many of the youth are identified by high school counselors and teachers who work closely with our staff.
2. ***Identify and discuss the evidence-based practices that will be used and relevant research supporting the efficacy of the proposed interventions and/or activities.*** The Homeless

Youth Program utilizes the evidence-based model Positive Youth Development which is nationally known and practiced by Teen Emergency Shelters and Transitional Living Programs for homeless youth around the country. “Positive youth development is an intentional, pro-social approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths.

Positive youth development has its origins in the field of prevention...Over time, practitioners, policymakers, funders and researchers determined that promoting positive asset building and considering young people as resources were critical strategies. As a result, the youth development field began examining the role of resiliency—the protective factors in a young person's environment—and how these factors could influence one's ability to overcome adversity. Those factors included, but were not limited to: family support, caring adults, positive peer groups, strong sense of self and self-esteem, and engagement in school and community activities.

Researchers and practitioners began to report that young people possessing a diverse set of protective factors can, in fact, experience more positive outcomes. These findings encouraged the development of interventions and programs that reduced risks and also strengthened protective factors.”⁷

The federal grant which has primarily funded our program since its beginning mandates the Positive Youth Development model, and we agree with the philosophy and practices of that model. A staff member from our program is required to attend at least one conference per year in regards to this model, and it is an opportunity for all of the agencies to learn from one another about what is working and what is not in all of the locations practicing this model. Realizing that many of the youth who are homeless have experienced trauma and abuse in their lives, we also utilize a trauma-informed and harm-reduction approach when interacting with street youth.

3. If there is no research to support the efficacy of the proposed interventions and/or activities, please explain the rationale for utilizing the interventions and/or activities.

The Positive Youth Development model is an evidence-based framework identified as best practice in working with at-risk youth.

⁷ <http://www.findyouthinfo.gov/youth-topics/positive-youth-development>

f. Output:

- i. *Service to be provided:* Rainbow House will provide emergency shelter, transitional housing, counseling, life skills training, case management, referrals to wrap-around services, and other support to the homeless youth population of Boone County.**
- ii. *Unit measurement:* one bed night or one 24 hour period of emergency shelter**
- iii. *Unit cost:* \$390.00**
- iv. *Amount requested:* \$126,237.00 per year for up to three years**
- v. *Number of individuals to be served:* 50**
- vi. *Average units of service per individual:* 41 days/nights**
- vii. *Budget pages are attached.***

3. *BUDGET (budget worksheets and narratives attached)*

4. *AGENCY ASSURANCE, CERTIFICATION, WORK AUTHORIZATION SHEETS, AND ADDENDUMS ATTACHED*

Activity	Output(s)	Outcome(s)	Indicator(s)	Method of Measurement
<p>Provide safe, emergency shelter and transitional housing</p> <p>Reunite youth with family or identify alternative long-term placement</p>	Safe, temporary shelter and transitional housing for up to 18 months	To improve the safety and wellbeing of homeless youth in Boone County, Missouri	<p>- 100% of youth residing in the program will be provided with safe shelter</p> <p>- 90% of youth residing in the program will safely return home for reunification or transition into a safe, stable living environment</p>	<p>Resident Service Plans, intake and discharge documentation</p> <p>Resident Transitional Living Plans, Resident Service Plans, After care documentation</p>

Provide crisis counseling and therapy	Weekly individual and/or family therapy sessions for each resident	To increase the mental health functioning of youth residing in the Homeless Youth Program	- 70% of youth participating in therapy will show an increase in positive coping skills	Therapy progress summary, staff documentation of youth's behavior and activities
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Facilitate weekly Life Skills classes	52 life skills classes facilitated each year	To increase the self sufficiency of youth residing in the Homeless Youth Program	<p>- 90% of youth will participate in weekly life skills classes while residing in the program</p> <p>- 70% of youth participating in life skills classes will show an increase in subject knowledge</p>	<p>Sign in sheets for each life skills class, staff documentation</p> <p>Casey Life Skills Assessment, Pre and post-test surveys for each life skills class</p>
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Ansell-Casey Life Skills Assessment

Youth Level III — Version 4.0

Instructions: These questions will ask you about what you know and can do. Please try to answer all the questions.

Demographics

1. I am: Male Female

2. My current age (years): _____

3. My grade in school:

- | | |
|---|--|
| <input type="radio"/> 1 st grade | <input type="radio"/> 9 th grade |
| <input type="radio"/> 2 nd grade | <input type="radio"/> 10 th grade |
| <input type="radio"/> 3 rd grade | <input type="radio"/> 11 th grade |
| <input type="radio"/> 4 th grade | <input type="radio"/> 12 th grade |
| <input type="radio"/> 5 th grade | <input type="radio"/> Trade school |
| <input type="radio"/> 6 th grade | <input type="radio"/> In college |
| <input type="radio"/> 7 th grade | <input type="radio"/> Not in school |
| <input type="radio"/> 8 th grade | <input type="radio"/> Other |

4. My race/ethnicity? (Please choose all that apply)

- | | |
|---|--|
| <input type="radio"/> American Indian or Alaskan Native | <input type="radio"/> Korean |
| <input type="radio"/> Asian Indian | <input type="radio"/> Native Hawaiian |
| <input type="radio"/> Black, African-American | <input type="radio"/> Other Asian |
| <input type="radio"/> Chinese | <input type="radio"/> Other Pacific Islander |
| <input type="radio"/> Filipino | <input type="radio"/> Other Race: _____ |
| <input type="radio"/> Guamanian or Chamorro | <input type="radio"/> Samoan |
| <input type="radio"/> Hispanic/Latino/Spanish | <input type="radio"/> Vietnamese |
| <input type="radio"/> Japanese | <input type="radio"/> White |

5. My primary race/ethnicity? (Please choose only one)

- | | |
|---|---|
| <input type="radio"/> American Indian or Alaskan Native | <input type="radio"/> Guamanian or Chamorro |
| <input type="radio"/> Asian Indian | <input type="radio"/> Hispanic/Latino/Spanish |
| <input type="radio"/> Black, African-American | <input type="radio"/> Japanese |
| <input type="radio"/> Chinese | <input type="radio"/> Korean |
| <input type="radio"/> Filipino | <input type="radio"/> Native Hawaiian |
| | <input type="radio"/> Other Asian |

- Other Pacific Islander
- Other Race: _____
- Samoan
- Vietnamese
- White

6. If you are American Indian, Native American, or Alaska Native, please write the name of your Tribal or Community Affiliation on the line below.

7. Postal (zip) code of your home address (for research purposes): _____

8. Which answer best describes your current living situation:

- On my own (alone or shared housing)
- With my birth (biological) parents
- With my birth (biological) mother or father
- With my adoptive parent(s)
- With my foster parent(s) who is/are unrelated to me
- With relatives (not foster care)
- With relatives who are also my foster parents
- In a group home or residential facility
- In a juvenile detention or corrections facility
- With a friend's family (not foster care)
- At a shelter or emergency housing
- With my spouse, or partner, or boyfriend or girlfriend
- Other

9. How many years have you been in this living situation? _____

10. I have a Social Security card:

- Yes
- No

11. I have a copy of my birth certificate:

- Yes
- No

12. I have a photo ID:

- Yes
- No

13. When completing this assessment, I am at the following location:

- Employment or vocational agency
- Youth/family community service agency
- School library, classroom, or computer room
- Public Library
- Foster care agency
- Recreation facility (like YMCA, Boys/Girls Club)
- Where I live
- University
- Church, synagogue, temple, mosque or religious facility
- Juvenile detention or correction facility

Knowledge and Behavior

Please circle the number (1, 2 or 3) that describes you best:

	Not like me	Somewhat like me	Very much like me
Communication			
1. I get help if my feelings bother me	1	2	3
2. I can explain how I am feeling (like angry, happy, worried or depressed)	1	2	3
3. I ask for help when I need it	1	2	3
4. I talk with an adult I feel close to	1	2	3
5. I talk over problems with a friend	1	2	3
6. I accept compliments or praise without feeling embarrassed	1	2	3
7. I clearly present my ideas to others	1	2	3
8. I ask questions to make sure I understand something someone has said	1	2	3
9. When I disagree with someone, I try to find a compromise	1	2	3

		Not like me	Somewhat like me	Very much like me
Daily Living				
1	I use things in the kitchen, like the microwave, electric mixer, and oven	1	2	3
2	I store food so it doesn't spoil or go bad	1	2	3
3	I fix meals for myself on my own	1	2	3
4	I keep my living space clean	1	2	3
5	I know how to wash my clothes according to the label (for example, hand wash, dry clean, cold water)	1	2	3
6	I prevent or minimize roaches, ants, mice, mold, mildew, etc	1	2	3
7	I fix my clothes when they need it, like sewing on a button	1	2	3
8	I follow the basic fire prevention and safety rules for where I live	1	2	3
9	I can set up a free email account	1	2	3
Housing and Money Management				
1	I can complete a rental agreement or lease	1	2	3
2	I can arrange for new telephone service and utilities (such as gas, water, electricity)	1	2	3
3	I can calculate the start-up costs for new living arrangements (for instance; rental deposits, rent, utilities, furnishings)	1	2	3
4	I can explain how to get car insurance	1	2	3
5	I can explain how to establish and maintain a good credit rating	1	2	3
6	I can interpret pay stub information	1	2	3

		Not like me	Somewhat like me	Very much like me
7	I understand billing information (such as a phone bill)	1	2	3
8	I can develop a monthly budget for living on my own	1	2	3
9	I can explain the good points and bad points of buying on credit	1	2	3
10	I can explain how to get and renew a driver's license	1	2	3
11	I can explain where to get help if there is a conflict with the property manager	1	2	3
12	I can contact places around where I live to get financial advice	1	2	3
13	I can explain how to write checks, make deposits and ATM transactions, and balance a checking/savings account	1	2	3
14	I can understand and respond to ads for housing	1	2	3
15	I can explain where to get information about financial aid for education	1	2	3
16	I can name two ways to save money on things I buy	1	2	3
17	I am aware of local social service agencies (like employment and counseling services)	1	2	3
18	I can explain the education or training needed for my career options	1	2	3
Self Care				
1	I can explain how to prevent pregnancy	1	2	3
2	I can explain how girls get pregnant	1	2	3
3	I can explain two ways to prevent sexually transmitted diseases (STDs) such as HIV/AIDS and syphilis	1	2	3

		Not like me	Somewhat like me	Very much like me
4	I can explain what happens to your body if you smoke or chew tobacco, drink alcohol, or use illegal drugs	1	2	3
5	I can take care of minor injuries and illnesses	1	2	3
6	If I need medical help quickly, I know how to get it	1	2	3
7	I can explain what can happen if someone drives while drinking or on drugs	1	2	3
8	I can contact places around where I live to get information on sex or pregnancy	1	2	3
9	I can name two or more places to get help if I feel unsafe	1	2	3
10	I can turn down a sexual advance	1	2	3
Social Relationships				
1	I am polite to others	1	2	3
2	I respect other people's things	1	2	3
3	I respect other people's ways of looking at things, their lifestyles, and their attitudes	1	2	3
4	I show appreciation for things others do for me	1	2	3
5	I deal with anger without using violence	1	2	3
6	I think about how my choices affect others	1	2	3
7	I can safely interact with others on the internet	1	2	3
Work and Study Skills				
1	I get my work done on time	1	2	3
2	I get to school or work on time	1	2	3
3	I prepare for exams and presentations	1	2	3
4	I look over my work for mistakes	1	2	3
5	I use the library, newspaper, computer/internet, or other resources to get information	1	2	3

		Not like me	Somewhat like me	Very much like me
6	I know how to use the internet to do my homework	1	2	3
7	I know how to use a search engine	1	2	3
8	I can create, save, open, retrieve, and print documents on the computer	1	2	3

Extra Items

1	I can make appointments with my doctor, dentist, or clinic when needed	1	2	3
2	I avoid relationships that hurt or are dangerous	1	2	3
3	I can explain how to get a copy of my birth certificate	1	2	3
4	I can explain how to get a copy of my Social Security card	1	2	3

Performance Items:

Please mark the best answer for each of the following questions:

Communication

1. To keep a conversation going, you should?

- A. Ask questions
- B. Brag about everything you have accomplished
- C. Talk about politics
- D. Smile a lot

2. To present your ideas clearly to someone else, you must first?

- A. Make sure you understand your own ideas
- B. Get a good night's sleep
- C. Write down the ideas
- D. Think of all the alternatives to your ideas

3. If a friend sends you an e-mail and you don't understand what they said, you should?

- A. Delete the e-mail
- B. Send an e-mail back asking them what they mean
- C. Ignore them
- D. Write a long response to what you think they are trying to say

4. If someone is phishing they are:

- A. Hungry
- B. Trying to steal your banking information with a false website
- C. Telling a bad joke
- D. Trying to steal your wireless

Daily Living

5. If the power goes out where you live, which of these probably won't work?

- A. Microwave
- B. Oven
- C. Refrigerator
- D. All of these probably won't work

6. Which of these is a safety hazard in the bathroom?

- A. A washcloth and towel
- B. A hairdryer plugged in right next to the bath tub or shower
- C. An open window
- D. An overturned waste basket

7. If you are cooking something in a pan using grease and the grease catches fire, what should you do?

- A. Throw water on the fire
- B. Smother the fire with a towel
- C. Carry the flaming pan outside
- D. Smother the fire with the lid of a pan

Housing and Money Management

8. If someone wants to rent an apartment, which of these do they have to complete?

- A. Mortgage papers
- B. Driver's license forms
- C. Change of address forms
- D. A rental application

9. **To get the best car insurance rate, you need to?**

- A. Come from a rich family
- B. Drive an expensive car
- C. Have a safe driving record
- D. Get insurance from a small company, not a large one

10. **Which of these are good ideas about credit cards?**

- A. Try not to use a credit card for luxuries
- B. Try to use credit cards only when you can pay what you charge each month
- C. It's better to use cash than credit cards
- D. All of the above are good ideas about credit cards

Self Care

11. **Which of these is a treatable bacterial infection that can spread throughout the body and affect the heart, brain and nerves?**

- A. Syphilis
- B. Human papillomavirus (HPV)
- C. Herpes
- D. Chlamydia

12. **If someone chews smokeless tobacco, what is likely to happen to them?**

- A. Their teeth will get brown stains
- B. They will become addicted to nicotine
- C. They will be more likely to have cancer later on
- D. All of these are more likely to happen to them

13. **A fever is when the body temperature gets higher than normal. Normal body temperature for most people is?**

- A. 100.2 degrees
- B. 102.4 degrees
- C. 92.3 degrees
- D. 98.6 degrees

Social Relationships

14. **If your teacher's name is Mr. Jonathan P. Edwards, what should you call him?**

- A. Mr. Edwards
- B. Jon
- C. Jonathan
- D. Teacher

15. If you want others to show respect for you, you should?

- A. Get really high grades in school
- B. Show them respect
- C. Always be on time for appointments
- D. Dress like everybody else

16. If someone you know is from another race, you should?

- A. Avoid them
- B. Think you are better than they are
- C. Respect them as much as anyone else
- D. Try to make them your best friend

Work and Study Skills

17. What's the best way to make sure you get your homework done?

- A. Do the toughest part first
- B. Turn off the TV or anything else that might distract you
- C. Get it done before it gets too late
- D. All of these are pretty good ways to get homework done

18. Which of these is true about using the internet to help with school work?

- A. It's always OK to send your e-mail address to others if they offer to help you get your assignment done
- B. Go only to sites that will definitely help with the assignment
- C. There are many sites that will actually do your assignment for you
- D. Most internet sites take so long to help you that it isn't worth looking on the internet for help

19. A resume should have which of the following on it?

- A. Your birth date
- B. Information about your race
- C. Your work history
- D. Your past salary information

Extra Items

20. If you have \$100 in your bank account and you write a check for \$125, what will happen?

- A. The bank will call you and ask you to put more money in the account
- B. The bank will put in an additional \$25 into your account
- C. Your check will not be honored and your check may "bounce"
- D. Your bank account will be immediately closed

21. A smoke alarm?

- A. Is something that wakes you up in the morning
- B. Sounds if there is a fire or smoke where one lives
- C. Goes off if someone smokes a cigarette in the next room
- D. Is just another name for a fire extinguisher

22. If you have an important problem you would like to talk over with someone else, who should you talk to?

- A. A friend you just met
- B. An adult you trust
- C. Any teacher at school
- D. Your next door neighbor

Assessment Evaluation

1. Not counting today, how many times have you taken an ACLSA?

2. I filled out this assessment (please mark all that apply):

- With an adult By myself With a friend

3. How did you like this assessment?

- I liked it It was OK I didn't like it

Additional Questions

This section is for use with questions provided by your school, agency or caregiver. If no questions have been provided, you may stop here. Thank you.

	A	B	C	D	E
1.					
2.					
3.					
4.					
5.					
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16.					
17.					
18.					
19.					
20.					

Rainbow House Treatment Plan

Recipient Information		Provider Information	
Medicaid Number:		Medicaid Number:	
Name:		Name:	
DOB:		Treatment Plan Date:	
Other Agencies Involved:		Plan to Coordinate Services:	
Medication(s):	Dose:	Frequency:	Indication:
1. Problem/Symptom:			
Long Term Goal:			
Short Term Goals/Objectives:	Date Established	Projected Completion Date	Date Achieved
1.			
2.			
3.			

Intervention/Actions:	Responsible Person(s)	1.
		3.
Intervention/Actions:	Responsible Person(s)	1.
		3.

Intervention/Actions:	Responsible Person(s)	1.
		2.
Intervention/Actions:	Responsible Person(s)	1.
		2.
Review Date:	Progress:	
Review Date:	Progress:	

2. Problems/Symptoms:

Long Term Goal:

Short Term Goals/Objectives:	Date Established	Projected Completion Date	Date Achieved
1.			
2.			
3.			

Intervention/Actions:	Responsible Person(s)	1.
		2.
Intervention/Actions:	Responsible Person(s)	1.

	2.	3.
Intervention/Actions:	Responsible Person(s)	1.
	2.	3.
Intervention/Actions:	Responsible Person(s)	1.
	2.	3.
Review Date:	Progress:	
Review Date:	Progress:	
Involvement of Family:		
Services Needed beyond scope of organization or program:		
Medication Management by		
Estimated Completion date for level of care:		
Patient/Responsible Party Signature:		
Provider Signature:	Date:	
Provider Name/Title: (Print)		

Sol House Life Skills- Pre-presentation survey

What age group do you belong to?

16-18

18-21

What gender do you identify with?

1. What is your current living status?

Homeless

Living with family

staying in a shelter

2. Do you plan on getting your own place?

Yes

No

3. IF yes, how are doing to achieve this goal?

4. Do you currently have a job?

5. If yes, how much do you get paid an hour?

6. How much do you think it will cost you to live on your own?

7. Do you have transportation (i.e. car, bike)?

8. If no, how do you get to and from work?

9. Do you feel ready to be on your own?

Sol House Life Skills – Post- presentation survey

1. What Age Group Do You Belong To?

16 - 18

18 - 21

2. What gender do you identify with?

3. What is your current Living status (i.e. homeless, living in a shelter, or with parents, family or friends)?

4. How did you hear about this presentation?

Church

Friend or family member

Other

Other (please specify) _____

5. Did you learn anything from this presentation?

Yes

No

6. If the above answer was yes, do you feel you increased your knowledge by: (check one)

10%

20%

30%

40%

50%

60%

70%

80%

90%

100%

7. Do you plan to use any of the information you have learned at this presentation in the future?

- Yes
- No

8. Would you answer a very short follow up survey in the future regarding the changes you may have made as a result of this presentation?

- Yes
- No

9. Please rate this presentation.

Choose One: Excellent Good Fair Poor

10. Please list 3 new things you've learned during this presentation:

11. Please list anything you would change about this presentation.

12. Please list your email address if you would like to receive monthly emails on upcoming events and presentations.

ATTACHMENT B

AGENCY FINANCIAL INFORMATION

AGENCY NAME: Child Abuse & Neglect Emergency Shelter, Inc.

AGENCY REVENUE	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. DIRECT SUPPORT					
A. Heart of Missouri United Way	150,000	100,000	100,000	6%	0%
B. Other United Ways	6,715	5,000	6,500	0%	30%
C. Capital Campaigns	0	0	0	0%	#DIV/0!
D. Grants (non-governmental)	144,251	96,500	15,750	1%	-84%
E. Fund Raising & Other Direct Support	486,848	455,150	444,100	27%	-2%
TOTAL DIRECT SUPPORT (sub-totals)	787,814	656,650	566,350	34%	
2. GOVERNMENT CONTRACTS/SUPPORT:					
A. Boone County - Social Service Funding	15,954	15,954	15,954	1%	0%
B. Boone County - Other	0	0	323,213	19%	#DIV/0!
C. Other Counties	0	0	0	0%	#DIV/0!
D. City of Columbia - Social Service Funding	38,893	38,780	38,780	2%	0%
E. City of Columbia - Other	0	0	0	0%	#DIV/0!
F. Other Cities	0	0	0	0%	#DIV/0!
G. Federal (Medicaid, Title III, etc.)	224,763	443,801	425,754	26%	-4%
H. State (Purchase of Services, Grants, etc.)	307,368	290,700	296,250	18%	2%
I. Other (Schools, Courts, etc.)	0	0	0	0%	#DIV/0!
TOTAL GOV'T CONTRACTS/SUPPORT (sub-totals)	586,978	789,235	1,099,951	66%	
3. Program Service Fees	2,351	11,700	2,500	0%	-79%
4. Investment Income (realized & unrealized)	409	100	400	0%	300%
5. Other Revenue Items	207	250	200	0%	-20%
TOTAL AGENCY REVENUE	1,377,759.58	1,457,935.00	1,669,401.23		15%

AGENCY EXPENSES	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
Expenses for Program Services	1,085,864	1,232,071	1,410,073	84%	14%
Expenses for Management and General	161,426	179,580	210,728	13%	17%
Expenses for Fundraising	45,405	46,284	48,600	3%	5%
TOTAL AGENCY EXPENSES	1,292,695	1,457,935	1,669,401		15%
% of Management and Fundraising Expenses	16%	15%	16%		5%

NET ASSETS	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% CHANGE CURRENT TO PROPOSED
Net Assets, End of Year	1,149,704.97	\$1,186,325	1,571,325.01	32%

CASH FLOWS	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% CHANGE CURRENT TO PROPOSED
Cash, End of Year	72,565.91	\$28,400	28,400.00	0%

ATTACHMENT C

PROGRAM BUDGET WORKSHEET

PROGRAM NAME: Homeless Youth Program

TOTAL PROGRAM REVENUE	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. DIRECT SUPPORT					
A. Heart of Missouri United Way	75,000	39,252	50,000	6%	27%
B. Other United Ways	1,663	176	989	0%	462%
C. Capital Campaigns	0	0	0	0%	#DIV/0!
D. Grants (non-governmental)	9,125	20,560	2,473	0%	-88%
E. Fund Raising & Other Direct Support	167,247	147,267	183,163	23%	24%
2. GOVERNMENT CONTRACTS/SUPPORT:					
A. Boone County - Social Service Funding	7,632	7,632	7,632	1%	0%
B. Boone County - Other	0	0	126,237	16%	#DIV/0!
C. Other Counties	0	0	0	0%	#DIV/0!
D. City of Columbia - Social Service Funding	21,495	21,382	21,382	3%	0%
E. City of Columbia - Other	0	0	0	0%	#DIV/0!
F. Other Cities	0	0	0	0%	#DIV/0!
G. Federal (Medicaid, Title III, etc.)	205,303	424,401	406,114	51%	-4%
H. State (Purchase of Services, Grants, etc.)	0	0	0	0%	#DIV/0!
I. Other (Schools, Courts, etc.)	0	0	0	0%	#DIV/0!
3. Program Service Fees	1,081	5,148	1,075	0%	-79%
4. Investment Income (realized & unrealized)	188	44	172	0%	291%
5. Other Revenue Items	94	110	86	0%	-22%
TOTAL PROGRAM REVENUE	\$488,828	\$665,972	\$799,322		

PROGRAM EXPENSES	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. Personnel	420,344	498,140	601,629	75%	21%
2. Non-Personnel	142,211	167,832	197,693	25%	18%
TOTAL PROGRAM EXPENSES	\$562,555	\$665,972	\$799,322		

NUMBER OF DIRECT PROGRAM STAFF (FTE)	ACTUAL	CURRENT	PROPOSED
<i>FTE = number of direct program service hours worked by employee per year/2080 (e.g. 1040/2080= .5 FTE)</i>	10.7	9.51	12.7

Attachment B

Agency Line Item Budget Narratives

Agency Name: Child Abuse & Neglect Emergency Shelter, Inc. (d.b.a. Rainbow House)

AGENCY REVENUE:

1. Direct Support

A. **Heart of Missouri United Way:** These are funds allocated to Rainbow House by the Heart of Missouri United Way in Columbia, Missouri. These funds are a promise but they are not guaranteed if United Way does not meet their goal for that year as in 2014.

B. **Other United Ways:** Rainbow House receives funding from other counties and out-of-state United Way agencies such as Audrain County, Colorado, Connecticut and so forth. These are not guaranteed funds.

C. **Capital Campaigns:** Rainbow House does not currently have any capital campaigns in progress.

D. **Grants (non-governmental):** Rainbow House applies for grants with many organizations and corporations; however, we are not guaranteed to receive all funds that are applied for. Most grants require a new project and the current main focus for Rainbow House in regards to funding is general support for maintenance and program operations.

E. **Fund Raising & Other Direct Support:** The funds in this category include all individual private donations, third party fundraiser donations and all donations brought in due to Rainbow House fundraising events.

2. Government Contracts/Support:

A. **Boone County – Social Service Funding:** Rainbow House currently receives \$15,954 per year from the County of Boone for social service services contract.

B. **Boone County – Other:** This account reflects the funding amount we are requesting from the Children's Services Commission for general support revenues.

C. **Other Counties:** Rainbow House does not currently receive any additional funding from other counties.

D. **City of Columbia – Social Service Funding:** Rainbow House currently receives \$38,780.00 per year from the City of Columbia.

E. **City of Columbia – Other:** Rainbow House does not currently receive any additional funding from the City of Columbia.

F. **Other Cities:** Rainbow House does not currently receive any additional funding from other cities.

G. **Federal (Medicaid, Title III, Etc.):** Rainbow House currently receives funding for the Transitional Living Program (Homeless Youth Program) from the federal government. We have not been awarded the Basic Center Program grant for the last cycle but have reapplied. The Children's Emergency Shelter does receive a small amount of FEMA funds for shelter.

H. **State (Purchase of Services, Grants, Etc.):** This line item in our budget includes Division of Social Service payments from the State of Missouri for children that stay in our Children's Emergency Shelter. It also includes the funding for the Child Advocacy Center from the State of Missouri.

1. **Other (Schools, Courts, Etc.):** Rainbow House does not receive funding from sources other than the above.

3. **Program Service Fees:** Rainbow House receives some donations for parenting classes and minimal payments for therapy services through Medicaid; however, many of the youth do not have any insurance.

4. **Investment Income:** This account includes any interest Rainbow House earns on the endowment account.

5. **Other Revenue Items:** Rainbow House receives funds from credit card points a few times per year. This account holds any income that cannot be placed in one of the other accounts.

Note: General income is first split between departments by percentages using a formula during the budget process; however, it is later split between the departments as needed to cover expenses.

AGENCY EXPENSES:

Expenses for Program Services: Expenses incurred that have a direct assistance or direct bearing on providing services to the children. This includes all activities and expenses incurred that directly benefit the children served. Examples include Youth Specialist salaries, groceries, rent/mortgage payments, utilities, clothing and personal expenses, insurance, and education expenses.

Expenses for Management and General: Rainbow House includes in this amount all expenses that are for administrative purposes and general marketing. A percentage of certain salaries are mainly administrative: Executive Director, Marketing Director, Development Director and the Office Manager. Expenses incurred for all departments as a whole are considered general expenses (i.e., postage not related to parenting classes or specific families or children, telephone expenses for general calls, and so forth).

Expenses for Fundraising: All expenses that are incurred for the Rainbow House fundraising events, third party fundraisers, mail campaigns, and the cost of specific mailings requesting funds are all included in this category.

Attachment C
Program Line Item Budget Narratives
Program Name: Homeless Youth Program

AGENCY REVENUE:

1. Direct Support

A. **Heart of Missouri United Way:** These are funds given to Rainbow House by the Heart of Missouri United Way in Columbia, Missouri. These funds are a promise but they are not guaranteed if United Way does not meet their goal for that year as in 2014. Currently the 2014 allotted funds were reduced \$10,000. The Homeless Youth Program is given \$40,000 of these funds.

B. **Other United Ways:** Rainbow House receives funding from other counties and out-of-state United Way agencies such as Audrain County, Colorado, Connecticut and so forth. These are not guaranteed funds. This general revenue is split between the departments as needed to cover expenses.

C. **Capital Campaigns:** Rainbow House does not currently have any capital campaigns in progress.

D. **Grants (non-governmental):** Rainbow House applies for grants with many organizations and corporations; however, we are not guaranteed to receive all funds that are applied for. Most grants require a new project and the current main focus for Rainbow House in regards to funding is general support for maintenance and program operations. Each department director is responsible for seeking out and completing grants opportunities for their respective departments.

E. **Fund Raising & Other Direct Support:** The funds in this category include all individual private donations, third party fundraiser donations and all donations brought in due to Rainbow House fundraising events.

2. Government Contracts/Support:

A. **Boone County – Social Service Funding:** The Rainbow House Homeless Youth Program currently receives \$7,632.00 per year from the County of Boone for social service services contract.

B. **Boone County – Other:** This account holds the funding amount we are requesting from the Children Services Commission for general support revenues for the Children’s Emergency Shelter (\$126,236.90).

C. **Other Counties:** Rainbow House does not currently receive any additional funding from other counties.

D. **City of Columbia – Social Service Funding:** Rainbow House Children’s Emergency Shelter currently receives \$21,382.00 per year from the City of Columbia.

E. **City of Columbia – Other:** Rainbow House does not currently receive any additional funding from the City of Columbia.

F. **Other Cities:** Rainbow House does not currently receive any additional funding from other cities.

G. **Federal (Medicaid, Title III, Etc.):** The Rainbow House Homeless Youth Program currently receives a federal grant from the Department of Health and Human Services

for the Transitional Living Program (Homeless Youth Program) in the amount of \$186,114. The Homeless Youth Program is in the first year of this five year grant. The Homeless Youth Program did not receive the Basic Center Program grant during this cycle but has reapplied for \$200,000 for the Teen Shelter Program (Homeless Youth Program). It is possible if we are awarded the grant that it will be for less than the requested amount. The Homeless Youth Program also received a \$50,000 Emergency Solutions Grant through MHDC. This grant must be reapplied for each year.

H. **State (Purchase of Services, Grants, Etc.):** The Homeless Youth program does not currently receive any state funding.

I. **Other (Schools, Courts, Etc.):** Rainbow House does not receive funding from sources other than the above.

3. Program Service Fees: Rainbow House receives some donations for parenting classes and minimal payments for therapy services through Medicaid; however, many of the youth do not have any insurance.

4. Investment Income: This account includes any interest Rainbow House earns on the endowment account.

5. Other Revenue Items: Rainbow House receives funds from credit card points a few times per year. This account holds any income that cannot be placed in one of the other accounts.

Note: General income is first split between departments by percentages using a formula during the budget process; however, it is later split between the departments as needed to cover expenses.

AGENCY EXPENSES:

Personnel Expenses include a small percentage of administrative staff, split between departments, and the total number of staff assigned to the Homeless Youth Program. Currently, the staffing rate for this program is 6 full-time and 8 part-time and on call employees. The majority of staff consists of Youth Specialists that provide direct care to the youth. The Homeless Youth Program is staffed 24 hours per day and 7 days per week. The shelter is staffed year round and never closes. Employee benefits and payroll taxes are included in this amount.

Non-Personnel Expenses include all direct care expenses (groceries, medical costs, education, personal clothing, shoes, personal documents, meals, etc.), supplies, occupancy expenses, printing, travel, transportation, staff training as required by licensure, insurance, telephone expenses, postage, membership dues and equipment/computer maintenance.

ATTACHMENT E

(Please complete and return with Proposal Response)

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

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

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR
CERTIFICATION)**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Jan Stock Executive Director
Name and Title of Authorized Representative

Jan Stock 6/3/14
Signature Date

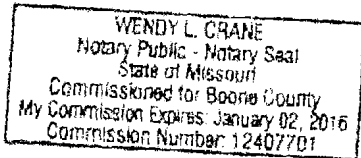
ATTACHMENT F

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

County of Boone)
)SS
State of Missouri)

My name is Jan Stock. I am an authorized agent of Rainbow House (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.

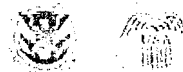


Jan Stock 6/6/14
Affiant Date
Jan Stock
Printed Name

Subscribed and sworn to before me this 6 day of June, 2014.

Wendy L. Crane
Notary Public

Attach to this form the *E-Verify Memorandum of Understanding* that you completed when enrolling.



THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION MEMORANDUM OF UNDERSTANDING

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and Child Abuse & Neglect Emergency Shelter, Inc. (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

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

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

Company ID Number: 183637

4. SSA agrees to provide a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility within 3 Federal Government work days of the initial inquiry.

5. SSA agrees to provide a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

B. RESPONSIBILITIES OF DHS

1. After SSA verifies the accuracy of SSA records for aliens through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct, to the extent authorized by this MOU

- Automated verification checks on alien employees by electronic means, and
- Photo verification checks (when available) on employees.

2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to provide to the Employer a manual (the E-Verify User Manual) containing instructions on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify. DHS agrees to provide training materials on E-Verify.

4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.

5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by alien employees with DHS's database.

6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of alien employment eligibility and for evaluation of the E-Verify program, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security Numbers and employment eligibility, to enforce the Immigration and Nationality Act (INA) and Federal criminal laws, and to administer Federal contracting requirements.

7. DHS agrees to provide a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative

Company ID Number: 183637

nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.

8. DHS agrees to provide a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

C. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.

3. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.

A. The Employer agrees that all Employer representatives will take the refresher tutorials initiated by the E-Verify program as a condition of continued use of E-Verify, including any tutorials for Federal contractors if the Employer is a Federal contractor.

B. Failure to complete a refresher tutorial will prevent the Employer from continued use of the program.

5. The Employer agrees to comply with current Form I-9 procedures, with two exceptions

- If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a 2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-454-4218.
- If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The employer will use the photocopy to verify the photo and to assist DHS with its review of photo non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.



Company ID Number: 183637

6 The Employer understands that participation in E-Verify does not exempt the Employer from the responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in compliance with the terms and conditions of E-Verify; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ an employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any action taken in good faith based on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.

7. The Employer agrees to initiate E-Verify verification procedures for new employees within 3 Employer business days after each employee has been hired (but after both sections 1 and 2 of the Form I-9 have been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify User Manual. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability. In all cases, the Employer must use the SSA verification procedures first, and use DHS verification procedures and photo screening tool only after the SSA verification response has been given. Employers may initiate verification by notating the Form I-9 in circumstances where the employee has applied for a Social Security Number (SSN) from the SSA and is waiting to receive the SSN, provided that the Employer performs an E-Verify employment verification query using the employee's SSN as soon as the SSN becomes available.

8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use not authorized by this MOU. Employers must use E-Verify for all new employees, unless an Employer is a Federal contractor that qualifies for the exceptions described in Article II.D.1.c. Except as provided in Article II.D, the Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. The Employer understands that if the Employer uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its access to SSA and DHS information pursuant to this MOU.

9 The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations, including notifying employees of the finding, providing written referral instructions to employees, allowing employees to contest the finding, and not taking

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adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

10. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo non-match, does not establish, and should not be interpreted as evidence, that the employee is not work authorized. In any of the cases listed above, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, refusing to assign the employee to a Federal contract or other assignment, or otherwise subjecting an employee to any assumption that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo non-match or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 or OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

11. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA by not discriminating unlawfully against any individual in hiring, firing, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the unfair immigration-related employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

12. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

13. The Employer agrees that it will use the information it receives from SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of employees as

Company ID Number: 183637

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

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

15. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, including by permitting DHS and SSA, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a timely and accurate manner to DHS requests for information relating to their participation in E-Verify.

D. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. The Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801) in addition to verifying the employment eligibility of all other employees required to be verified under the FAR. Once an employee has been verified through E-Verify by the Employer, the Employer may not reverify the employee through E-Verify.

a. Federal contractors not enrolled at the time of contract award: An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and within 90 days of enrollment, begin to use E-Verify to initiate verification of employment eligibility of new hires of the Employer who are working in the United States, whether or not assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within 3 business days after the date of hire. Once enrolled in E-Verify as a Federal contractor, the Employer must initiate verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Federal contractors already enrolled at the time of a contract award. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to initiate verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within 3 business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must initiate verification of each employee assigned to the

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contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Institutions of higher education, State, local and tribal governments and sureties: Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), State or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. The provisions of Article II.D, paragraphs 1.a and 1.b of this MOU providing timeframes for initiating employment verification of employees assigned to a contract apply to such institutions of higher education, State, local and tribal governments, and sureties.

d. Verification of all employees: Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986 instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to do so only in the manner designated by DHS and initiate E-Verify verification of all existing employees within 180 days after the election.

e. Form I-9 procedures for Federal contractors: The Employer may use a previously completed Form I-9 as the basis for initiating E-Verify verification of an employee assigned to a contract as long as that Form I-9 is complete (including the SSN), complies with Article II.C.5, the employee's work authorization has not expired, and the Employer has reviewed the information reflected in the Form I-9 either in person or in communications with the employee to ensure that the employee's stated basis in section 1 of the Form I-9 for work authorization has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen). If the Employer is unable to determine that the Form I-9 complies with Article II.C.5, if the employee's basis for work authorization as attested in section 1 has expired or changed, or if the Form I-9 contains no SSN or is otherwise incomplete, the Employer shall complete a new I-9 consistent with Article II.C.5, or update the previous I-9 to provide the necessary information. If section 1 of the Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired subsequent to completion of the Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.C.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual. Nothing in this section shall be construed to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU, or to authorize verification of any existing employee by any Employer that is not a Federal contractor.

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



ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.

2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a system-generated referral letter and instruct the employee to visit an SSA office within 8 Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.

2. If the Employer finds a photo non-match for an employee who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible.

Company ID Number: 183637

after the Employer receives it.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within 8 Federal Government work days.

5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

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

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

7. The Employer understands that if it cannot determine whether there is a photo match/non-match, the Employer is required to forward the employee's documentation to DHS by scanning and uploading, or by sending the document as described in the preceding paragraph, and resolving the case as specified by the Immigration Services Verifier at DHS who will determine the photo match or non-match.

ARTICLE IV

SERVICE PROVISIONS

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

ARTICLE V

PARTIES

A. This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take



Company ID Number: 183637

mandatory refresher tutorials. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such a circumstance, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, that Employer will remain a participant in the E-Verify program, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

B. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect its performance of its contractual responsibilities.

C. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as they may determine necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

D. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

E. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

F. The Employer understands that the fact of its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to: Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

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

H. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.



Company ID Number: 183637

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

Employer Child Abuse & Neglect Emergency Shelter, Inc.

Wendy Crane

1000 ...

...

Department of Homeland Security – Verification Division

USCIS Verification Division

...

...



Company ID Number: 183637

Information Required for the E-Verify Program

Information relating to your Company:

Company Name: [Faint text]

Company Address: [Faint text]

City: [Faint text]

Company Phone: [Faint text]

Company Fax: [Faint text]

Company Website: [Faint text]

Company Email: [Faint text]

Company Description: [Faint text]

Company Type: [Faint text]

Company Industry: [Faint text]

Company Size: [Faint text]

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

- MISSOURI 2 site(s)



Company ID Number: 183637

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

Name: Wendy L Crane
Telephone Number: (573) 474 - 6600 ext. 203 Fax Number: (573) 474 - 5992
E-mail Address: wcrane@rainbowhousecolumbia.org

Name: Heather Windham
Telephone Number: (573) 449 - 0182 Fax Number: (573) 474 - 5992
E-mail Address: hwindham@rainbowhousecolumbia.org

Name: Ashley Turner
Telephone Number: (573) 474 - 6600 ext. 212212 Fax Number: (573) 474 - 5992
E-mail Address: aturner@rainbowhousecolumbia.org

BURRELL BEHAVIORAL HEALTH

CHILDREN • ADOLESCENTS • ADULTS • SENIOR ADULTS

RECEIVED
APR 22 2010

Referral Service Agreement

To Whom It May Concern:

This letter documents the linkage agreement between Burrell Behavioral Health and Rainbow House's Transitional Living Program, Sol House. We acknowledge the networking agreement, verbal agreements, and mutual understandings that exist between these two organizations. It is our belief that a strong network provides quality services without duplication to homeless and otherwise at-risk youth who face obstacles that could impair their functioning at home, school, or work. Our agency agrees to the following collaborative relationship:

- We agree to refer appropriate clients to Rainbow House's Transitional Living Program in order for clients to transitional secure housing and other supportive services including: mentoring, life skill training, mental health services, case management services, and 24 hour staff support for up to 18 months.
- We agree to accept qualified and appropriate referrals from Rainbow House's Transitional Living Program to the greatest extent possible within funding and staff constraints. If a client is approved for our services, they may be offered the following services: medication management and evaluation, individual therapy, Alcohol and drug therapy, and case management services.

Sincerely,

NAME: Marlene Howser

ORGANIZATION: Burrell Behavioral Health

PHONE: (573)-777-8330

ADDRESS: 3401 Berrywood, suite 203, Columbia, Mo. 65201

3401 Berrywood Drive, Suite 203, Columbia, Missouri, 65201. 573-777-8400

Corporate Office

1300 Bradford Parkway, Springfield, Missouri, 65804. 417-269-5400. TDD 417-269-7209

Not all telephone numbers are toll-free. Services provided on a nondiscriminatory basis.



David H. Hickman High School

Home of the Kewpies

1104 North Providence Road Columbia, MO 65203
573-214-3000 Fax: 573-214-3057
Web: www.columbia.k12.mo.us/hhs
Dr. Tracey Conrad, Principal



Mr. Doug Miris, Assistant Principal, Activities/Athletics
Ms. Denise Hemdon, Assistant Principal, A-D
Mr. Mall Ross, Assistant Principal, E-K
Mr. Eric Johnson, Assistant Principal L-R

"Excellence is not an accident"

Mr. Jerome Sally, Assistant Principal, S-Z
Ms. Susan McWilliams, Director of Guidance
Ms. Laune Hoff, A+ Coordinator

Referral Service Agreement

December 10, 2013

To Whom It May Concern,

This letter documents the lineage agreement between Hickman high School and Rainbow House's Homeless Youth Program. We acknowledge the networking agreement, verbal agreement, and mutual understanding that exist between these two organizations. It is our belief that a strong network provides quality services without duplication to homeless and otherwise at-risk youth who face obstacles that could impair their functioning at home, school and work.

Our school agrees to refer appropriate students to the program in order for students to secure housing and other supportive services including: mentoring, life skills training, mental health services, case management services and 24 hour staff support for up to 18 months.

Sincerely,

Maria McMahon
Maria McMahon LPC
Guidance Outreach Counselor
Hickman High School

Isaiah Cummings
Isaiah Cummings
Outreach Counselor
Hickman High school



Missouri OAC/CT
4191 Crescent Dr., Suite
St. Louis, MO 6312
office 314.487.4377
fax 314.487.1179
<http://chicagoregion.jobcorps.gov>

To Whom It May Concern:

This letter documents the linkage agreement between Missouri Job Corps and the Rainbow House Homeless Youth Program. We acknowledge the networking agreement, verbal agreements, and mutual understandings that exist between these two organizations. It is our belief that a strong network provides quality services without duplication to homeless and otherwise at-risk youth who face obstacles that could impair their functioning at home, school, or work.

Our Agency agrees to refer appropriate youth to Rainbow House's Teen Emergency Shelter, Transitional Living Program and Street Outreach Program in order for youth to secure housing and other supportive services including: case management, life skills training, mental health services, mentoring, and 24 hour staff support for up to 18 months.

Sincerely,

Deborah G. Atkinson

Job Corps Admissions Counselor



March 26, 2014

To Whom It May Concern:

I am writing on behalf of the Rainbow House Homeless Youth Program regarding potential funding that will support continued service for homeless, runaway youth in Boone County, Missouri. Voluntary Action Center is aware of the various services that Rainbow House provides and believe that continued funding for services targeting homeless youth would be of great benefit and value to our community.

VAC works with clients from Rainbow House and has an understanding of the need for shelter and supportive services for homeless youth in Columbia. We realize that due to neglect, abuse, and trauma, homeless minors go from one temporary place to another, such as camping in local wooded areas or sleeping on a friend's couch. We understand that this population continues to be in great need of basic shelter, mental health support, employment and educational opportunities, and case management services. The Rainbow House Homeless Youth Program is the primary resource for runaway, homeless youth in mid-Missouri. With continued funding, Rainbow House will be able to provide outreach, emergency shelter, and transitional living for youth in our community.

Please accept this letter as a sincere expression of support for the Rainbow House Homeless Youth Program. I will be glad to answer any questions you may have.

Sincerely,

Nick Foster
Executive Director

Wilkes Boulevard United Methodist Church



702 Wilkes Boulevard
Columbia, MO 65201
(573) 449-4363
wilkesblvdumc.org
Pastor Meg Hegemann

March 26, 2014

To Whom It May Concern:

I am writing on behalf of the Rainbow House Homeless Youth Program regarding potential funding to support continued service for homeless, runaway youth in Boone County, Missouri. Wilkes Blvd United Methodist Church is aware of the various services that Rainbow House provides and believes that continued funding for services targeting homeless youth is of great benefit and value to our community.

In our facility, we see homeless youth come through our door to access meals through Loaves & Fishes soup kitchen and our Sunday morning breakfast. We have a close working relationship with Room at the Inn, temporary winter homeless shelter operated by Columbia Interfaith Resource Center. The *only* referral resource we have for homeless youth in Columbia is Rainbow House. It is in all of our best interests to ensure they receive the most financial support possible.

Our church understands the need for shelter and supportive services for homeless youth in Columbia. We realize that due to neglect, abuse, and trauma, homeless minors go from one temporary place to another, such as camping in local wooded areas or sleeping on a friend's couch. We understand that this population continues to be in great need of basic shelter, mental health support, employment and educational opportunities, and case management services. The Rainbow House Homeless Youth Program is the primary resource for runaway, homeless youth in mid-Missouri. With continued funding, Rainbow House will be able to provide outreach, emergency shelter, and transitional living for youth in our community. No one else is willing or able to provide these essential services to young people in Columbia.

Please accept this letter as a sincere expression of support for the Rainbow House Homeless Youth Program. Thank you for your time and consideration of this matter. Please contact me if you have any questions regarding this issue.

Sincerely,

Meg Hegemann, Pastor
Wilkes Blvd United Methodist Church
702 Wilkes Blvd
Columbia, MO 65201

Making disciples of Jesus Christ for the transformation of the world by loving God with all our heart, soul, mind and strength and loving our neighbors as ourselves.



To Whom It May Concern:

I am writing on behalf of the Rainbow House Homeless Youth Program regarding potential funding that will support continued service for homeless, runaway youth in Boone County, Missouri. The Youth Community Coalition is aware of the various services that Rainbow House provides and believes that continued funding for services targeting homeless youth would be of great benefit and value to our community.

Our organization has an understanding of the need for shelter and supportive services for homeless youth in Columbia. We realize that due to neglect, abuse, and trauma, homeless minors go from one temporary place to another, such as camping in local wooded areas or sleeping on a friend's couch. We understand that this population continues to be in great need of basic shelter, mental health support, employment and educational opportunities, and case management services. The Rainbow House Homeless Youth Program is the primary resource for runaway, homeless youth in mid-Missouri. With continued funding, Rainbow House will be able to provide outreach, emergency shelter, and transitional living for youth in our community.

Please accept this letter as a sincere expression of support for the Rainbow House Teen Emergency Shelter, Transitional Living Program, and Street Outreach Program. Thank you for your time and consideration of this matter. Please contact me if you have any questions regarding this issue.

Sincerely,

A handwritten signature in black ink, appearing to read "Ryan Worley", is written over the typed name. The signature is fluid and cursive, with a large, sweeping flourish at the end.

Ryan Worley



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #1 - Issued May 23, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

I. If any Offeror is interested in obtaining a copy of the RFP in Word format and the Budget Worksheets in Excel, please e-mail request to info@boone.mo.gov.

II. The County has received the following questions and is providing a response:

1. What is the timeline of the funding? Is it one year? Has a definitive start date and end date of the funding been established yet?

Response: The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.

2. How many times can organizations re-apply? Annual basis? If you receive funding one year, can you submit renewals annually or is there a limit?

Response: The renewal periods will be negotiated as part of the RFP process.

3. Can an organization apply for the pilot program and the purchase for services contracts? Or are you only allowed to submit to one?

Response: Organizations may apply for both the pilot program and purchase of services contracts.

4. Can an organization submit more than one pilot program?

Response: Yes.

5. What is the funding cap request per proposal for the pilot program? What is the funding cap request for the purchase for services contract? Is it a set amount or is it variable?

Response: There is no funding cap established at this time for either the pilot program or purchase of services contracts.

6. If a new non-profit organization has applied for their 501(3)(c) designation but it is still pending by the deadline date of the grant, will some consideration be given to the non-profits as long as they can document their application for 501(3)(c)?

Response: **Consideration may be given to a non-profit organization that has not yet obtained a 501(c)(3) designations; however, an organization must have obtained the 501(c)(3) designations prior to entering into a contract.**

7. Does the general liability insurance requirement and worker's compensation insurance requirement need to be in place before applying for the grant? Can this be an allowed expenditure in the budget of the request for funding proposal or is this at the expense of the organization? Do applicants need to provide an indemnity clause with their application, or only if selected for an award?

Response: **Insurance certificate does not have to be provided to submit a proposal response. It will be required at contract execution. The Offeror has discretion as to whether to itemize this expense or include it in their overall unit pricing. Indemnity clause may be provided with application or after selected for award.**

8. Is there a list of "allowable expenditures" of what can be requested for the proposal? Or a list of things that are "not allowable"? That would be helpful to have if it is available.

Response: **There is not currently a list of "allowable" or "not allowable" expenditures.**

9. For the pilot program, can participants/subjects in the research pilot be paid for their participation for completing surveys, classes, etc. as part of the funding? For example, "each participant who completes the pre- and post surveys and the classes on advocacy will have their name entered into a drawing to win a \$100.00 gift card to _____."

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the Boone County Community Services Board's (BCCSB) Funding Policy.**

10. If a new non-profit has just been certified the state and Jason Kander's office sent a letter stating that their independent audit is not due to the state until August of 2015, is this letter allowable to present in lieu of doing an independent audit prior to submission as required by the grant?

Response: **Yes.**

11. Are there stipulations about minimum wage and paying employees in the pilot program hourly? Or can a stipend be paid to them per 3 month intervals?

Response: **All applicable state and federal labor laws must be followed.**

12. Will we be allowed to ask questions at the conference on Friday, May 23?

Response: **Yes.**

13. Can our organization apply as a lead organization with community collaborations as long as MOU's are in place?

Response: Preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies. The contracting agency must comply with terms for entering into subcontracts with other agencies.

14. Is there a limit on the number of programs our organizations can apply for contracts?

- a. If the answer is more than one program, does our organization need to submit a separate application for each program or can we submit one set of standard uniform information and then separate sections for each individual program?

Response: There is no limit on the submission of applications. Please submit a separate application for each proposed service your agency is requesting funding, including the standard uniform information.

- b. If our organization can apply for multiple service contracts for separate programs, are there funding restrictions for each program? Ceiling on how much the organization can ask for total?

Response: Parameters around level of funding have not been established at this time.

15. Will evidence-based program training be funded under both of the RFP's?

Response: Evidence-based program training may be considered for funding, provided the program training complies with the BCCSB's Funding Policy and the parameters established for funding by the Request For Proposal.

- a. Are there any restrictions on the % of training costs?

Response: No restrictions have been established at this time.

- b. Are there any restrictions on the % of administration costs?

Response: For the Purchase of Service Contract there is not a restriction on the percentage of administrative costs, however, the administrative costs should be included in the overall unit cost to provide the proposed service.

19. Can funding be used for rent or the purchase of a physical building (i.e. a community center) in either RFP?

Response: All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy. For Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.

20. Can you clarify what specifically you are seeking in the anticipated outcomes, outcomes indicators, and measurement sections (or how these differ)? Some of this information seems repetitive is that okay?

Response: **There are excellent resources available on-line that provide detailed explanations of these terms. One resource to find this information is <http://www.cdc.gov/eval/resources/index.htm>.**

21. May we submit letters of support with our proposals?

Response: **Letters of support are not required. Letters of support will be considered as part of the application narrative. Consideration should be given to page limitations outlined in the Request for Proposals.**

22. Are the awarded contracts going to be fee for services (we get reimbursed for the services we provide) or cost-based? If they are fee for service, how are the rates determined?

Response: **Agencies will be reimbursed based on the unit cost provided in the Output section of the Application and detailed in the Budget Narratives.**

23. Attachment B - Our fiscal year runs from July to June. With that in mind, here is how I feel the years should run: Prior Year- July 2012- June 2013, Current Year July 2013-June 2014, and Proposed Year July 2014-June 2015. Is this correct? If so, our July 2013- June 2014 information will be incomplete (missing May and June numbers), should we project those numbers to show 12 months? Our agency wide budget is not completed for the upcoming year (July 2014-June 2015). Should we provide a preliminary budget?

Response: **As the contract term has not yet been established, agencies may use the agency's fiscal year budget to fill out the worksheets. Agencies should project for a full fiscal year for the current year. When an agency budget has not been completed for the proposed year a preliminary or anticipated budget should be provided. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

24. Attachment B - In regards to Attachment B; is this full agency budget or Boone County specific? (we cover 8 counties and our funding isn't designated by County)

Response: **Agencies may use their full agency budget for Attachment B. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

25. Attachment C - Where do we include the funding we are requesting from the Children's Service Funds?

Response: **The amount requested from the Children's Services Fund should not be included on Attachment C.**

26. Attachment C - In the bottom box, what is the difference between "Actual" and "Current"?

Response: **The bottom box should read from left to right, "Prior Actual Year", "Current Year", and "Proposed Year". An amended Attachment C is attached.**

27. Attachment C - I could not find any comments related to administrative or indirect cost. Are such costs allowable costs in the regular services RFP? If so, are there limitations?

Response: **Administrative and indirect costs are allowable, however, for Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

28. Under this funding, can a provider provide contracted services to adult clients if deemed beneficial to their child/ren? For example, when a family starts receiving services from Children's Division if a mental health screening or assessment were completed quickly it may help the child maintain placement in their biological home or return sooner. We often cannot provide services for biological parents of children in care because they lack insurance and funds. We have tried accepting CTS funds but that has not been successful.

Response: **All requests for funds will be considered, provided the request follows statutory guidelines and complies with the BCCSB's Funding Policy. The BCCSB's Funding Policy outlines who the beneficiaries of the fund are and addresses maximization of funding. The BCCSB's Funding Policy may be found at**

<http://www.showmeboone.com/communityservices/policies.asp>.

29. If a provider submits a proposal that addresses two of the identified needs on page 2 of the RFP, can the applicant combine both identified service needs in one proposal and are two proposals required?

Response: **Separate applications are required for each proposed service your agency is requesting funding. The proposed service may address one or more statutorily eligible service areas as outlined on page 2 of the Purchase of Service Request for Proposal.**

30. Can funding be used toward offsetting the family's cost of obtaining services? For example, if a family has health insurance with a large deductible (\$2500). If they want us to provide services that cost \$1000, the family will still pay the entire fee out of pocket, due to the high deductible, which is a significant barrier to services for many families. Can funding be used to pay for the services we deliver in this case?

Response: **Please review the section titled "Maximization of Funding," in the BCCSB's Funding Policy.**

31. Attachment D, Agency Assurance Sheet: MU has a different governance structure than most nonprofits. Our authorized research signer always signs assurances on behalf of The Curators of the University of Missouri. We plan to have her sign on the CFO line. Should we just draw through the Agency Board chair line since it does not apply?

Response: **Yes.**

32. Attachment B Agency Financial Information: MU is a large institution with hundreds of different funding streams, departments, and programs. Should we fill out this form at the department or program levels?

Response: **For the University of Missouri, Attachment B should be filled out at the Department level and Attachment C should be filled out at the program level.**

33. Do we receive funding up front or reimbursement?

Response: **Agencies will receive funding through reimbursement.**

34. Reporting requirements, how often and include what? Quantitative vs. Qualitative?

Response: **Reporting requirements will be established during contract negotiation. It is anticipated that reporting terms will be at the most on a quarterly basis and at a minimum a biannual basis. Reporting requirements will include both quantitative and qualitative information depending on how agency outcomes and indicators are measured.**

35. We have a federally negotiated indirect rate. How do we account for this in the application?

Response: **Administrative and indirect costs are allowable, however, for Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

36. Can you elaborate on the local match and preferences given to those offerors?

Response: **Further information regarding match funding may be found in the BCCSB's Funding Policy. Offerors that provide the Board with an opportunity to match funds will be given preference.**

37. What is the maximum amount of funds that can be requested for each RFP?

Response: **There is no funding cap established at this time for either the pilot program or purchase of services contracts.**

38. Can funding be used to support services, or supportive services/wrap-around services to children and youth who are currently enrolled in a residential chemical dependency program?

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy.**

39. Should all proposals be for a twelve month period? I see that there is the option for negotiation to renew funded proposals, but in our original design for programming, should we limit programming to twelve months?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. Agencies should define proposed program terms in the application and budget narratives.**

40. What will technically be considered a "Collaborative Program"

Response: **"Collaborative Program" is not a term used in the Requests for Proposals. Preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.**

- o Will "Collaborative Programs" mentioned be required to provide authentic proof/memorandum of collaborative or partnership agreements with proposal submission.

Response: **Substantive and ongoing collaboration with other agencies must be demonstrated.**

41. Can "match funding" requirements be furthered clarified.

Response: **Further information regarding match funding may be found in the BCCSB's Funding Policy. The BCCSB's Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.**

- o Which funding sources/agencies will be deemed appropriate for fund matching?

Response: **Consideration will be given to all match funding opportunities.**

- o Is there a (minimum or maximum) in which match funds will be restricted.

Response: **No.**

42. Define "healthy lifestyles" and what is expected of prevention programs that fall within this effort.

Response: **The Board will evaluate proposals for prevention programs which promote healthy lifestyles based on the information and description of the Offeror. It is expected that agencies provide meaningful services to children, youth and families.**

- o What will be considered "Health"?

Response: **The offeror should define what they consider health to be in their proposal.**

- o Will preference be given to single-focused/targeted programs (ex. obesity prevention for children)

Response: **No.**

- o Will proposals that focus on multi-faceted prevention efforts be considered as viable candidates?

Response: **Yes.**

43. How many times can organizations re-apply? Is it on an Annual basis? If you receive funding one year, can you submit renewals annually or is there a limit?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.**

44. Section I - Overview:

Must offerors submit proposals providing services throughout Boone County, or may proposals focus on certain geographic areas such as the City of Columbia?

Response: Please reference the "Beneficiaries and Outcomes" section of the BCCSB's Funding Policy.

45. Attachment C Program Budget Worksheet


- a. Because Section VII - Term: Termination of Contract Agreement indicates that the initial term of contract will be negotiated, should the offeror assume that the Program Budget Worksheet is to be filled out on a calendar year basis?

Response: As the contract term has not yet been established, agencies may use the agency's fiscal year budget to fill out the worksheets. Agencies should project for a full fiscal year for the current year. When an agency budget has not been completed for the proposed year a preliminary or anticipated budget should be provided. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.

- b. The Worksheet requires Program Revenue and Expenses for Prior (2013), Current (2014), and Proposed Year (2015). Because revenue from certain sources (such as United Way) are contractually committed on calendar year basis, some revenue shown for Current year may not be available for Proposed Year. How should offerors treat this type of revenue on Exhibit C?

Response: See above.

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Proposal 27-10JUN14 - Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application receipt of which is hereby acknowledged:

Company Name:

Rainbow House

Address:

1611 Towne Drive

Phone Number:

573 474 6600


Fax Number:

573 474-5992

E-mail:

jstock@rainbowhousecolumbia.org

Authorized Representative Signature:

 Date: 7/9/14

Authorized Representative Printed Name:

Jan Stock



BOONE COUNTY, MISSOURI
Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application

ADDENDUM #2 - Issued May 23, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- I. Change Bid Due Date and Opening Date to the following:

Response Submission Deadline: July 10, 2014, 1:15 p.m. Central Time
Proposal Opening: July 10, 2014, 1:30 p.m. Central Time

- II. Attached for informational purpose are the pre-proposal conference sign-in sheets from the conferences that were held on May 23, 2014.
- III. Provided for informational purpose is the evaluation weighted criteria that will be used by the Children’s Services Board to evaluate the proposal responses received.

Agency and Service Information	15%
Evaluation	50%
Budget	35%

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

1. May the 15-page limitation on the application narrative be exceeded (under section V. Application)?

Response: Every effort should be made to stay within the 15-page limitation. Should Offeror have pertinent information that exceeds 15 pages, additional pages may be submitted.

2. Do you want the entire regional budget within the entire state budget?

Response: The budget submitted should be consistent with the agency’s annual independent financial audit.

3. Section IV. Funding Available, in the RFP, states that indirect costs are not allowed. Addendum #1 states indirect costs are allowed. Which is correct?

Response: The RFP states *additional* indirect costs will not be allowed. As stated in Addendum #1, administrative and indirect costs are allowable; however, for Purchase of

Service proposals, expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.

4. Is it acceptable to define outcomes as short-term, intermediate, and long term?

Response: **Yes. Please stay within the format of Attachment A.**

5. How will billing occur?

Response: **It is anticipated agencies will be reimbursed for services provided through contract. The agency will provide the service at a unit cost and invoice Children's Services.**

6. Can letters of support be used in lieu of Memorandums of Understanding to demonstrate collaboration with other agencies?

Response: **Yes.**

7. Regarding Attachment B -- Agency Financial Information, we do see the "other revenue" line, but we would like for individual lines to be added to this form for private insurance and private pay.

Response: **There will not be additional lines added for private insurance and private pay at this time. Please provide a detailed description of the agency's revenue in the budget narrative.**

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

OFFEROR has examined copy of Addendum #2 to Request for Proposal 27-10JUN14 - Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application receipt of which is hereby acknowledged:

Company Name: Rainbow House

Address: 1011 Towne Drive

Phone Number: 573 474 6600 Fax Number: 573 474 5992

E-mail: jstock@rainbowhousecolumbia.org

Authorized Representative Signature: Jan Stock Date: 7/9/14

Authorized Representative Printed Name: Jan Stock



BOONE COUNTY, MISSOURI
Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children's Services – 2014 Application

ADDENDUM #3 - Issued June 2, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

The County has received the following questions and is providing a response:

1. If "payment" is after services are rendered on a reimbursement basis, how will billing be handled and how frequently will these transactions occur? With what sort of delay in receipt of funds?

Response: Billing frequency will be determined as part of the RFP negotiation process. It is anticipated that receipt of funds will occur not more than 30 days after invoicing.

2. Some of the documents listed in the attachments seem to be irrelevant. For example, we are not expending federal money and my organization does not otherwise receive any federal money, so why should we have to provide the certification indicated in the attachment? Additionally, I am informed by our accountant (who prepares our 990) that a full audit is not required by the IRS for organizations with annual budgets less than \$50,000; do you really expect us to conduct an audit for BCCBS purposes?

Response: All attachments are relevant; if an attachment does not apply to your organization, please explain this in the Application Narrative. Additionally, if your organization is not required or is exempt from conducting an annual independent financial audit, please explain this in your Application Narrative as well.

3. Please define "purchase of service" and "pilot project" as intended for this RFP.

Response: Please reference the "Examples of Types of Funding Classifications Envisioned" section of the BCCSB's Funding Policy. This section further defines the Purchase of Services and Pilot Project programs. The BCCSB's Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.

4. I do not think our organization is required to have any sort of accreditation, so do we need some sort of paperwork stating same?

Response: If your organization is not required to have any sort of accreditation, please explain this in your Application Narrative.

5. If the extended deadlines are July 10 at 1:15 for hard copy – when would you like electronic submissions?

Response: **Please submit the electronic copy after 1:30 p.m. and before 5:00 p.m. on July 10.**

6. If a proposal expands a present program in order to serve a population that cannot access services due to federal eligibility requirements, how should Attachment C be completed? For example, if additional staff will be required does that go under Program Expenses on Form C or does that information go into the Budget Narrative?

Response: **The proposed program expenses should be included on Attachment C under Program Expenses. Each line of Attachment C should be explained in the Budget Narrative as requested in section 3.b. of the Application Narrative.**

7. Given your answer to the above question #6, please answer the question below. Also how is #1 and #2 in Program Expenses different from Number of Direct Program Staff?

Response: **Personnel and Non-Personnel under Program Expenses are costs for personnel and non-personnel – this would be a dollar figure. The figures to include in the Number of Direct Program Staff are the number of full/part time staff the budget supports.**

8. Regarding the format of vendor responses, may a cover letter be attached and if so, does that count towards the page limit?

Response: **A cover letter may be attached and will count toward the page limit.**

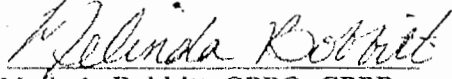

9. Regarding the format of vendor responses, is the budget narrative considered an attachment to the vendor response or is it also included in the page limit?

Response: **The Budget Narrative is part of the Application Narrative and is included in the page limitation.**

10. Regarding the format of vendor responses, if information is provided in a chart format, must the chart be double spaced?

Response: **A chart included in the body of the Application Narrative does not need to be double-spaced.**

By:


Melinda Bobbitt, CPPO, CPPB 
Director of Purchasing

OFFEROR has examined copy of Addendum #3 to Request for Proposal 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application receipt of which is hereby acknowledged:

Company Name: Rainbow House
Address: 1611 Towne Drive
Phone Number: 573 474-6600 Fax Number: 573 474-5992
E-mail: jstock@rainbowhousecolumbia.org
Authorized Representative Signature: [Signature] Date: 7/9/14
Authorized Representative Printed Name: Jan Stock



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #4 - Issued June 16, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

- I. Last date to submit questions is June 27, 2014 at 12:00 p.m.
- II. The County has received the following questions and is providing a response:
 1. Can you provide more of a definition for what is considered a “prevention” program?

Response: The Board will evaluate proposals for prevention programs based on the information and description of the Offeror. The offerer should define what they consider “prevention” to be in their proposal. It is expected that agencies provide meaningful services to children, youth, and families.

2. RFP Section 1. Agency and Service Information, Item C. viii. States, “Please provide a copy of any Memorandums of Understanding you may have with other agencies which are relevant to this proposal.” If contractors are currently operating without any formal agreement (MOU) with other agencies, should they ignore this request or should they formalize any verbal agreements and include them with the proposal?

Response: Memorandums of Understanding (MOU) between agencies are used as a reference when showing collaboration. Agencies are encouraged to either develop a MOU with collaborating agencies or a letter of support may be used in lieu of the MOU. As stated in the RFP, preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.

3. We do not propose to use funding for residential treatment services (consistent with the RFP), but we do propose to provide an additional service to youth in residential treatment. Youth in residential treatment are enrolled in Boone County schools for the duration of their care. Does the tax board consider those youth “residents” of the County for the duration of their treatment; or, is residency based on their parents’/guardians’ address?

Response: In general, the board will follow the statutory guidelines set forth in RSMo §1.020 (14) which defines “Place of residence” as the place where the family of any person permanently resides in this state, and the place where any person having no family generally lodges.

4. The RFP indicates that the County may check the offeror's references, yet I do not see a place where these are requested. Should the offeror include a references page?

Response: **References are not required to be submitted with the proposal, references may be requested during contract negotiation. Offerer's references will not be checked until the contract negotiation portion of awarding funds.**

5. If agencies are submitting more than one proposal in response to an RFP, does the agency need to submit Attachments D-F with each proposal?

Response: **Yes, please provide Attachments D-F for each program proposal.**

6. We carry Comprehensive General Liability Insurance for \$1,000,000. To increase our coverage to \$2,000,000.00, would be an increase in our annual budget. Is this a non-negotiable requirement?

Response: **The Commercial General Liability Insurance requirements have been reduced to \$1,000,000.000. Please be replace the Insurance Requirements that were in the original RFP with the attached.**

7. We carry Commercial Automobile Liability for \$1,000,000.00. To increase our coverage to \$2,000,000.00 would be an increase to our annual budget. Is this a non-negotiable requirement?

Response: **The Business Automobile Liability Insurance requirements have been reduced to \$1,000,000.000. Please replace the Insurance Requirements that were in the original RFP with the attached.**

8. For the MOUs that we have in place--should they be addressed to our organization or to Kelly Wallis?

Response: **A Memorandum of Understanding (MOU) should be between the agencies that are entering into the MOU. The Purchase of Service RFP requires a copy of any MOU's that may have any relevance to the proposal.**

9. One of the required attachments is a Certificate of Good Standing from the Missouri Secretary of State's office. May we attach a screen shot of the MO SOS webpage that shows our organization's standing or are you requiring an official Certificate?

Response: **A Certificate of Good Standing is not a required attachment; please do not attach it to your proposal. Attachment D, 2014 Agency Assurance Sheet, states: "I, the undersigned, further certify I have and will make available, upon request, of the following documents...."**

10. Our 501 (c) 3 status is for more than one entity in mid Missouri. Is it alright to have a DBA as well as our official nonprofit legal entity?

Response: **Yes**

11. Our A-133 audit is for our entire system - 18 hospitals across four states. Is this alright? Our 990s are independent.

Response: **If an entity has a single audit, then it is likely the entity is getting a financial statement audit as well. The offerer should ensure that their single audit is in conjunction**

with a full financial statement audit which is a minimum eligibility requirement to receive funding.

12. On page 3 it states Agencies must refrain from "discrimination" on, among other things, sexual orientation. The Boy Scouts of America serves all youth under the age of 19 without regard to sexual orientation. So there is no discrimination with who we provide services to. However, for our Adult volunteers there is a leadership standard that does not allow avowed homosexuals to serve as Leaders. Do we meet the minimum criteria to be eligible for funding?

Response: **No, agencies must refrain from discrimination on the basis of sexual orientation to meet minimum eligibility requirements.**

13. Do the following count towards the 15 page limit:
- o Copy of Mission Statement (1a- i)
 - o List of Board of Directors (1a-ii)
 - o Brochures (1a-iv)
 - o Copies of the evaluation tools (2d-iv)

Response: **These items do not count towards the 15 page limit.**

14. Is there a limit of funding you can request?

Response: **There is no limit of funding that may be requested at this time for the Purchase of Service contracts.**

15. Can funding for staff position (ex. 2 Full Time Program FTE and .5 program support position (clerical) be included?

Response: **Purchase of Service proposals expenses will be evaluated by the overall unit cost. The costs for the staff positions should be included in the overall unit cost for the Purchase of Services proposals. The Budget Narrative should provide a detailed explanation of the overall unit cost for service.**

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

OFFEROR has examined copy of Addendum #4 to Request for Proposal 27-10JUN14 – *Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application* receipt of which is hereby acknowledged:

Company Name: Rainbow House
Address: 1611 Towne Drive, Columbia
Phone Number: 573 474-6600 Fax Number: 573 474-5992
E-mail: jstock@rainbowhousecolumbia.org
Authorized Representative Signature: Jan Stock Date: 7/9/14
Authorized Representative Printed Name: Jan Stock

Insurance Requirements: The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County.

nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

Employers Liability and Workers Compensation Insurance - The Contractor shall take out and maintain during the life of this contract. **Employers Liability and Workers Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits or provide evidence of monopolistic state coverage. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

Commercial General Liability Insurance - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

Business Automobile Liability - The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.

Subcontractors: Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.

Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The

Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

INDEMNITY AGREEMENT: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.



BOONE COUNTY, MISSOURI
Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application

ADDENDUM #5 - Issued June 24, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

I. The County has received the following questions and is providing a response:

1. Attachments B and C ask for information on our funding sources (agency wide) and our revenues spent on programs respectively, but I see no options for submitting a budget breakdown for the project we are proposing. In # 3 BUDGET, I see request for information about proposed salaries related to the proposed project. I do not see an option to submit a detailed budget for the project -- is this correct?

Response: Attachment C should include information on the budget for the project. Please provide detailed information in the Budget Narrative that explains the Budget Worksheet (Attachment C).

2. Am I correct in understanding staffing for the proposed project may not exceed 15 % of the total project request? For example, if the total project were \$1000, \$150 would be the maximum allowable for personnel.

Response: The Purchase of Service RFP will be evaluated by unit cost. Personnel cost should be figured into the Unit Cost.

3. The question is in regards to measurement in both RFP’s. “Include copies of any evaluation tools you will be using”. Some of the materials we will be proposing have not been purchased, some are quite lengthy and several use multiple methods. How should we approach these issues? We can easily include why we are using these tools as opposed to others and if it would be satisfactory I would be happy to put together a description of any evaluation tool we have not purchased or is overwhelming in length. And just to verify these evaluation tools do NOT count towards are page limit, correct?

Response: Copies of the evaluation tools do not count towards the page limit. If there are no examples of the evaluation tools, please just provide a description of the evaluation tool and why it will be utilized.

4. In a fee for service contract, payment is reimbursed based upon the bid price for a unit of service. How will start-up costs be reimbursed? Do we need to build start-up costs into

the unit price and explain any costs in the budget narrative? Will we be unable to be paid until we have completed our first unit of service?

Response: **Start up costs should be built into the Unit Cost with a detailed description included in the Budget Narrative. Invoicing will be determined during contract negotiation.**

5. We were planning to submit a 3 year budget. The first year our unit rate would be more because of the startup costs. Year 2 is where you truly see things fully operational and "cheaper" because you don't have the startup costs. How should we show this on the budget sheets?

Response: **The budget worksheets should only reflect the proposed Year One unit cost. Please provide detailed information on the Year One unit cost and then provide information on the Year 2 and Year 3 unit cost in the Budget Narrative.**

6. In both of the above referenced RFPs there is a statement "Revenues collected and deposited in the children's services fund **may not be expended** . . . or, for transportation services".

While we do not intend to propose a transportation service per se in serving youth in the County's bedroom communities there will be expenses incurred in staff reaching out to them and transporting participants to proposed services and activities. Are these costs in anyway allowable? Can expenses incurred while using existing vehicles for gas, insurance and maintenance be included in the unit cost? How about mileage reimbursement for proposed staff?

Response: **All expenses incurred by staff in providing services are allowed and should be included in the unit cost. However, the costs of transporting participants cannot be reimbursed through the Children's Services Fund.**

7. Will the 15% administration percentage be based on the "Personnel Costs" line on the budget or strictly just the salary portion of that line?

Response: **The 15% administration percentage does not apply to the Purchase of Service RFP.**

8. What is included in Personnel expenses? Wages, payroll taxes, health insurance, and retirement are included but how about unemployment, work comp, and staff training?

Response: **Personnel expenses should include wages, payroll taxes, health insurance, retirement, unemployment, worker's comp and staff training when figuring out the unit cost. Please provide a detailed explanation in the Budget Narrative.**

9. On 1eV of the RFP do the anticipated outcomes of the "service to be delivered" need to be measurable or are they overarching long term outcomes?

Response: **The Service Need section (1.c.) of the RFP should be a narrative description of what will be offered and the overarching long term outcomes, if appropriate. In the Outcomes section (2.b.), the outcomes need to be measurable and time specific.**

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

OFFEROR has examined copy of Addendum #5 to Request for Proposal 27-10JUN14 - Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application receipt of which is hereby acknowledged:

Company Name: Rainbow House

Address: 1611 Towne Drive, Columbia

Phone Number: 573 474-6600 Fax Number: 573 474-5992

E-mail: jstock@rainbowhousecolumbia.org

Authorized Representative Signature: Jan Stock Date: 7/9/14

Authorized Representative Printed Name: Jan Stock



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #6 - Issued June 27, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

I. The County has received the following questions and is providing a response:

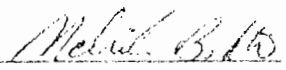
1. We have not found within the BCCSB Funding Policy a specific reference to income eligibility. Are there income guidelines regarding the provision of service to individuals or families? Are the dollars intended to support services specifically for low-income children/youth?

Response: The Maximization of Funding in the BCCSB Funding Policy encourages agencies, to the greatest extent possible, to maximize funding from all sources before utilizing the Children’s Services Fund. This may include, but is not limited to private insurance, Medicaid, and all other funders listed in the Maximization of Funding section. The BCCSB Funding Policy states that, “funding decisions for children, youth and families are made in a fair and equitable way,” and “to provide meaningful services to children, youth and families.” Support services may be provided to all Boone County eligible children, youth and families.

2. Can “sample” mou’s with partnering agencies be included in the proposal rather than actual signed MOU’s? It speaks to what the partner plans to contribute to the project without binding them legally. I have done that in the past on State grants. It just prevents having a signed MOU for something that is unfunded. It also allows more time to hammer out each organization’s legal requirements.

Response: Letters of Support/Agreement may be used in place of a formal MOU. This letter can then show support for the project and how the agencies plan to collaborate.

By:



Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #6 to Request for Proposal 27-10JUN14 -- *Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application* receipt of which is hereby acknowledged:

Company Name: Rainbow House

Address: 1611 Towne Drive, Columbia

Phone Number: 573 474-6600 Fax Number: 573 474-5992

E-mail: jstock@rainbowhousecolumbia.org

Authorized Representative Signature: Jan Stock Date: 7/9/14

Authorized Representative Printed Name: Jan Stock

USER NAME PASSWORD

[Forgot Username?](#) [Forgot Password?](#)

[Create an Account](#)

Entity Dashboard

Child Abuse & Neglect Emergency Shelter, Inc.
 DUNS: 618072441 CAGE Code: 4C6B4
 Status: Active

1611 TOWNE DR
 COLUMBIA, MO, 65202-2339 ,
 UNITED STATES

Expiration Date: 02/26/2015

Purpose of Registration: Federal Assistance Awards Only

Entity Overview

Entity Information

Name: Child Abuse & Neglect Emergency Shelter, Inc.
Doing Business As: Rainbow House
Business Type: Business or Organization
POC Name: Wendy Crane
Registration Status: Active
Activation Date: 02/28/2014
Expiration Date: 02/26/2015

Exclusions

Active Exclusion Records? No

[Entity Overview](#)

[Entity Record](#)

[Core Data](#)

[Assertions](#)

[Reps & Certs](#)

[POCs](#)

[Reports](#)

[Service Contract Report](#)

[BioPreferred Report](#)

[Exclusions](#)

[Active Exclusions](#)

[Inactive Exclusions](#)

[Excluded Family Members](#)

[RETURN TO SEARCH](#)





**AGREEMENT FOR PURCHASE OF SERVICES
Healthy Families America (HFA)**

THIS AGREEMENT dated the 22ND day of January 2015 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, on behalf of the Boone County Children's Services Board, herein "BCCSB" and **City of Columbia, Missouri on behalf of its Columbia/Boone County Department of Public Health and Human Services**, a tax-exempt, not organized for profit agency or governmental entity, hereinafter referred to as "PHHS".

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

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

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

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

FUNDING ALLOCATION FOR SERVICES RENDERED BY PHHS

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

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

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for Funding Proposal Application. PHHS agrees to, and understands that services performed under this agreement are limited to the Request for Funding Proposal Application.

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

3. **Purchase.** The BCCSB agrees to purchase from the PHHS and the PHHS agrees to furnish **Healthy Families America (HFA)** for children and youth nineteen years of age or less and their families, as described and in compliance with the original Request for Proposal and as presented in the PHHS's response. Services/deliverables shall be provided as outlined in the attached proposal response(s). The total allowable compensation under this agreement shall not exceed **\$62,472** unless compensation for specific identified additional services is authorized and approved by BCCSB in writing in advance of rendition of such services for which additional compensation is requested.

4. **Contract Duration.** This agreement shall commence on the date of contract execution and **extend through 6/30/2016** subject to the provisions for termination specified below. This contract may at the sole discretion of the BCCSB and with the agreement of PHHS be **renewed for an additional two (2) one-year periods**. PHHS agrees and understands that the BCCSB may require supplemental information to be submitted by PHHS prior to any renewal of this agreement.

5. **Billing and Payment.** For the Purchase of Service (POS) Contract, the unit cost for **Healthy Families America programming** is the mutually agreed upon rate of **\$10.83/15 minutes**. All billing shall be invoiced to BCCSB monthly by the 10th of the month following the month for which services were provided. The BCCSB agrees to pay all monthly statements within thirty days of receipt of a correct and valid invoice/monthly statement. In the event of a billing dispute, the BCCSB reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the PHHS, the BCCSB agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

6. **Availability of Funds.** Payments under this contract are dependent upon the availability of funds or as otherwise determined by the BCCSB. This contract can be terminated

if funding becomes unavailable in whole or in part for cause shown, and the BCCSB shall have no obligation to continue payment.

REPORTING, MONITORING, AND MODIFICATION

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

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

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

10. **Modification or Amendment.** In the event PHHS requests to make any change, modification, or an amendment to funded services, one-time items, activities and/or programs covered by this contract, a request of the proposed modification or amendment must be

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submitted in writing to the Director of Community Services to share with the BCCSB for approval. A board resolution from PHHS must be included with the request. Requests to the BCCSB must be submitted in writing at least two weeks prior to the BCCSB meeting.

OTHER TERMS OF THIS CONTRACT

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

12. **Discrimination.** PHHS will refrain from discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, genetic information, and familial status and comply will applicable provisions of federal and state laws, county or municipal statutes or ordinances, which prohibit discrimination in employment and the delivery of services.

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

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

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

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

17. **Employment of Unauthorized Aliens Prohibited.** PHHS agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. PHHS shall require each subcontractor to affirmatively state in its Agreement with the PHHS that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Provider shall also require each subcontractor to provide PHHS a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

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

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

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

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

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

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

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

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

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

22. **Indemnification.** PHHS agrees to hold harmless, defend and indemnify the BCCSB, the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Columbia/Boone County Department of Public Health and Human Services, (meaning anyone, including but not limited to consultants having a contract with the PHHS or subcontractor for part of the services), or anyone directly or indirectly employed by PHHS, or of anyone for whose acts PHHS may be liable in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its negligence.

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

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

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

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

27. **Record Retention Clause.** PHHS shall keep and maintain all records relating to this contract agreement sufficient to verify the delivery of services in accordance with the terms of

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the this agreement for a period of three (3) years following expiration of this agreement and any applicable renewal.

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

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

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

Columbia/Boone County Department of Health and Human Services
Steve Hollis, Human Services Manager
1005 W. Worley St.
Columbia, MO 65203

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

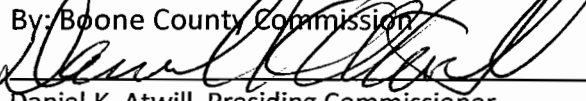
~~Columbia/Boone County Department
Of Health and Human Services~~

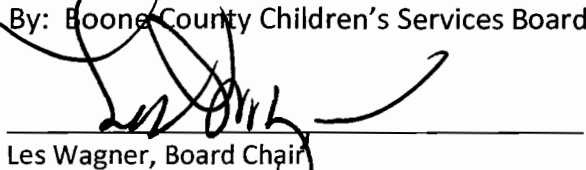
By: _____
Signature

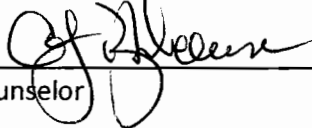
By: _____
Printed Name/ Title

see attached sheet

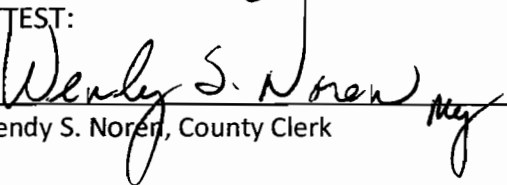
Boone County, Missouri

By: Boone County Commission

Daniel K. Atwill, Presiding Commissioner

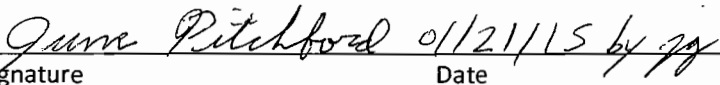

By: Boone County Children's Services Board

Les Wagner, Board Chair

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.)

 01/21/15 by 
Signature Date Appropriation Account 2161 / 71106 / \$62,472
An Affirmative Action/Equal Opportunity Employer

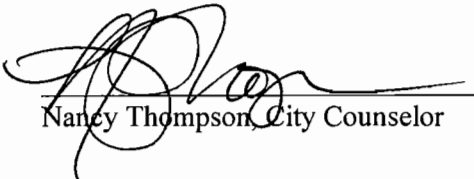
CITY OF COLUMBIA, MISSOURI

By: 
Mike Matthes, City Manager

ATTEST:

By: 
Sheela Amin, City Clerk

APPROVED AS TO FORM:

By: 
Nancy Thompson, City Counselor

REQUEST FOR ADDITIONAL INFORMATION FORM #2

PROPOSAL: 27-~~NO~~JUN14 -Purchase of Service Contracts for Children's Services Fund

This Request for Additional Information #2 is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted by e-mail to mbobbitt@boonecountymo.org.


Company Name: Columbia/Boone County Department of Public Health and Human Services

Address: P.O. Box 6015, Columbia., MO 65205

Telephone: (573) 874-7488

Federal Tax ID (or Social Security#): City 43-6000810

Print Name: Steve Hollis Title: Human Services Manager

Signature:  Date: October 21, 2014

E-mail: sph@gocolumbiamo.com

**Columbia/Boone County Department of Public Health and Human Services
(Steve Hollis - Healthy Families America):**

- a. Please provide an updated Outputs section and total amount requested section.
Please see attached updated Outputs section which includes a revised total amount requested.

utilizing the interventions and/or activities. Not applicable.

f. Output:

- i. Service to be provided.** Healthy Families America programming
- ii. Unit measurement.** 15 minutes
- iii. Unit cost.** \$11.03
- iv. Amount requested.** \$219,488
- v. Number of individuals to be served.** 234 individuals (90 mothers + 54 partners + 90 index children)
- vi. Average units of services per individual.** 160 (Please note: Healthy

Families America programming is provided to the family unit; therefore, it would be more accurate to indicate the average number of units of service per family which is proposed as 416 units. This equates to an average of approximately 2 hours of service per family, per week.)

3. BUDGET

a. Budget Worksheets to be Attached:

- i. Agency Financial Worksheet (see Attachment B)** Please see attached.
- ii. Program Budget Worksheet (see Attachment C)** Please see attached.

b. Budget Narrative

- i. Please explain each line of the budget worksheets from Attachments B and C.**

Attachment B: PHHS has a wide variety of revenue streams. Direct support revenue includes non-governmental grants from organizations such as Missouri Foundation for Health and the Lichtenstein Foundation. Also, although PHHS does not solicit funds directly, the department does receive a small number of donations for immunizations. The County of Boone utilizes general revenue funding to contract annually with the PHHS for public health and human

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing



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

October 20, 2014

Steve Hollis, Human Services Manager
Columbia/Boone County Department of Public Health and Human Services
E-mail: sph@gocolumbiamo.com

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

Dear Mr. Hollis:

Attached is a *Request for Additional Information #2*. Please complete the attached form, sign and submit with the requested information as soon as possible by e-mail to mbobbitt@boonecountymo.org.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Melinda Bobbitt".

Melinda Bobbitt, CPPO, CPPB, Director of Purchasing

cc: Proposal File

Attachment: Request for Additional Information

REQUEST FOR ADDITIONAL INFORMATION FORM #2

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

This Request for Additional Information #2 is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted by e-mail to mbobbitt@boonecountymo.org.

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-mail: _____



(Steve Hollis - Healthy Families America):

- a. Please provide an updated Outputs section and total amount requested section.

REQUEST FOR ADDITIONAL INFORMATION FORM #1

PROPOSAL: 27-JOJUN14 -Purchase of Service Contracts for Children's Services Fund

This Request for Additional Information #1 is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted on or before 9:00 a.m. Tuesday, October 14, 2014.

Company Name: Columbia/Boone County Department of Public Health and Human Services

Address: P.O. Box 6015, Columbia., MO 65205

Telephone: (573) 874-7488

Federal Tax ID (or Social Security#): City 43-6000810

Print Name: Steve Hollis Title: Human Services Manager

Signature:  Date: October 13, 2014

E-mail: sph@gocolumbiamo.com

**Columbia/Boone County Department of Public Health and Human Services
(Healthy Families America):**

a. What is the capacity of the agency to serve more children than requested?

Theoretically, we have somewhat unlimited to capacity to serve more children through our Healthy Families America (HFA) program. However, there are three constraining factors in increasing the capacity of our HFA program. The first of these are the stringent supervision requirements of the HFA model which require that a HFA supervisor supervise no more than 5.0 FTEs. Therefore, the program must be scaled up by what we would describe as "HFA units," each of which would be comprised of 5.0 FTEs HFA Social Services Specialists and a 1.0 FTE HFA Social Services Supervisor.

Currently, because the existing Social Services Supervisor position also supervises non-HFA Social Services Specialists, we only have the supervisory capacity to add an additional .75 FTE (as originally proposed). If funding was acquired to offset the expenses associated with creating a dedicated 1.0 FTE HFA Social Services Supervisor, we could accommodate an expansion of 2.25 FTEs HFA Social Services Specialists. This would result in a complete HFA unit comprised of 5.0 FTEs HFA Social Services Specialists and 1.0 FTE HFA Social Services Supervisor with the capacity to serve a maximum of 90 children.

The second limiting factor in program expansion is that we have intentionally defined a very narrow target population in order to target very limited program resources. In order to expand our HFA program to serve 90 children, it is probable that we would need to broaden our target population or open our

program to outside referrals. We would prefer to do the former as having a formalized referral system is a requirement of HFA and we have already established our screening and referral process as an internal system. In doing so, we would consider expanding the educational attainment level of the mother to less than four years of college education rather than less than twelve years of education. This would allow us to continue to utilize disparate access to education as a proxy for disparate health, social and economic outcomes by race.

The final constraining factor in program expansion is space. We currently have the office space capacity to accommodate one complete HFA unit, as outlined above. However, adding additional HFA units would require us to lease and/or renovate space or adopt a new model in which HFA supervisors are housed in our facility and HFA Social Services Specialists work from home. We would certainly not rule out either of these options if funding were available to further expand our HFA program.

b. What type of costs would it entail to provide services up to 300 children?

Serving 270 index children would require four (4) HFA units. To serve 300 children, supervision requirements would necessitate an incremental increase of an additional 90 children served resulting in 360 children served. As indicated above, at these levels of service, space limitations would require us to explore leased space and/or renovations of existing space or alternative workspace arrangements. We would need additional time to explore the additional overhead costs related to a program expansion of this magnitude. Otherwise, we feel the proposed unit cost of \$10.83 would remain relatively static regardless of the program size. Therefore, excluding additional expenses related expanded space needs, the total cost to serve 270 children in our HFA program would be approximately \$1,600,000 and the cost to serve 360 would be \$2,000,000. It is important to note that these reflect total program costs, not the net cost to the Children's Services Board. We would be more than happy to submit a revised program budget if the Board so desires.

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing



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

October 7, 2014

Steve Hollis, Human Services Manager
Columbia/Boone County Department of Public Health and Human Services
E-mail: sph@gocolumbiamo.com

RE: Request for Additional Information #1 – 27-10JUN14 – Purchase of Service Contracts
for Boone County Children's Services Fund

Dear Mr. Hollis:

Attached is a *Request for Additional Information #1*. Please complete the attached form, sign and submit with the requested information by 9:00 a.m., Tuesday, October 14, 2014 by email to mbobbitt@boonecountymo.org.

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

Sincerely,

Melinda Bobbitt, CPPO, CPPB, Director of Purchasing

cc: Proposal File

Attachment: Request for Additional Information

REQUEST FOR ADDITIONAL INFORMATION FORM #1

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

This Request for Additional Information #1 is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted on or before **9:00 a.m. Tuesday, October 14, 2014.**

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-mail: _____



(Healthy Families America):

- a. What is the capacity of the agency to serve more children than requested?
- b. What type of costs would it entail to provide services up to 300 children?



Handwritten notes: "Health Services America" and "2014" with arrows pointing to the RFP number.

COUNTY OF BOONE - MISSOURI

REQUEST FOR PROPOSAL (RFP) #: 27-10JUN14

Purchase of Service Contracts

Boone County Children's Services Fund

2014 Application

BOONE COUNTY CHILDREN'S SERVICES FUND

2014 APPLICATION NARRATIVE FOR FUNDING

PURCHASE OF SERVICES PROGRAMS

Agency Name: Columbia/Boone County Department of Public Health and Human Services

Agency Address: P.O. Box 6015, Columbia, MO 65205

Agency Phone Number: (573) 874-7488

Primary Agency Contact (include title): Steve Hollis, Human Services Manager

Email Address: sph@gocolumbiamo.com

Contact Phone Number: (573) 874-7488

Amount Requested: \$41,648

Federal Tax ID (or Social Security #): City 43-6000810

Signature:

Date: 7-8-14

1. AGENCY AND SERVICE INFORMATION

a. Background Information:

i. **Attach a copy of your agency's Mission Statement.** Please see attached.

ii. **Attach a list of your agency's Board of Directors.** Please see attached.

iii. **Provide a summary of your agency's services within Boone County.** The

Columbia/Boone County Department of Public Health and Human Services (PHHS) provides a wide variety public health and human services for residents of and visitors to Boone County, Missouri. Public health services are intended to prevent epidemics and the spread of disease, protect against environmental hazards, promote healthy behaviors, and prevent injury and illness. These services include, but are not limited to: Missouri vital records, nutrition education, restaurant inspections, immunizations, immigration and refugee services, and the investigation of animal complaints. The department also provides and purchases human services to assure the quality and availability of human services in the community. Direct social services provided by PHHS include: Healthy Families America programming, pregnancy counseling, prenatal case management, medication assistance, and utility assistance. In addition, PHHS monitors the health and well-being of the population and assists in the development of policies and plans which support our department's vision of optimal health, safety and well-being for all. The operations of PHHS are housed in a facility that is jointly owned by the City of Columbia and Boone County.

iv. **Provide agency and program brochures related to these services, if**

available. Please see attached brochures for PHHS and for the Healthy

Families America program.

b. Target Population:

i. Describe your agency's target population(s). PHHS serves residents of and visitors to Boone County, Missouri. PHHS home visitation programming has traditionally targeted low-income, pregnant and parenting women in Boone County with identified social risks. Beginning October 1, 2014, the PHHS home visitation services will fully transition to the Healthy Families America (HFA) program and will more specifically target first time mothers with less than twelve years education and in the first trimester of pregnancy. This change is intended to further target program resources to address health, education, economic and social disparities which disproportionately affect low-income populations in our community.

ii. State the statutorily eligible service area(s) (see page 2) your target population falls within. (1) Prevention programs which promote healthy lifestyles among children and youth and strengthen families and (2) mental health screenings.

iii. Within your target population, is there a segment of the population your agency is unable to serve? If so, please describe. Unfortunately, disparities in health, social, educational, and economics outcomes for black Boone County residents are pervasive and persistent. Like the community as a whole, we continue to be challenged in addressing these disparities.

iv. Describe any impediments your agency has in serving your target population. The only impediment to fully serving the HFA target population is a lack of funding to operate the program at its potential capacity in order to fully address the identified need.

c. Service Need:

i. Provide a detailed description of the unmet need in Boone County for your agency's services.

There is a clear need for cost effective early intervention services to address and prevent issues related to Boone County children and their families including lack of healthcare, poor birth outcomes, maternal depression, child abuse and neglect, and lack of readiness for school.

- ii. **Provide statistical data with cited sources regarding unmet need and the target population you propose to serve. As appropriate, use your own agency's data, outside data, needs assessment data and data from *The Institute of Public Policy's Community Input Analysis & Needs Assessments Synthesis*, which may be found at:**

www.showmeboone.com/communityservices/information.asp

From 2010-2012, there were 209 births by Boone County residents with less than 12 years of education (Missouri Department of Health and Senior Services, 2012). With program capacity currently at 49 families, the PHHS HFA program is able to serve less than 25% of the target population. Educational attainment is a protective factor and is predictive economic status. In Boone County, low-income mothers (covered by Medicaid) are eight times more likely to have dropped out of high school than mothers of higher income (non-Medicaid) (Missouri Department of Health and Senior Services, 2012). The rates of low birth weight, inadequate prenatal care, unmarried, and smoking are all significantly higher for among the Medicaid population (Missouri Department of Health and Senior Services, 2012).

Even more alarming are the persistent and significant disparities in birth outcomes by race. In our community black residents drop out of school at a higher rate and graduate from high school at lower rate than their white peers (Missouri Dept. of Elementary and Secondary Education, 2013) which is predictive of lower economic status which in turn, as outlined above, is predictive of poor birth outcomes. In Boone County, one in four black mothers has less than

twelve years education as compared to one in ten white mothers (Missouri Department of Health and Senior Services, 2012). In addition, eight out of ten black births are to unmarried mothers as opposed to only two of ten white births (Missouri Department of Health and Senior Services, 2012). However, even when controlling for education and marital status, racial disparities still exist. In the last decade in Boone County, when compared to the white population, blacks have experienced: triple the rate of infant mortality, twice the rate of low birth weight, twice the rate of low maternal weight gain, three times the rate inadequate prenatal care, smoking during pregnancy at a significantly higher rate, three times the Medicaid utilization rate. (Missouri Department of Health and Senior Services, 2012).

In summary, Boone County children will not be able to live a healthy lifestyle if they are born with significant health issues or are not born at all.

iii. State the purpose of your proposed service. The purpose of the HFA program is to promote child well-being and prevent the abuse and neglect of Boone County children through home visiting services.

iv. State the goals of your proposed service. The goals of the HFA program are:

- 1) Build and sustain community partnerships to systematically engage overburdened families in home visiting services prenatally or at birth.
- 2) Cultivate & strengthen nurturing parent-child relationships.
- 3) Promote healthy childhood growth and development.
- 4) Enhance family functioning by reducing risk and building protective factors.

v. Describe the anticipated outcomes of your proposed service. As proven in the evidence base, HFA programming impacts a wide range of child and family outcomes:

❖ Reduced child maltreatment

- ❖ Increased the utilization of prenatal care and decreased pre-term, low-weight babies
- ❖ Improve parent child interactions and school readiness
- ❖ Healthy child development
- ❖ Positive parenting
- ❖ Family self-sufficiency and decrease dependency on welfare and other social services
- ❖ Increased access to primary care medical services
- ❖ Increased immunization rates

(Healthy Families America, 2014)

Please refer to the attached *Health Families America Logic Model* for a complete list of the HFA program outcomes.

vi. Identify other providers of this proposed service in Boone County. PHHS is the only provider of HFA programming in Boone County.

vii. What agencies do you receive referrals from and to what agencies do you make referrals? In partnership with the Missouri Dept. of Social Services, as the primary provider of presumptive eligibility for Medicaid for Pregnant Women in Boone County, PHHS provides pregnancy support services to the majority of low-income pregnant women in our community. Therefore, referrals for the PHHS HFA program are generated internally from PHHS' pregnancy counseling and prenatal case management programming. Women testing positive for pregnancy are voluntarily screened for risks, enrolled in WIC and Medicaid for Pregnant Women, scheduled for prenatal care, and provided prenatal education, and referred to numerous other community resources. As program vacancies are available, women are referred to the PHHS HFA program. HFA staff make referrals to numerous agencies including Parents as Teachers, Boone County Family Resources, early intervention programs

(e.g. First Steps), early childhood education providers, and the Columbia Housing Authority, with which PHHS has a long-standing partnership in the Shelter Plus Care program. In addition, PHHS has a formal partnership with Lutheran Family and Children's Services (LFCS) in which maternal/child case management and parent education services for pregnant teens are purchased by PHHS from LFCS in order to increase community capacity to serve this at-risk population. Our home visitors also partner directly with First Chance for Children in implementing their Safe Cribs program by delivering and installing cribs and providing safe sleep education for HFA participants.

viii. Please provide a copy any Memorandums of Understanding you may have with other agencies which are relevant to this proposal.

Please see attached:

- ❖ MOU and agreement with Lutheran and Family Children's Services
- ❖ Agreement with State of Missouri Department of Social Services for HFA services
- ❖ Agreement with Children's Trust Fund for child abuse prevention projects
- ❖ Shelter Plus Care MOU with Columbia Housing Authority

2. EVALUATION

a. Performance Information:

- i. Attach a Program Performance Measures Worksheet (see Attachment A).**

Please see attached. Also attached is the *Healthy Families America Logic Model*.

b. Outcomes:

- i. Describe your service outcomes (outcomes need to be measurable and time specific).**

Key outcomes for the PHHS HFA program are as follows:

- ❖ Improve Birth Outcomes
- ❖ Prevent Injuries
- ❖ Prevent communicable disease
- ❖ Increase the rate of breastfeeding
- ❖ Increase access to healthcare
- ❖ Increase knowledge of child development
- ❖ Increase social and emotional well-being of children
- ❖ Reduce stress related to parenting
- ❖ Prevent child abuse and neglect

A comprehensive list of HFA program outcomes are clearly outlined by time frame in the attached *Healthy Families America Logic Model*. Short term outcomes represent changes in access, engagement, attitude, belief or knowledge directly linked to the services provided, generally within the 1st year of service initiation. Intermediate outcomes represent changes in behavior or results from parental behavior changes, generally within the course of services delivery. Long-term outcomes represent broad statements that indicate changes in status, conditions, and the broader community (Healthy Families America, 2014).

c. Indicators:

- i. Identify and describe the indicators which will measure your service outcomes.**
- ii. Identify your agency's performance target of these indicators.**

Key indicators and targets are as follows:

- ❖ 90% of participating infants will have a birth weight \geq 2500 grams.
- ❖ 90% of participating infants will have a gestational age \geq 37 weeks.
- ❖ 90% of participating children will be free from preventable injuries requiring medical treatment.
- ❖ 90% of participating children will be free from reportable communicable disease.

- ❖ 50% of participating women will initiate breastfeeding.
- ❖ 100% of participating children and families will have access to healthcare and an identified medical home.
- ❖ 90% of participating parents will demonstrate increased knowledge of child development and their child's progress.
- ❖ 90% of participating children will exhibit age appropriate social and emotional well-being.
- ❖ 75% of participating parents will achieve decreased levels of parent stress.
- ❖ Zero (0) substantiated reports of child abuse/neglect among participating families.

d. Measurement:

i. Discuss who will be responsible for the accomplishment of each of the outcomes. The Social Services Specialists providing the HFA programming, along with the Social Services Supervisor, are responsible for providing the evidence-based HFA program services with fidelity to the HFA model. They are also responsible for documentation and data entry. Ultimately, the participant families are responsible for accomplishing their self-identified and prioritized family goals.

ii. Discuss how the data will be collected. Outcomes indicators data will be collected by HFA staff throughout the service period using a variety of methods. This includes professional observations by HFA staff using case notes in the format required by HFA and entered securely in the PHHS HFA database. Other data will be collected utilizing the evaluation tools and at the frequencies/intervals required by HFA, as outlined Section 2.d.iv. below. Data collected from these tools will be entered in the HFA database. All documents will be securely managed following PHHS document retention and information management policies and procedures which are compliant with state and federal regulations.

iii. Identify your agency's timeline for each outcome.

The service period for the PHHS HFA program is from the first trimester of pregnancy through age 36 months of the index child. Outcomes will be evaluated in the following time frames:

- ❖ Improve Birth Outcomes- first year
- ❖ Prevent Injuries- throughout service period
- ❖ Prevent communicable disease- throughout service period
- ❖ Increase the rate of breastfeeding- first year
- ❖ Increase access to healthcare- first year
- ❖ Increase Knowledge of Child Development- throughout service period
- ❖ Increase social and emotional well-being of children- throughout service period
- ❖ Reduce stress related to parenting- throughout service period
- ❖ Prevent child abuse and neglect- throughout service period

Again, all HFA program outcomes are clearly outlined by time frame in the attached *Healthy Families America Logic Model*.

iv. Include copies of any evaluation tools you will be using and provide a description of why you are using these tools compared to other tools. Please

see attached copies of the following evaluation tools used by the program: *HFA Parent Survey* (Kempe Family Stress Checklist), *Edinburgh Postnatal Depression Scale*, *DOVE screening tool*, and *ASQ-3* and *ASQ-SE* (please note: sample documents of the ASQ-3 and ASQ-SE are attached as complete versions of each version of the tools are too lengthy to include). These tools are required by HFA as they align with program outcomes and have a strong research basis demonstrating validity and reliability. They also provide consistency within and across HFA

sites. In addition to these tools, PHHS is in the process of implementing a HFA approved database which will capture all HFA program performance data and serve to provide information for program oversight, evaluation and continuous quality improvement, grant and contract reporting, and HFA accreditation. Other databases utilized for program evaluation include the State of Missouri' MOSAIC (immunizations), WIC, and MEDES (MOHealthNet), vital records, and communicable disease databases.

e. Input

i. Clinical Expertise:

1. Discuss the capacity of your agency to deliver the proposed service.

For over a century, PHHS has delivered high quality public health and human services in Boone County. As a department of the City of Columbia and Boone County, our organization has robust organizational infrastructure, policies, and procedures. In addition, as a large health care and social service provider, PHHS has extensive clinical experience and capacity including clinical supervision, protocol development and adherence, confidentiality and ethics. PHHS is the original provider of home visitation services in Boone County having provided these services for more than 50 years.

PHHS the only Healthy Families America network member in Boone County and we will be pursuing HFA national accreditation within the next two years. In doing so, PHHS must comply with HFA's twelve critical elements which ensure program quality and fidelity. PHHS' HFA program is supervised by a LCSW with more than twenty years of clinical experience. The current home visitation staff, comprised of 2.75 FTEs, has over 50 years of combined human services experience.

ii. Service Activity:

1. **Describe the interventions and/or activities that will be used to address the unmet need in Boone County.** Utilizing the HFA evidence-

Based practices, the PHHS HFA systematically identifies prospective participant families within the target population using the HFA Parent Survey as a standardized assessment tool. HFA staff meet with the family in the home to conduct the assessment. If risks for child maltreatment or other poor childhood outcomes are identified, services are offered. A critical element of the HFA model is that services are accepted voluntarily by the family. If accepted, the HFA staff begin home visitation services.

Home visitation services are offered intensively with well-defined criteria for increasing or decreasing intensity of service and over the service period. Prenatally and for the first 6 months after the index child's birth, home visitation is conducted at least weekly. After the first six months, home visitation frequency is determined by the family's needs but is no less than monthly.

Home visitation services are comprised of both case management and child health/development education with a focus on supporting the parent(s) as well as supporting parent-child interaction and child development. Caseloads are highly limited (cannot exceed 1:18) and managed according to the needs of the families on each caseload. The *Partners for a Healthy Baby Curriculum*, a nationally recognized, research-based, practice-informed child health and development is utilized as a primary educational tool. In order to measure progress toward program objectives and outcomes, a variety of evaluation tools are utilized, as required by HFA and outlined in Section 2.d.iv. Examples of other HFA program activities include goal planning, providing opportunities for social connections, and providing concrete supports in times of need. Please refer to the attached *PHHS HFA Program Outputs Summary* for a complete

listing of HFA program sub-activities and the corresponding outputs, target population, responsible staff, objectives, and evaluation tools/collection method.

All HFA program services and materials are offered in a culturally competent manner and are provided by staff that value and understand cultural diversity. HFA staff are required to have an educational background in human services, are subject to background checks, and must complete extensive HFA training in assessment, home visitation, and the utilization of evaluation tools within 6 months of employment. HFA staff receive 2-3 hours/week of reflective supervision .

2. Identify and discuss the evidence-based practices that will be used and relevant research supporting the efficacy of the proposed interventions and/or activities. HFA is a nationally recognized,

evidence-based home visitation program: “built directly on research of what works” (Healthy Families America, 2014). HFA home visitation program is recognized by the U.S. Dept. of Health and Human Services as an evidence-based home visiting model (U.S. Dept. of Health and Human Services, 2014).

Each HFA site utilizes a common framework of twelve, research-based critical elements (*see attached Healthy Families America Critical Elements*) that represent quality standards and ensure the program’s adherence to best practices in home visitation. Only those programs that commit to this quality standard can be affiliated with the national initiative. Healthy Families America is the only home visiting program to have a formal credentialing function linked with institutionalized credentialing systems to ensure quality (Healthy Families America, 2014).

3. If there is no research to support the efficacy of the proposed interventions and/or activities, please explain the rationale for

utilizing the interventions and/or activities. Not applicable.

f. Output:

- i. Service to be provided.** Healthy Families America programming
- ii. Unit measurement.** 15 minutes
- iii. Unit cost.** \$10.83
- iv. Amount requested.** \$41,648
- v. Number of individuals to be served.** 164 individuals (63 mothers + 38 partners + 63 index children)
- vi. Average units of services per individual.** 164 (Please note: Healthy

Families America programming is provided to the family unit; therefore, it would be more accurate to indicate the average number of units of service per family which is proposed as 426 units. This equates to an average of approximately 2 hours of service per family, per week.)

3. BUDGET

a. Budget Worksheets to be Attached:

- i. Agency Financial Worksheet (see Attachment B)** Please see attached.
- ii. Program Budget Worksheet (see Attachment C)** Please see attached.

b. Budget Narrative

- i. Please explain each line of the budget worksheets from Attachments B and C.**

Attachment B: PHHS has a wide variety of revenue streams. Direct support revenue includes non-governmental grants from organizations such as Missouri Foundation for Health and the Lichtenstein Foundation. Also, although PHHS does not solicit funds directly, the department does receive a small number of donations for immunizations. The County of Boone utilizes general revenue funding to contract annually with the PHHS for public health and human

services. The City of Columbia provides annual general revenue funding for public health and human services. Current federal revenues are from FDA funding for food safety. PHHS has numerous contracts with the State of Missouri including core public health services, WIC, Health Families America, and Teen Outreach Program. Revenues from program service fees include fees for services such as inspections, immunizations, and vital records. Other revenue items generally include miscellaneous contractual revenues. Agency expenses for program services and management and general include personnel and non-personnel expenses. PHHS has no fundraising expenses.

Attachment C: Boone County revenues represent the portion of annual County general revenue expenditures for the HFA program per its annual service agreement with PHHS. City of Columbia revenues are provided by the City of Columbia from the City general revenue fund. State funds are from two sources. The primary, ongoing source is a contract with the State of Missouri Department of Health and Senior Services for maternal/child home visitation programming utilizing federal funding (MIECHV). This contract was significantly increased in the current year as PHHS agreed to be a pilot site for HFA implementation. Increased funding allowed PHHS to 1.0 FTE for home visitation and to incur the additional costs associated with implementing a new, evidence-based program. The second source of state funding is a five year grant from the Children's Trust Fund. Personnel expenses represent the majority of the HFA program expenses as professional services are a primary component of the program. Non-personnel expenses include: program materials and supplies, including evaluation tools; health, safety and educational items; travel and training; telephones; and database license fees. The number of direct program staff includes social services specialists (assessment staff/home visitors) and the portion of the social services supervisor allocated to the HFA program. The

proposed program expenses and FTEs represent an increase of .75 FTE Social Services Specialist staff. This increase would allow PHHS to serve an additional 13 families with HFA programming. The difference between proposed revenues and expenses reflects PHHS' funding request to the Boone County Children's Services Fund in the amount of \$40,460. The additional increase of .25 FTE for the proposed year reflects a corresponding increase of .25 FTE of the Social Services Supervisor's time allocated for the HFA program. No additional costs are associated with this increase as it is simply a reallocation of the supervisor's time and effort.

I. Bibliography

- Centers for Disease Control and Prevention. (2013). Retrieved from http://www.cdc.gov/oralhealth/children_adults/child.htm
- Healthy Families America. (2014). *HFA Main Page*. Retrieved 2014, from Healthy Families America: http://www.healthyfamiliesamerica.org/downloads/HFA_Brochure08.pdf
- Healthy Families America. (2014). *HFA Research*. Retrieved 2014, from Healthy Families America: <http://www.healthyfamiliesamerica.org/research/index.shtml>
- Healthy Families America. (2014). *HFA Research: Logic Model*. Retrieved 2014, from Healthy Families America: http://www.healthyfamiliesamerica.org/downloads/hfa_logic_model.xlsx
- Healthy Families America. (2014). *HFA: Publications*. Retrieved 2014, from Healthy Families America: http://www.healthyfamiliesamerica.org/downloads/hfa_that_works.pdf
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- Missouri Dept. of Elementary and Secondary Education. (2013). *MODESE: School Data*. Retrieved 2014, from Missouri Dept. of Elementary and Secondary Education: <http://dese.mo.gov/school-data>
- U.S. Dept. of Health and Human Services. (2014). *HRSA: Home Visiting Models*. Retrieved 2014, from U.S. Dept. of Health and Human Services: <http://mchb.hrsa.gov/programs/homevisiting/models.html>

ATTACHMENT A

Program Performance Measures Information

Activity	Output(s)	Outcome(s)	Indicator(s)	Method of Measurement
Health Families America programming	26,880 units (15 minutes) of case management and parenting education for 63 families	Improve Birth Outcomes	90% of participating infants will have a birth weight \geq 2500 grams. 90% of participating infants will have a gestational age \geq 37 weeks.	Birth records
		Prevent Injuries	90% of participating children will be free from preventable injuries requiring medical treatment.	Participant self-reporting
		Prevent communicable disease	90% of participating children will be free from reportable communicable disease.	MOSAIC Immunizations Registry Communicable Disease Reports
		Increase the rate of breastfeeding	50% of participating women will initiate breastfeeding.	Participant self-reporting WIC Database
		Increase access to healthcare	100% of participating children and families will have access to healthcare and an identified medical home	Participant self-reporting

			Increase Knowledge of Child Development	90% of participating parents will demonstrate increased knowledge of child development and their child's progress	Professional observation
			Increase social and emotional well-being of children	90% of participating children will exhibit age appropriate social and emotional well-being	ASQ-SE
			Reduce stress related to parenting.	75% of participating parents will achieve decreased levels of parent stress.	HFA Parent Survey (Kemper Family Stress Checklist)
			Prevent child abuse and neglect.	Zero (0) substantiated reports of child abuse/neglect among participating families	Participant self-reporting

ATTACHMENT B

AGENCY FINANCIAL INFORMATION

AGENCY NAME:

AGENCY REVENUE	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. DIRECT SUPPORT					
A. Heart of Missouri United Way				0.00%	#DIV/0!
B. Other United Ways				0.00%	#DIV/0!
C. Capital Campaigns				0.00%	#DIV/0!
D. Grants (non-governmental)	240,997	60,000	65,000	0.88%	8.33%
E. Fund Raising & Other Direct Support	5,525	100	100	0.00%	0.00%
TOTAL DIRECT SUPPORT (sub-totals)	246,522	60,100	65,100	0.88%	
2. GOVERNMENT CONTRACTS/SUPPORT:					
A. Boone County - Social Service Funding				0.00%	#DIV/0!
B. Boone County - Other	1,248,740	1,232,900	1,157,116	15.69%	-6.15%
C. Other Counties				0.00%	#DIV/0!
D. City of Columbia - Social Service Funding				0.00%	#DIV/0!
E. City of Columbia - Other	2,564,329	3,198,120	3,911,022	53.02%	22.29%
F. Other Cities				0.00%	#DIV/0!
G. Federal (Medicaid, Title III, etc.)	91,415	89,900	77,000	1.04%	-14.35%
H. State (Purchase of Services, Grants, etc.)	1,248,854	1,282,391	1,357,685	18.40%	5.87%
I. Other (Schools, Courts, etc.)				0.00%	#DIV/0!
TOTAL GOV'T CONTRACTS/SUPPORT (sub-totals)	5,153,338	5,803,311	6,502,823	88.15%	
3. Program Service Fees	828,850	789,270	782,520	10.61%	-0.86%
4. Investment Income (realized & unrealized)				0.00%	#DIV/0!
5. Other Revenue Items	23,338	25,950	26,435	0.36%	1.87%
TOTAL AGENCY REVENUE	\$6,252,048	\$6,678,631	\$7,376,878		10.45%

AGENCY EXPENSES	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
Expenses for Program Services	5,689,364	6,077,554	6,712,959	91.00%	10.45%
Expenses for Management and General	562,684	601,077	663,919	9.00%	10.45%
Expenses for Fundraising	0	0	0	0.00%	#DIV/0!
TOTAL AGENCY EXPENSES	\$6,252,048	\$6,678,631	\$7,376,878		10.45%
% of Management and Fundraising Expenses	9.00%	9.00%	9.00%		#DIV/0!

NET ASSETS	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% CHANGE CURRENT TO PROPOSED
Net Assets, End of Year	N/A*	N/A*	N/A*	#VALUE!

CASH FLOWS	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% CHANGE CURRENT TO PROPOSED
Cash, End of Year	N/A*	N/A*	N/A*	#VALUE!

* Please see explanation in Budget Narrative.

ATTACHMENT C

PROGRAM BUDGET WORKSHEET

PROGRAM NAME:

TOTAL PROGRAM REVENUE	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. DIRECT SUPPORT					
A. Heart of Missouri United Way				0.00%	#DIV/0!
B. Other United Ways				0.00%	#DIV/0!
C. Capital Campaigns				0.00%	#DIV/0!
D. Grants (non-governmental)				0.00%	#DIV/0!
E. Fund Raising & Other Direct Support				0.00%	#DIV/0!
2. GOVERNMENT CONTRACTS/SUPPORT:					
A. Boone County - Social Service Funding				0.00%	#DIV/0!
B. Boone County - Other	33,412	31,894	37,759	15.14%	18.39%
C. Other Counties				0.00%	#DIV/0!
D. City of Columbia - Social Service Funding				0.00%	#DIV/0!
E. City of Columbia - Other	67,835	64,755	76,663	30.74%	18.39%
F. Other Cities				0.00%	#DIV/0!
G. Federal (Medicaid, Title III, etc.)				0.00%	#DIV/0!
H. State (Purchase of Services, Grants, etc.)	55,000	138,737	134,984	54.12%	-2.71%
I. Other (Schools, Courts, etc.)				0.00%	#DIV/0!
3. Program Service Fees				0.00%	#DIV/0!
4. Investment Income (realized & unrealized)				0.00%	#DIV/0!
5. Other Revenue Items				0.00%	#DIV/0!
TOTAL PROGRAM REVENUE	\$156,247	\$235,386	\$249,406		

PROGRAM EXPENSES	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. Personnel	132,096	185,912	238,769	82.04%	28.43%
2. Non-Personnel	24,151	49,474	52,285	17.96%	5.68%
TOTAL PROGRAM EXPENSES	\$156,247	\$235,386	\$291,054		

NUMBER OF DIRECT PROGRAM STAFF (FTE)	ACTUAL	CURRENT	PROPOSED
<i>FTE = number of direct program service hours worked by employee per year/2080 (e.g. 1040/2080= .5 FTE)</i>	2.25	3.25	4.25

ATTACHMENT D

2014 AGENCY ASSURANCE SHEET
(Please complete and return with Proposal Response)

I, the undersigned, certify that the statements in this request for funding proposal application are true and complete to the best of my knowledge, and accept, as to any funds awarded, the obligation to comply with the Boone County Children's Services Board (BCCSB) and any of the Boone County Children's Services Fund's conditions specified in the funding award and contract.

I, the undersigned, certify that in addition to the conditions mentioned above, will maintain accepted accounting procedures to provide for accurate and timely recording of receipt of funds, expenditures, and of unexpended balances. I, the undersigned, further certify I have and will make available, upon request, the following documentation for accuracy and validity:

- Proof of 501(c)(3)
- Certificate of Corporate Good Standing
- Most Recent 990 Federal Form
- Agency Strategic Plan
- Copies of Agency Accreditations
- Most Recent Agency Independent Audit
- Agency Policy of Non-Discrimination
- Agency Policy for Screening of Staff and Volunteers for Child Abuse and Neglect
- Agency Statement of Confidentiality
- Memorandums of Understanding (not currently needed for Contingency Funds Request)

Stephanie Browning, Director
Printed Name - Agency Executive Director/President/CEO

6-30-14
Date

Stephanie Browning
Signature - Agency Executive Director/President/CEO

6-30-14
Date

Mike Matthes, City Manager
Printed Name - Agency Board Chair

Date

Mike Matthes
Signature - Agency Board Chair

6-20-14
Date

ATTACHMENT E

(Please complete and return with Proposal Response)

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR
CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Mike Matthes, City Manager

Name and Title of Authorized Representative

Mike Matt
Signature

6-20-14
Date

Company ID Number: 171557

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

The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

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

Employer City of Columbia, Missouri

Deborah Dijak

Name (Please type or print)

Title

Electronically Signed

12/16/2008

Signature

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please type or print)

Title

Electronically Signed

12/16/2008

Signature

Date

Columbia/Boone County Department of Public Health and Human Services
Vision and Mission

Vision:

Optimal health, well-being and safety for all.

Mission:

Promote and protect the health, safety and well-being of the community through leadership and service.

Columbia/Boone County Department of Public Health and Human Services
*Board of Directors**
July 2014

Columbia City Council

Bob McDavid - Mayor
Ginny Chadwick – Ward 1
Michael Trapp – Ward 2
Karl Skala – Ward 3
Ian Thomas – Ward 4
Laura Nauser – Ward 5
Barbara Hoppe– Ward 6

Boone County Commission

Daniel K. Atwill, Presiding Commissioner
Karen Miller, Commissioner – District 1
Janet Thompson, Commissioner – District 2

* The Columbia/Boone County Department of Public Health and Human Services (PHHS) is a department of the City of Columbia with which the County of Boone contracts annually to extend public health and human services to all residents of Boone County. Therefore, the board of directors for both the City and County are provided.



Optimal health, safety and well-being for **A**

Social Services 573-817-6430

- Medicine costs
- Eye glasses
- Dental pain care
- Utilities
- Pregnancy support
- Medical supplies
- Insurance questions

Animal Control 573-449-1888

- Find and return missing animals
- Enforce city and county animal ordinances
- Provide Rabies education
- Distribute free spay/neuter vouchers
- Investigate animal complaints

Clinic Services 573-874-7356

- Gynecological/breast exams and pap tests
- Birth control and emergency contraception
- STD/STI testing and treatment
- Immigration and refugee services
- HIV testing
- TB treatment
- Dental exams
- Smoking cessation
- Lead testing
- Blood pressure/glucose checks
- TB testing (Mon, Tues, Wed and Fri)
- Immunizations and shots
- Pregnancy testing
- STD/STI testing (Tues, 5-7pm)
- HIV testing (Mon, 9am-noon and Tues, 1-4pm)

Environmental Public Health 573-874-7346

- Restaurant inspections and food handler education
- County nuisance ordinance enforcement
- Administration of county wastewater Permit Program
- Daycare inspections
- Lodging inspections
- Pool inspections
- Recreational water testing
- Water test kits
- Mosquito larvicide
- Radon test kits

WIC 573-874-7384

- Nutrition education and counseling
- Breastfeeding support Vouchers for healthy food

Vital Records 573-874-6396

- Provides Missouri birth and death certificates.

What is Healthy Families America?

Prevent Child Abuse America implemented Healthy Families America (HFA) in 1992, building on two decades of research in the field of home visitation.

- ☐ HFA is a nationally-recognized, voluntary service that connects overburdened expectant parents and parents of newborns with free child development assistance in their homes.
- ☐ Well-respected, extensively trained assessment workers and home visitors provide valuable guidance. Information and support to help parents be the best parents they can be.
- ☐ Based upon our years of experience and evidence-base, we know that home visiting promotes optimal long-term mental and physical health of parents and their children.

What Services Does HFA Provide?

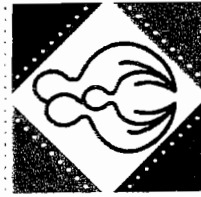
All expectant parents and parents of newborns have common questions about their child's development. A new baby can be both a welcome addition and a stressful time of family transition. HFA staff receive extensive training in a wide range of areas that provide the answers to parents' questions on how to

- ☐ Care for yourself during pregnancy.
- ☐ Soothe your crying baby.
- ☐ Ensure your child is receiving the right nutrition.
- ☐ Promote healthy child development and bonding, and
- ☐ Create a safe home environment.

The Federal Office of Juvenile Justice and Delinquency Prevention reports that Healthy Families America "produces measurable benefits for participants in areas such as parent-child interaction and parental capacity."

To learn more about where HFA is in your community, program basics, research reports and public policy efforts, please visit our website at:

www.healthyfamiliesamerica.org



healthy families america®

Healthy Families America

500 North Michigan Avenue

Suite 300

Chicago, IL 60611

312.663.3320

Because You Care...



...Learn More



healthy families america®

www.healthyfamiliesamerica.org

Healthy Families America Works

The benefits of HFA are proven, significant, and impact a wide range of child and family outcomes.

Improves Parenting Attitudes

HFA families show positive changes in their perspectives on parenting roles and responsibilities.

Increases Knowledge of Child Development

HFA parents learn about infant care and development, including child care, nutrition, and effective positive discipline.

Supports a Ready Home Environment

HFA parents read to their children at early ages, provide appropriate learning materials, and are more involved in their child's activities, all factors associated with positive child development.

Promotes Positive Parent-Child Interaction


HFA parents demonstrate better communication with, and responsiveness to, their children. This interaction is an important factor in social and emotional readiness to enter school.

Improves Family Health

HFA improves parents' access to medical services, leading to high rates of well-baby visits and high immunization rates. HFA also helps increase breast feeding, which is linked to many benefits for both babies and moms.

Prevents Child Abuse and Neglect

HFA has a significant impact on preventing child maltreatment, particularly demonstrated in recent randomized control trials.



**“Having a child can
be challenging...
there are really no words
to describe the feeling but
having somebody, no, having
a whole entire program full
of encouragement makes
every day easier.”**

— HFA Participant

www.healthyfamiliesamerica.org

Who Does HFA Serve?

HFA connects with families through hospitals, health care providers and other community organizations. HFA serves families of all cultures and income levels, meeting the needs of over 400 communities across the US and Canada.

How Does HFA Ensure Quality Services?

HFA site accreditation is based upon a stringent set of 12 critical elements founded in 20 years of research. The process involves an in-depth examination of each site's operation, as well as the quality of the home visit services being provided.

Well-Trained Staff

HFA assessment staff and home visitors are highly trained and respected members of the community.

- On average, HFA's 2,000 home visitors have four years of home visiting experience and three years tenure with their HFA program.
- All HFA program staff receive highly specialized training upon employment and then on an ongoing basis.
- The vast majority of HFA supervisors have graduate degrees or are college graduates. On average, supervisors have approximately eight years of home visiting experience plus four years tenure with their HFA program.

Healthy Families America Logic Model



Vision
All children will receive nurturing care from their family essential to leading a healthy and productive life.

Mission
To promote child well-being and prevent the abuse and neglect of our nation's children through home visiting services.

5/6/2011

Program Goals	Activities	Short-Term Outcomes	Intermediate Outcomes	Long-term Outcomes
<p>Build and sustain community partnerships to systematically engage overburdened families in home visiting services prenatally or at birth.</p>	<p>Programs will:</p> <ul style="list-style-type: none"> *Develop a coordinated system with community partners (e.g., prenatal clinics, hospitals, WIC, Medicaid, etc.) to reach out to families prenatally or at birth within an identified target population to determine which families might benefit from home visitation *Conduct a screen with new parents within a prescribed target population *Conduct an assessment of risks, needs, & strengths *Offer families at-risk home visiting services *Implement creative strategies to reach out and encourage voluntary participation 	<ul style="list-style-type: none"> ↑ Access to families that have the most needs, that might be missed through conventional referral systems ↑ Acceptance of services for at-risk families who are offered ↑ Families who are not offered home visiting services are linked to community resources, as appropriate 	<ul style="list-style-type: none"> ↑ At-risk families are engaged in home visiting services ↑ Families accept home visiting services. ↑ Protection of the baby from threat 	<ul style="list-style-type: none"> ↑ Community systems and connectedness ↓ Child abuse, neglect or maltreatment
<p>Cultivate & strengthen nurturing parent-child relationships</p>	<p>Home visitors will meet with families weekly.</p> <p>Home visitors will:</p> <ul style="list-style-type: none"> *Create a trusting, nurturing relationship with families *Assess, address and promote positive parent-child interaction *Utilize parent-child curriculum to promote attachment *Nurture parent by maintaining healthy relationships *Educate parents about infant capacities, baby cues, attachment, & empathy *Assist parents in connecting current interaction to future development. *Reinforce positive discipline techniques *Encourage fathers to become active in the lives of their children 	<p>Parents will demonstrate:</p> <ul style="list-style-type: none"> ↑ Increased knowledge & awareness of how to read baby's cues, attachment, & responsive parenting practices ↑ Attention to child ↑ Recognition of importance of awareness of child's needs & emotions ↑ Appropriate expectations of children ↓ Support for physical punishment 	<p>Parents will demonstrate:</p> <ul style="list-style-type: none"> ↑ Parental Competency ↑ Parental sensitivity & responsiveness to child's needs & cues ↑ Connectedness & affective mutuality ↑ Promotion of child's attentional & behavioral strategies ↑ Cognitive stimulation ↑ Appropriate discipline & limit setting ↓ Harsh, aggressive parenting practices 	<p>Families served will have:</p> <ul style="list-style-type: none"> ↓ Childhood injuries requiring medical treatment ↓ Child abuse, neglect or maltreatment
			<p>Children will experience:</p> <ul style="list-style-type: none"> ↑ Secure attachment w/parents ↑ Self regulation of emotional expression ↑ Social-emotional skills ↑ Cognitive skills ↑ Communication, language and emergent literacy 	<p>Children will exhibit:</p> <ul style="list-style-type: none"> ↑ Emotional well-being ↑ Appropriate social behavior ↑ School performance, attendance, & behavior

Healthy Families America Logic Model

Program Goals	Activities	Short-Term Outcomes	Intermediate Outcomes	Long-Term Outcomes
<p>Promote healthy childhood growth and development</p>	<p>For families that enter the program in the 2nd trimester:</p> <p>Through bi-weekly visits during pregnancy, home visitors will:</p> <ul style="list-style-type: none"> * Help mothers establish a consistent prenatal care provider, and encourage compliance with prenatal appointments and medical advice * Facilitate access to other needed services such as WIC and food stamps * Promote proper nutrition & other healthy habits * Discourage risky behaviors such as use of tobacco, alcohol and illicit drugs * Educate re: fetal development * Educate re: strategies to decrease stress <p>Through weekly visits, home visitors will use a curriculum to:</p> <ul style="list-style-type: none"> * Educate parents re stages of early child development * Educate parents re safety, nutrition, child care options, & daily routines * Teach activities to promote child development * Educate parents regarding prevention of child injuries including such topics as safe sleeping, shaken baby syndrome or traumatic brain injury, child passenger safety, poisoning, fire safety, water safety, and playground safety <p>Through weekly visits, home visitors will:</p> <ul style="list-style-type: none"> * Conduct developmental & social-emotional screens * Connect infants to medical home * Monitor, promote childhood immunizations 	<p><i>Mothers will exhibit:</i></p> <ul style="list-style-type: none"> ↑ Adequate prenatal care ↑ Proper nutrition ↓ Tobacco, alcohol & illicit drug use ↓ Stress ↑ Social support ↓ Complications of pregnancy & delivery <p><i>Parents will demonstrate:</i></p> <ul style="list-style-type: none"> ↑ Knowledge of child development & their child's developmental progress ↑ Support for children's learning and development (e.g., talking & reading to child, appropriate toys) ↑ Practices to protect child safety ↑ Use of safe child care options <p><i>Children experience:</i></p> <ul style="list-style-type: none"> ↑ Connected to a medical home ↑ Health insurance coverage ↑ Breastfeeding ↑ Well-child visits ↑ Up-to-date immunizations ↑ Age appropriate screening for developmental milestones ↑ Referral to EI services 	<p><i>Birth outcomes:</i></p> <ul style="list-style-type: none"> ↓ Premature birth ↓ Low birth weight ↓ Neonatal intensive care ↑ Indices of newborn health <p><i>Children exhibit:</i></p> <ul style="list-style-type: none"> ↑ Cognitive skills ↑ Communication, language and emergent literacy ↑ Social-emotional skills ↑ Receipt of supportive services to promote development (services to address developmental delays) 	<p><i>Families will experience:</i></p> <ul style="list-style-type: none"> ↓ Child abuse, neglect or maltreatment ↓ Child injuries requiring medical treatment ↓ Emergency room visits ↑ Child physical health & development <p><i>Children demonstrate:</i></p> <ul style="list-style-type: none"> ↑ Emotional well-being ↓ Child injuries ↑ Appropriate social behavior ↑ School readiness ↓ Child abuse, neglect or maltreatment
	<p>Promote healthy childhood growth and development</p>	<p>Through weekly visits, home visitors will:</p> <ul style="list-style-type: none"> * Help mothers establish a consistent prenatal care provider, and encourage compliance with prenatal appointments and medical advice * Facilitate access to other needed services such as WIC and food stamps * Promote proper nutrition & other healthy habits * Discourage risky behaviors such as use of tobacco, alcohol and illicit drugs * Educate re: fetal development * Educate re: strategies to decrease stress <p>Through weekly visits, home visitors will use a curriculum to:</p> <ul style="list-style-type: none"> * Educate parents re stages of early child development * Educate parents re safety, nutrition, child care options, & daily routines * Teach activities to promote child development * Educate parents regarding prevention of child injuries including such topics as safe sleeping, shaken baby syndrome or traumatic brain injury, child passenger safety, poisoning, fire safety, water safety, and playground safety <p>Through weekly visits, home visitors will:</p> <ul style="list-style-type: none"> * Conduct developmental & social-emotional screens * Connect infants to medical home * Monitor, promote childhood immunizations 	<p><i>Mothers will exhibit:</i></p> <ul style="list-style-type: none"> ↑ Adequate prenatal care ↑ Proper nutrition ↓ Tobacco, alcohol & illicit drug use ↓ Stress ↑ Social support ↓ Complications of pregnancy & delivery <p><i>Parents will demonstrate:</i></p> <ul style="list-style-type: none"> ↑ Knowledge of child development & their child's developmental progress ↑ Support for children's learning and development (e.g., talking & reading to child, appropriate toys) ↑ Practices to protect child safety ↑ Use of safe child care options <p><i>Children experience:</i></p> <ul style="list-style-type: none"> ↑ Connected to a medical home ↑ Health insurance coverage ↑ Breastfeeding ↑ Well-child visits ↑ Up-to-date immunizations ↑ Age appropriate screening for developmental milestones ↑ Referral to EI services 	<p><i>Birth outcomes:</i></p> <ul style="list-style-type: none"> ↓ Premature birth ↓ Low birth weight ↓ Neonatal intensive care ↑ Indices of newborn health <p><i>Children exhibit:</i></p> <ul style="list-style-type: none"> ↑ Cognitive skills ↑ Communication, language and emergent literacy ↑ Social-emotional skills ↑ Receipt of supportive services to promote development (services to address developmental delays)

Healthy Families America Logic Model

<p style="text-align: center;">Enhance family functioning by reducing risk and building protective factors</p>	<p>Through weekly visits home visitors will:</p> <ul style="list-style-type: none"> *Identify issues per initial assessment & plan interventions *Screen for depression *Screen for domestic violence and substance abuse, as needed *Develop goal plans and support parent in success *Provide & facilitate appropriate community referrals *Address challenging issues and promote healthy lifestyle behaviors *Support school, job, housing, child care needs *Provide family planning information *Teach critical thinking & problem solving skills *Teach stress management techniques *Encourage fathers to take an active part in their children's lives *Implement creative ways to retain families 	<p>Parents experience:</p> <ul style="list-style-type: none"> ↑Coordination & provision of referrals to available community resources as needed ↑Ability to apply stress management, critical thinking, and problem solving skills ↑Health Insurance coverage ↑Connection to a medical home 	<p>Parents achieve:</p> <ul style="list-style-type: none"> ↑Educational attainment ↑Employment ↑Household income & benefits ↑Engagement in services to which families are referred ↑For families with presence of domestic violence, completion of safety plans ↓Tobacco, alcohol, and substance use ↓Parenting stress ↑Positive support systems ↑Ability to appropriately utilize community resources ↑Access to health care ↓Emergency room visits ↑Spacing of pregnancies 	<p>Families will have:</p> <ul style="list-style-type: none"> ↓Child, abuse, neglect or maltreatment ↓Child injuries requiring medical treatment <p>Children demonstrate:</p> <ul style="list-style-type: none"> ↑Emotional well-being ↑Appropriate social behavior ↑School performance, attendance, and behavior
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AGREEMENT PO121193

THIS AGREEMENT entered into this 20 day of December, 2011, by and between the City of Columbia, Missouri, a municipal corporation, hereinafter called "City", and Lutheran Family and Children's Services of Missouri, hereinafter called "Agency";

WITNESSETH:

WHEREAS, City desires to purchase the following program service:

Resource Parents

as stated in the proposal and/or revisions received by the Division of Human Services, which is hereby incorporated by reference as fully as if herein set forth, said proposal being the document on file with the Division of Human Services, 1005 W. Worley Street, Columbia, Missouri;

NOW, THEREFORE, it is hereby agreed by and between City and Agency as follows:

I.

Agency agrees to furnish and City agrees to purchase:

893 units (one hour of case management or mentoring for one youth/young adult) at an estimated cost of \$53.75 per unit.

II.

Agency agrees that the services provided under this agreement shall be provided to residents of the City of Columbia and funds shall be spent as set forth in the FY2012 program budget on file with the Division of Human Services. Any substantive changes in the budget shall be approved by the Division of Human Services prior to incurring any expenses.

Agency certifies that this expenditure is essential to the provision of the services as described in Paragraph I.

III.

Agency agrees to fully participate in and comply with the analysis and evaluation services conducted by the City, at the request of the City, which shall include a review of the Agency's administration and management of social services pursuant to this contract, and any and all acts of the Agency which relate to this contract with the City.

IV.

Agency agrees that the City shall be recognized as a financial supporter in all its promotional materials and advertising. A copy of the City logo will be used whenever possible.

V.

Agency agrees that it is responsible for all funds made available to Agency by this agreement and further agrees that it will reimburse to the City any funds expended in violation of City, State or Federal law or in violation of this agreement.

VI.

This agreement shall not be assigned, and no services contained herein shall be subcontracted, by the Agency to any persons or entities without the prior written approval of the City. Any subcontractor or assignee shall be subject to the audit requirements stated herein and all other conditions and requirements of this agreement.

Vii.

Agency shall be liable, and agrees to be liable for, and shall indemnify, defend and hold the City of Columbia harmless from all claims, suits, judgments or damages, including court costs and attorney's fees, arising out of or in the course of the operation of this agreement.

Viii.

Agency agrees to comply with all applicable provisions of the Americans with Disabilities Act and the regulations implementing the Act, including those regulations governing employment practices.

Ix.

Agency shall make the services, programs and activities governed by this agreement accessible to the disabled as required by the Americans with Disabilities Act and its implementing regulations. Payment of funds under this agreement is conditional upon Agency certifying to the City Manager in writing that it is complying with the Americans with Disabilities Act and 28 CFR Part 35.

X.

EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED

(a) Contractor agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

(b) As a condition for the award of this contract the contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The Contractor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

(c) Contractor shall require each subcontractor to affirmatively state in its contract with contractor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Contractor shall also require each subcontractor to provide contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

Xi.

Agency agrees to submit to the Division of Human Services a mid-contract report, due by July 31, 2012, and a final report, due by January 31, 2013.

Xii.

City agrees to pay Agency a sum not to exceed \$48000.00 as follows:

- A. The City will pay 34% of the contracted sum at the time of the signing of this contract. Upon receipt and approval of the mid-contract report, the City will pay 33% of the contracted sum.
- B. The City will pay the contracted balance of 33% after receipt and approval of the final report.

Xiii.

This Agreement shall be for a term of one year commencing on January 1, 2012 and ending on December 31, 2012; provided, however, that either party may terminate this agreement upon thirty (30) days written notice, in which event all reports required by the agreement shall be submitted within thirty (30) days following the effective date of said termination.

Xiv.

Provider agrees that the City may at its sole option and with agreement of the Provider renew this Agreement for two (2) consecutive one-year terms. Additionally, Provider agrees and understands that the City may require supplemental information to be submitted by Provider prior to any renewal of this Agreement.

IN WITNESS THEREOF, the parties hereto have caused this instrument to be executed by their duly authorized officers the day and year first above written.

CITY OF COLUMBIA, MISSOURI

By: *Mike Matthes*
Mike Matthes, City Manager

ATTEST:

Sheela Amin
Sheela Amin, City Clerk

APPROVED AS TO FORM:

Fred Boeckmann
Fred Boeckmann, City Counselor

CERTIFICATION: I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

John Blattel
John Blattel, Director of Finance

AGENCY:

By: *Christie Curran* *12-20-11*
Date

ATTEST: *Michele J. Towns* *12-20-2011*
Date



MICHELE J. TOWNS
My Commission Expires
February 19, 2015
Boone County
Commission #11011317

MEMORANDUM OF UNDERSTANDING

between

Lutheran Family and Children's Services of Missouri

and

Columbia/Boone County Department of Public Health and Human Services

Both organizations agree to exchange information on referral patterns, outcome trends, opportunities for improvement, and the sharing of common resources to support the development of an integrated system of care.

Lutheran Family & Children's Services agrees to:

Provide professional, specialized case management services to Unwed and Teenage Parents to age 19 and families identified at risk with children 0-5 years old.

- Case management services will include the assignment of a qualified Case Manager, risk assessment, crisis counseling, service planning, information and referral services, and service coordination.
- Parenting education will be offered using the Nurturing Parenting Programs,[®] an evidence-based curriculum series recognized nationally for effectiveness toward the prevention and treatment of child abuse and neglect. The Nurturing Parenting Programs[®] include a specialized curriculum for teen parents.
- Participation in the program is voluntary, and length and intensity of service is based exclusively on the individual needs of each client. Clients will receive services free of charge.

And/or

Provide professional, mental health counseling services to children and youth to age 19 and their families that may include

- Therapy/counseling services provided in home or community-based settings
- School- and community-based early childhood services
- School-based assessment and treatment intervention
- Group counseling and support groups for students dealing with a target issue such as significant loss
- Mental health presentations (using age appropriate, evidenced based curriculum) to students and parents, including prevention activities, e.g., substance abuse, conflict resolution, building healthy relationships, stress of teen pregnancy, depression prevention.
- Crisis intervention

Columbia/Boone County Department of Public Health and Human Services agrees to:

- Share LFCS brochures and information with clients

- Provide client referrals when appropriate for services

Both parties understand and agree that Memorandum of Understanding is in effect during the course of grant funding for these services.


Lutheran Family & Children's Services

Authorized Signature

Printed Name: Christine Coccaro

Date: 7-7-14


Public Health and Human Services

Authorized Signature

Printed Name: Steve Hollis

Date: 7/7/14

Columbia/Boone County Healthy Families America Contract 2013-2014

1. General

- 1.1 The contract amount shall not exceed \$124,672 for the period of October 1, 2013 through September 30, 2014.
- 1.2 To the extent that this contract involves the use, in whole or part, federal funds, the signature of the Contractor's authorized representative on the contract signature page indicates compliance with the Certifications contained in Attachment A as attached hereto and incorporated by reference as if fully set forth herein.
- 1.3 The Department has determined this contract is subrecipient in nature as defined in the Office of Management and Budget (OMB) Circular A-133, Section 210. To the extent that this contract involves the use, in whole or in part, federal funds, the Contractor shall comply with the special conditions contained in Attachment B as attached hereto and incorporated by reference as if fully set forth herein.

2. Purpose

- 2.1 The Healthy Families America (HFA) model, developed in 1992 by Prevent Child Abuse America, is based upon 12 Critical Elements as described on the following website: http://www.healthyfamiliesamerica.org/about_us/critical_elements.shtml. These Critical Elements are derived from more than 30 years of research to ensure programs are effective in working with families and are operationalized through a series of Best Practice Standards. This provides a solid structure for quality, yet offers programs the flexibility to design services specifically to meet the unique needs of families and communities. Model fidelity is illustrated through a comprehensive accreditation process accessible at: <http://www.ok.gov/health2/documents/2008-2012%20HFA%20SAT%20Best%20Practices%20-%20Updated%203-10.pdf>.
- 2.2 Currently there are nearly 400 affiliated HFA program sites in 40 States, the District of Columbia, and all 5 United States territories: Guam, Puerto Rico, U.S. Virgin Islands, Northern Commonwealth of the Marianas, the American Samoa and Canada.
- 2.3 HFA has a strong research base, which includes randomized control trials and well designed quasi-experimental research. To date, research and evaluation indicates impressive outcomes. Reviews of more than 15 evaluation studies of HFA programs in 12 states produced the following outcomes:
 - a. Reduced child maltreatment;
 - b. Increased utilizations of prenatal care and decreased pre-term, low weight babies;
 - c. Improved parent-child interaction and school readiness;
 - d. Decreased dependency on welfare, or TANF (Temporary Assistance to Needy Families) and other social services;
 - e. Increased access to primary care medical services; and
 - f. Increased immunization rates.

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- 2.4 HFA program goals are to:
- a. Build and sustain community partnerships to systematically engage overburdened families in home visiting services;
 - b. Cultivate and strengthen nurturing parent child relationships;
 - c. Promote healthy childhood growth and development; and
 - d. Enhance family functioning by reducing risk and building protective factors.
- 2.5 The HFA program focuses on low-income-based (185% of the poverty level or below), first time pregnant women (primiparous), women pregnant with subsequent pregnancies (multiparous) or primary caregivers and their index child(ren) until the minimum age of three and maximum age of five. The first home visit shall occur either prenatally or within the first three months after birth.
- 2.6 Although an attempt has been made to provide accurate and up-to-date information, the State of Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Contract.

3. Deliverables and Outcomes

3.1 General Requirements:

- 3.1.1 Within six months of the contract award by the Division of Purchasing and Materials Management, the Contractor shall provide home visiting services in Boone County and City of Columbia community(ies) serving a minimum of 43 primary caregivers and the index child(ren) (the primary caregivers and the index child(ren) shall hereinafter be referred to as "clients") with a maximum of 49 clients per community.
- 3.1.2 The Contractor(s) shall provide the services to the sole satisfaction of the Department of Health and Senior Services (hereinafter referred to as the "state agency") in accordance with the provisions and requirements stated herein.
- 3.1.3 Unless otherwise specified herein, the Contractor(s) shall furnish all material, labor, facilities, equipment and supplies necessary to perform the services required herein.

3.2 Implementation Period Requirements

- 3.2.1 The Contractor shall perform and complete all implementation activities to enable provision of services for a minimum of 43 clients with a maximum of 49 clients effective from Date of Award through September 30, 2014 as required herein.
- 3.2.2 Collaborative Team - The Contractor shall develop or utilize an already established collaborative team within the community who the Contractor(s) shall work with to promote the well being of the participating clients. The Contractor must develop the team to consist of public health nurses; social workers; nutritionists; parents as teachers educators; women, infants, and children program (WIC) staff; family support workers

Columbia/Boone County Healthy Families America Contract 2013-2014

(FSW) and membership covering all other necessary disciplines dependent on the client's need.

3.2.3 Requirements Regarding Employment of Home Visitors:

- a. The Contractor shall develop job descriptions following HFA's sample job descriptions available on the Internet beginning on page 227 at:
<http://www.healthyfamiliesamerica.org/downloads/sdg.pdf>.
- b. The Contractor shall develop a performance appraisal system for managing and monitoring home visitor performance in compliance with the previously referenced 12 Critical Elements and requirements for home visiting services specified herein. The specific standards for conduct during home visits with the clients must be integrated into the job descriptions and the performance appraisal system.
- c. The Contractor shall ensure appropriate staffing ratios, scheduling flexibility and staff supervision patterns based upon the recommendations of the HFA model during any given period. HFA staffing recommendations are located on the Internet at:
<http://www.healthyfamiliesamerica.org/downloads/sdg.pdf>.
 - 1) The Contractor must ensure that the home visitors reflect the ethnic, cultural, and social characteristics of the community and that all home visitors are in good physical and emotional health with no physical or mental conditions that would interfere with the home visitor's home visiting responsibilities.
 - 2) Prior to provision of the services, the Contractor must obtain a medical report signed by a licensed physician or nurse practitioner that is under the supervision of a licensed physician, for each home visitor who will provide services pursuant to the requirements herein stating the home visitor is physically able to fulfill the requirements of this position and is free of communicable disease.
 - 3) The Contractor shall only utilize staff that has direct interaction with pregnant women, postpartum women, primary caregivers, children, and/or families, whose medical examination reports include a "Risk Assessment for Tuberculosis" form, included herein labeled Attachment C, completed, and signed by a health care professional, as provided by the state agency. If the person has signs or symptoms of tuberculosis, or risk factors for tuberculosis, then testing for tuberculosis shall occur.
 - a) If the person has no documented history of ever receiving a tuberculin skin test (TST), and elects to receive a TST, then a two-step TST is required. A history of bacilli Calmette-Guerin vaccination (BCG) shall not exempt a person from receiving a tuberculin test.

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- b) Persons that have a newly positive tuberculin test(s) shall not be allowed to work until a medical evaluation is performed to determine if the person has active contagious tuberculosis.
 - c) Persons with active contagious tuberculosis shall be excluded from employment until deemed non-infectious by the state agency or the local public health agency. The person may return to work once the above criteria have been met, as long as the person adheres to his/her prescribed treatment regimen.
 - d) All positive tuberculin tests shall be reported to the state agency or local public health agency as required by 19 CSR 20-20.020.
 - e) Medical examination reports shall be completed no more than 12 months prior to beginning employment with the Contractor.
 - f) Any Contractor employee who is identified as having contact with an active tuberculosis case, shall be evaluated for tuberculosis to determine if the person has active contagious tuberculosis, or be excluded from work.
 - g) Staff shall not work when ill if the health or well-being of pregnant women or children is endangered.
- 4) The Contractor shall require all home visitors and supervisory staff to be up-to-date on immunizations, including an annual influenza vaccination and current Tdap as recommended by the Centers for Disease Control and Prevention Advisory Committee on Immunization Practices (CDC ACIP). Refer to <http://www.cdc.gov/mmwr/preview/mmwrhtml/su6201a3.htm>. This information shall be kept in the agency personnel files for auditing purposes. Documentation shall also be kept for personnel with medical or religious exemptions as approved by the state agency. The aforementioned applies to current and newly hired staff.
- 5) The Contractor must utilize both family assessment workers and family support workers in order to perform the requirements specified herein. The family assessment workers can be registered nurses, licensed practical nurses, social workers with a bachelor or master degree, health educators, high school graduates or GED recipients with education and/or experience in early childhood education and care.
- 6) HFA staffing characteristics include:
- a) The Critical Elements state that direct service staff should not be hired based on their formal education alone. Service providers should be selected because of their personal characteristics (e.g., a non-judgmental attitude, compassion, the ability to establish a trusting relationship, etc.), their willingness to work

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- in or experience working with culturally diverse communities and their skills to do the job.
- b) It is beneficial to recruit staff who have experience working with families with multiple needs. In addition, staff must have the ability to separate their professional and private lives in order to reduce boundary issues and potential burnout.
 - c) All direct service staff should have the ability to comfortably interact with families from a broad range of racial, ethnic and cultural groups. If at all possible, the staff should reflect the racial and cultural make-up of the community and families to be served. In any event, programs will need to provide ongoing training around the norms, value systems and parenting beliefs of the families that will be served.
 - d) In those communities where English is the second language, every effort should be made to include a staff member(s) proficient in the first language of the community.
 - e) Since HFA is a program for parents, not just mothers, staff need to feel comfortable and have the skills to work with both male and female participants and members of their support systems. It will be important for staff to be comfortable working with many different family structures.
 - f) HFA is built on the concept that all children and their parents should be nurtured. Given this, all staff must not only believe that infants and children should be well nurtured and loved, but they must also be willing to advocate for positive, nurturing, nonviolent discipline of children.
- 7) The Contractor's personnel that will have direct interaction with pregnant women, postpartum women, primary caregivers, children and/or families must become registered with and/or undergo child abuse/neglect and criminal background screenings prior to providing services and on a yearly basis, using the Family Care Safety Registry (FCSR). Refer to www.health.mo.gov/safety/fcsr/about.php. This includes compliance as specified in RSMo 660.317. In addition, to the FCSR, the Contractor's personnel providing services directly to pregnant women, children, and/or families must undergo a criminal background check as specified in RSMo 210.025. The Contractor's personnel shall not provide services until the fingerprint screening process is complete unless the person has been cleared through FCSR. Any person found to have negative results under the FCSR (RSMo 210.903) that constitutes a disqualification as specified under RSMo 210.025 shall not provide services under this contract. Results of the above stated shall be kept in the agency personnel files for the state agency auditing purposes. The above stated applies to all current and future employees.

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- d. Prior to providing any home visits, the Contractor shall ensure each home visitor must have completed all the mandatory core training listed below within six months of contract award:
 - 1) The Contractor's home visitors and supervisors shall attend training funded by the state agency as prescribed by HFA within six months of the contract award; and shall attend any other training as prescribed by the state agency. HFA's training content and procedures are located on the Internet beginning on page 147 at: <http://www.healthyfamiliesamerica.org/downloads/sdg.pdf>.
 - 2) Training in the use of each of the following Screening Tools:
 - a) Kempe Family Stress Checklist
 - b) Edinburgh Postnatal Depression Screening Tool
 - c) Home Observation and Measurement of the Environment (H.O.M.E. Inventory)
 - d) Ages and Stages Questionnaire (ASQ-3)
 - e) Ages and Stages Questionnaire: Social and Emotional (ASQ:SE)
 - f) The Domestic Violence Enhanced Visitation (DOVE) Intervention Program
 - e. The Contractor shall provide supporting documentation if all required Screening Tool trainings were completed prior to this contract award.
 - f. In the event of staff turnover, the Contractor is responsible for all costs incurred pertaining to HFA required trainings for new staff. Upon hire of new staff, the Contractor shall have 60 days for new employees to complete all HFA required trainings.
- 3.2.4 After all the required implementation activities, the Contractor shall proceed with provision of home visiting services as specified herein.
- a. The Contractor must contact each client currently enrolled and receiving services via the home visiting program to determine if such client desires to continue in the Contractor's revised program implementing the HFA model.
- 3.3 Performance Requirements
- 3.3.1 Identification of Clients - the Contractor shall recruit clients through community resources and collaborative team relationships so that the total number of clients enrolled in the Contractor's home visiting program is at least 43 within 6 months from the Date of Award.
- a. The Contractor's clients must be low-income pregnant women, postpartum women or primary caregivers of the index child(ren) (defined as 185% of the poverty level or Medicaid eligible) who are at risk of poor birth outcomes or child abuse and neglect

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due to socioeconomic status, education, previous experience as an abused child or adult, or other factors.

- b. The Contractor shall follow HFA required Service Initiation Standards as specified herein.
 - 1) Initiate services.
 - a) Screening and assessment within two weeks after the birth of the baby (up to 20% of families can fall outside of this timeframe).
 - b) First home visit within three months after the birth of the baby, preferably prenatally (up to 20% of families can fall outside of this timeframe).
 - c) Must monitor and address various levels of program contact prior to enrollment. This includes identifying and tracking the number of client referrals received the number of clients then screened and/or assessed the number of clients accepting the program and the number of those clients that initiate services. Analyze what may impact the acceptance rate (such as family demographics, staff, materials and program supports) then develop and implement strategies to continually work to increase the acceptance rate.
 - d) Must track and measure acceptance rates on all clients assessed and offered home visiting services, complete an acceptance analysis of families who refuse services compared to families who accept services and identify strategies to increase acceptance rates every two years.
 - 2) Offer services voluntarily and use positive outreach efforts to build family trust.
 - a) Services must be voluntary.
 - b) Program staff must identify positive ways to establish a relationship with a family and keep families interested and connected over time because many participants are often reluctant to engage in services and may have difficulty building trusting relationships.
 - c) Creative outreach is offered for a minimum of three months.
 - d) Must track and measure retention of participants at different intervals (i.e., 6 months, 12 months, 24 months, etc.), complete a retention analysis of families who drop out of services compared to families who remain in services and identify strategies to increase retention rates every 2 years.

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- 3.3.2 Family Assessment Worker (Enrollment) Home Visits - The Contractor must systematically assess all families within the target population prenatally or within two weeks of the birth of a child with the Kempe Family Stress Checklist, identify family strengths and support systems, identify needs for supportive services and parenting education among families within the target population and successfully refer overburdened families to HFA home visiting services and other resources appropriate to family needs.
- a. The Contractor shall establish a permanent record in the University of Missouri (MU) Institutional Research Electronic Data Capture (REDCap) web-based system. The Contractor must enter completed forms on each client and the disposition of each client, including information documenting that each enrolled client qualifies for the program.
 - b. The Contractor shall participate in training to access to the REDCap system through cooperation with MU and the state agency.
- 3.3.3 Case Management - For each client enrolled, the Contractor, through the home visitors described herein, shall provide case management services, as well as age appropriate health education. The Contractor shall utilize the collaborative team and community resources to assist the Contractor in building upon each client's individual strengths and in working with each client to develop an intervention plan, including referrals, to reach the client's goals. The Contractor shall maintain lines of communication with the collaborative team through case conferences, collaborative meetings, and/or by telephone.
- 3.3.4 Intensive Home Visitation (encounters) Requirements - The Contractor shall follow HFA required Service Content standards as specified herein:
- a. Offer services intensively with well-defined criteria for increasing or decreasing frequency of service and over the long term.
 - 1) Services offered at least weekly during the first six months after the birth of the baby (up to 10% of families can receive less than weekly visits within the timeframe).
 - 2) Family's progress is used for determining service intensity – as family's confidence and self-sufficiency increases frequency of visits decrease.
 - 3) Programs offer services a minimum of three years and up to five years after the birth of the baby.
 - b. Services are culturally sensitive.
 - 1) Programs must track service population characteristics.

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- 2) Ethnic, racial, language, demographic, and other cultural characteristics identified by the program must be taken into account when selecting program materials (i.e., curriculum) and overseeing staff-family interactions.
 - 3) Included in the required HFA trainings, staff receives training designed to increase understanding and sensitivity of the unique characteristics of the service population.
 - 4) Through required HFA trainings, the program analyzes through the development of a cultural sensitivity review the extent to which all aspects of its service delivery system (assessment, home visitation, and supervision) are culturally sensitive.
- c. Services focus on supporting the parent as well as supporting parent-child interaction and child development.
- 1) Home visiting staff discuss and review, in supervision and with families, issues identified in the initial assessment during the course of home visiting services.
 - 2) Home visitors must develop an Individual Family Support Plan (IFSP) that identifies strengths, needs, goals, and objectives. The IFSP must be reviewed in supervision and serve as a guide for services.
 - 3) The program must promote positive parent-child interaction, child development skills, and health and safety practices with families through the use of curriculum and other educational materials.
 - 4) The program monitors the development of participating infants and children utilizing the ASQ-3 and ASQ-SE developmental screening tools, which tracks children who are suspected of having a developmental delay and follows through with appropriate referrals and follow-up. Home visitors must be trained in the use of these developmental tools as ASQ-3 and ASQ-SE are included in the list of required Screening Tools.
- d. At a minimum, all families should be linked to a medical provider to assure optimal health and development (e.g. timely immunizations, well-child care, etc.) Depending on the family's needs, they may also be linked to additional services such as financial, food, and housing assistance programs, school readiness programs, child care, job training programs, family support centers, substance abuse treatment programs and domestic violence shelters.
- 1) Participating Index Children must be linked to a medical/health care provider.
 - 2) By following the immunization schedule compatible with the current recommendations of the Advisory Committee on Immunization Practice

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(ACIP) of the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP) and the American Academy of Family Physicians (AAFP), the program ensures immunizations are up-to-date for index children and provides information, referrals, and linkages to available health care resources for all participating family members.

- 3) Families are connected to additional services in the community.
- e. Services are provided by staff based on caseloads listed below:
- 1) No more than 15 families on weekly service intensity.
 - 2) No more than 25 families at any given service intensity.
 - 3) Policies and procedures for assigning families to staff.
- f. Education - The Contractor shall visit each client to educate the client about pregnancy, the infant's growth and development, and the importance of obtaining prenatal care from a medical provider. The Contractor shall utilize the 12 Critical Elements, the Best Practice Standards Guide found at:
<http://www.ok.gov/health2/documents/2008-2012%20HFA%20SAT%20Best%20Practices%20-%20Updated%203-10.pdf>.
- g. Depression Screening - Within at least six-(6) weeks of delivery of the child, the Contractor shall perform a postpartum depression screening on each mother using the Edinburgh Postnatal Depression screening tool. The Contractor must refer all clients who screen positive for further assessment and follow-up by the client's primary care provider.
- 3.3.5 The Contractor shall make best efforts to implement the program with fidelity to the HFA Model and shall adhere to all revisions made by HFA National Office in regard to the above-referenced Best Practice Standards.
- 3.4 Data System, Recordkeeping and Reporting Requirements:
- 3.4.1 The Contractor shall maintain an individual paper record for each client participating in the home visiting program. This record must contain all signed consents for participation and screening tools as well as any other information the Contractor deems necessary.
- a. The Contractor shall store and maintain all client records, including the files, in a safe and secure location.
 - b. The Contractor must maintain all such records for 5 years after the completion of service for an adult and to age 23 for a minor according to HIPAA requirements.

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- c. The Contractor shall maintain strict confidentiality of all patient and client information or records that the Contractor establishes as a result of contract activities. The contents of such records shall not be disclosed to anyone other than the state agency and the client without a release of information form signed by the client.
- 3.4.2 The Contractor must continuously update the permanent record for each client that was established in the REDCap System. By no later than the last working day of each month, the Contractor must complete the following forms into the REDCap System as the forms pertain to each client's progression in the program:
 - a. Initial Assessment and Referral
 - b. Enrollment
 - c. Home Visit Record (every visit)
 - d. 1st Month Post-Enrollment
 - e. 2nd Month Post-Enrollment
 - f. 16th Week of Gestation
 - g. 36th Week of Gestation
 - h. 6th Month Post-Enrollment
 - i. Program Participant Form (at 1, 2, and 3 years)
 - j. 1st Year Post-Enrollment
 - k. 2nd Year Post-Enrollment
 - l. 3rd Year Post-Enrollment
 - m. Age Zero
 - n. 4-8 Weeks (Index Child's Age)
 - o. Age 6 Months
 - p. Age 12 Months
 - q. Age 18 Months
 - r. Age 24 Months
 - s. Age 36 Months
 - t. Age 48 Months
 - u. Age 60 Months
 - v. Home Visitor Demographics
 - w. Participants Served
 - x. Participant /Family Demographic Update
- 3.4.3 Customer (Client) Satisfaction Survey - Annually, between October 1 and December 31, the Contractor must administer a customer satisfaction survey to all clients enrolled in the program and must submit the completed surveys to the state agency by January 15 each year.
 - a. The Contractor shall utilize the survey form that will be provided to the Contractor by the state agency each year.
 - b. The Contractor shall perform the survey according to the requirements of the state agency in effect at the time of the survey.

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- 3.4.4 The Contractor must maintain financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures specified by the state agency.
- a. The Contractor shall make all such records, books, and other documents relevant to the contract available to the state agency and/or its designees and/or the Missouri State Auditor in an acceptable format and at all reasonable times during the term of the contract, and for five years from the date of final payment on the contract or the completion of an independent audit, whichever is later. If any litigation, claim, negotiation, audit, or other actions involving the records has been started before the expiration of the retention period, the Contractor shall retain such records until completion of the action and resolution of all issues which arise from it. Failure to retain adequate documentation for any service billed may result in recovery of payments for services not adequately documented.
 - b. The Contractor shall permit governmental auditors and/or authorized representatives of the State of Missouri to have access, for the purpose of audit or examination, to any of the Contractor's books, documents, papers, and records recording receipts and disbursements of any of the funds paid to the Contractor. The Contractor further agrees that any audit exception noted by governmental auditors shall not be paid by the state agency and shall be the sole responsibility of the Contractor. However, the Contractor shall have the right to contest any such exception by any legal procedure the Contractor deems appropriate. The state agency will pay the Contractor all amounts, which the Contractor may ultimately be held entitled to receive as a result of any such legal action.
- 3.5 Other Requirements:
- 3.5.1 The Contractor shall actively explore and utilize pre-existing funding sources and attempt to obtain additional funding sources for the program to enable the provision of the services to expand the number of clients served and to ensure long-term viability of the program in the community.
- a. The state agency shall in all cases be utilized as "payer of last resort" which means that payment by the state agency shall be only after the Contractor has demonstrated that all other funding sources, including but not limited to, insurance coverage and/or government assistance programs have been exhausted.
- 3.5.2 The Contractor shall maintain a record of all training that the home visitors receive.
- 3.5.3 The Contractor shall ensure personnel participation with the state agency in regularly scheduled consultations and discussions regarding implementation of the program model, collaborative efforts, and efficiency of the program.

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- 3.5.4 Contract Monitoring. The state agency reserves the right to monitor the contract throughout the effective period of the contract to ensure financial and contractual compliance.
- a. If there are reported concerns related to the Contractor or Contractor's personnel performance of services, if the Contractor's performance does not meet the requirements stated herein or, if the Contractor's services are not to the satisfaction of the state agency, the Contractor shall submit a written corrective action plan to the state agency. The Contractor shall submit the written corrective action plan within ten calendar days of the date requested to do so by the state agency.
 - 1) The corrective action plan must include the actions the Contractor proposes to take to remedy concerns, timeframes for achieving such, the person(s) responsible for the necessary action, the improvement that is expected and a description of how progress will be measured.
 - 2) Failure of the Contractor to submit a corrective action plan approved by the state agency within thirty calendar days shall be considered a breach of contract and subject to the remedies available to the State of Missouri including contract cancellation.
 - 3) Within fifteen working days of receipt of the corrective action plan, the state agency will notify the Contractor in writing if the corrective action plan is approved. If the state agency informs the Contractor that the corrective action plan is not approved, the Contractor shall submit a revised corrective action plan to the state agency within five calendar days.
 - 4) The Contractor must adhere to any performance improvement plan for the state agency. Failure of the Contractor to take corrective action as indicated in the corrective action plan as approved by the state agency within ninety calendar days shall be considered a breach of contract and subject to the remedies available to the State of Missouri including contract cancellation.
 - b. If, as a result of contract monitoring, the state agency determines the Contractor to be at high-risk for non-compliance, the state agency shall have the right to impose special conditions or restrictions. Written notification will be provided to the Contractor of the determination of high-risk and of any special conditions or restrictions to be imposed. The special conditions or restrictions may include, but not limited to, those conditions specified below.
 - 1) Requiring additional, more detailed financial reports or other documentation;
 - 2) Additional contract monitoring;
 - 3) Requiring the Contractor to obtain technical or management assistance; and/or

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4) Establishing additional prior approvals from the state agency.

3.5.5 Unless otherwise specified herein, the Contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services required herein.

4. Invoicing and Payment

4.1 The Contractor shall be paid a firm, fixed price per month upon satisfactory completion of the deliverables and submission and approval of all required reports and invoices. Approved budget attached herein as Attachment D.

4.2 The Contractor must supply required data captured within the REDCap forms listed in 3.4.2 to the state agency to be eligible for payment.

4.3 If the Contractor has not already submitted a properly completed State Vendor Automated Clearing House Electronic Funds Transfer (ACH/EFT) Application for deposit into a bank account of the Contractor, such Application shall be completed and submitted per this section, as the Department will make payments to the Contractor through Electronic Funds Transfer. Payment will be delayed until the ACH/EFT application is completed and approved.

4.4 A copy of State Vendor ACH/EFT Application and completion instructions may be obtained from the Internet at: <http://www.oea.mo.gov/purch/vendorinfo/vendorach.pdf>.

4.5 The Contractor must fax the ACH/EFT Application to: Office of Administration, Division of Accounting at 573-526-9813.

4.6 In accordance with state policies and procedures, the Contractor shall submit an invoice billed to the Department on the Contractor original descriptive business invoice form. Uniquely identifiable invoice numbers are required to distinguish from a previously submitted invoice or bill.

a. The Contractor understands and agrees that the State of Missouri reserves the right to make contract payments through electronic funds transfer (EFT).

4.7 Administrative costs billed to the state agency shall not exceed 8% of the direct contract costs billed. Administrative costs are those associated with the management and oversight of an organization's activities. The Contractor is not required to submit supporting documentation to the Department.

4.8 Invoicing – The Contractor shall submit an invoice on a monthly basis by the (15th) day of the month following the month in which services were provided.

a. The invoice shall itemize the caseload amount ending the last day of each month.

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b. Invoices shall be sent directly to the state agency at the following address:

Missouri Department of Health and Senior Services
Bureau of Genetics and Healthy Childhood
Attention: MCBHV/HFA Program
PO Box 570
930 Wildwood Drive
Jefferson City, MO 65102-0570

- 4.9 Payment – After the state agency’s receipt and approval of the monthly invoice by the due date specified, and after verification by the state agency that the contractor updated and entered all reporting and information into the client record in the REDCap system and after verification that the state agency will be the payer of last resort, the state agency shall pay the contractor for services.
- 4.10 In no event shall the Contractor be paid more than the guaranteed not-to-exceed price stated in the Contractor’s final approved project plan.
- 4.11 Notwithstanding any other payment provision of this contract, if the Contractor fails to perform required work or services, fails to submit reports when due, or is indebted to the United States, the state agency may withhold payment or reject invoices under this contract.
- 4.12 Final invoices are due by no later than 30 calendar days of the expiration of the contract. The state agency shall have no obligation to pay any invoice submitted after the due date.
- 4.13 If a request by the Contractor for payment or reimbursement is denied, the state agency shall provide the Contractor with written notice of the reason(s) for denial.
- 4.14 If the Contractor is overpaid by the state agency, the Contractor shall issue a check made payable to “DHSS-DA-Fee Receipts” upon official notification by the state agency and shall mail the payment to:

Missouri Department of Health and Senior Services
Division of Administration, Fee Receipts
P.O. Box 570
920 Wildwood Drive
Jefferson City, Missouri 65102-0570

5. Other Contractual Requirements:

- 5.1 Contract - A binding contract shall consist of: (1) the Contract and amendments thereto and (2) the Division of Purchasing and Materials Management’s acceptance of the Contract by “notice of award”. All Exhibits and Attachments included shall be incorporated into the contract by reference.

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- a. A notice of award issued by the State of Missouri does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies, and/or services for the State of Missouri, the Contractor must receive a properly authorized purchase order or other form of authorization given to the Contractor at the discretion of the state agency.
 - b. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.
 - c. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the Contractor and the Division of Purchasing and Materials Management prior to the effective date of such modification. The Contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.
- 5.2 Contract Period - The original contract period shall be as stated on page one of the Contract. The contract shall not bind, nor purport to bind, the state for any contractual commitment in excess of the original contract period. The Division of Purchasing and Materials Management shall have the right, at its sole option, to renew the contract for three additional one-year periods, or any portion thereof. In the event the Division of Purchasing and Materials Management exercises such right, all terms and conditions, requirements and specifications of the contract, including prices, shall remain the same and apply during renewal periods. However, the Contractor shall understand and agree the state may determine funding limitations necessitate a decrease in the Contractor's pricing for the renewal period(s). If such action is necessary and the Contractor rejects the decrease, the contract may be terminated, and a new procurement process may be conducted.
- 5.3 Transition:
- a. Upon award of the contract, the Contractor shall work with the state agency and any other organizations designated by the state agency to ensure an orderly transition of services and responsibilities under the contract and to ensure the continuity of those services required by the state agency.
 - b. Upon expiration, termination, or cancellation of the contract, the Contractor shall assist the state agency to ensure an orderly and smooth transfer of responsibility and continuity of those services required under the terms of the contract to an organization designated by the state agency. If requested by the state agency, the Contractor shall provide and/or perform any or all of the following responsibilities:
 - 1) The Contractor shall deliver, FOB destination, all records, documentation, reports, data, recommendations, or printing elements, etc., which were

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required to be produced under the terms of the contract to the state agency and/or to the state agency's designee within seven days after receipt of the written request in a format and condition that are acceptable to the state agency.

- 2) The Contractor shall discontinue providing service or accepting new assignments under the terms of the contract, on the date specified by the state agency, in order to ensure the completion of such service prior to the expiration of the contract.
- 3) The Contractor shall not accept any new clients on behalf of the state agency nor be paid for service to any new clients by the state agency if service is implemented after the termination or cancellation date of the contract. In the event that services for a client are referred or transferred to another organization, the Contractor shall furnish all records, treatment plans, and recommendations, which are necessary to ensure continuity and consistency of care for the client.
- 4) If requested in writing via formal contract amendment, the Contractor shall agree to continue providing any part or all of the services in accordance with the terms and conditions, requirements and specifications of the contract for a period not to exceed 90 calendar days after the expiration, termination or cancellation date of the contract for a price not to exceed those prices set forth in the contract.
- 5) The Contractor must obtain specific written approval from the state agency prior to providing continuing services to any client after the termination or cancellation of the contract. The written approval must identify the specific client and contain a date for the termination of service for the client.
- 6) The decision to allow a client to receive continuing services shall be made by the state agency on a case-by-case basis at its sole discretion.

6. Amendments

- 6.1 Any changes to this contract shall only be made by execution of a written amendment signed and approved by the Department.

7. Renewals

- 7.1 The Department shall have the right, at its sole option, based upon available funding and Contractor performance during the prior contract period, to renew the contract for three additional one-year periods. In the event the option is exercised, all terms and conditions, requirements and specifications of this contract shall remain the same and apply during the renewal period.

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8. Monitoring

- 8.1 The state agency reserves the right to monitor this contract during the contract period to ensure financial and contractual compliance.
- 8.2 Contractors deemed high-risk by the state agency may have special conditions or restrictions imposed, including but not limited to the following: withholding authority to proceed to the next phase of the project until the state agency receives evidence of acceptable performance within a given contract period; requiring additional, more detailed financial reports or other documentation; additional project monitoring; requiring the Contractor to obtain technical or management assistance; or establishing additional prior approvals from the state agency. Special conditions or restrictions can be imposed at the time of the contract award or at any time after the contract award. Written notification will be provided to the Contractor prior to the effective date of the high-risk status.

9. Document Retention

- 9.1 The Contractor shall retain all books, records, and other documents relevant to this contract for a period of three years after final payment or the completion of an audit, whichever is later, or as otherwise designated by the federal funding agency and stated in the contract. The Contractor shall allow authorized representatives of the Department, State, and Federal Government to inspect these records upon request. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three year period, whichever is later. The Department may recover any payment it has made to the Contractor if adequate documentation is not retained by the Contractor.

10. Liability

- 10.1 The relationship of the Contractor to the Department shall be that of an independent contractor. The Contractor shall have no authority to represent itself as an agent of the Department. Nothing in this contract is intended to, nor shall be construed in any manner as creating or establishing an agency relationship or the relationship of employer/employee between the parties. Therefore, the Contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, or any other applicable employee related obligation or expense, and shall assume all costs, attorney fees, losses, judgments, and legal or equitable imposed remedies associated with the matters outlined in this paragraph in regards to the Contractor's subcontractors, employees and agents. The Contractor shall have no authority to bind the Department for any obligation or expense not specifically stated in this contract. This provision is not intended to waive any claim of sovereign immunity to which a public entity would otherwise be entitled to under Missouri law.

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- 10.2 The Contractor shall be responsible for all claims, actions, liability, and loss (including court costs and attorney's fees) for any and all injury or damage (including death) occurring as a result of the Contractor's performance or the performance of any subcontractor, involving any equipment used or service provided, under the terms and conditions of this contract or any subcontract, or any condition created thereby, or based upon any violation of any state or federal statute, ordinance, building code, or regulation by Contractor. However, the Contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the Department, including its officers, employees, and assigns. This provision is not intended to waive any claim of sovereign immunity to which a public entity would otherwise be entitled to under Missouri law.
- 10.3 Insurance - The Contractor shall understand and agree that the State of Missouri cannot save and hold harmless and/or indemnify the Contractor or employees against any liability incurred or arising as a result of any activity of the Contractor or any activity of the Contractor's employees related to the Contractor's performance under the contract. Therefore, the Contractor must have and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract.
- a. The insurance coverage shall include but not necessarily be limited to general liability and appropriate professional liability, etc. The insurance shall include an endorsement that adds the State of Missouri as an additional insured. Self-insurance coverage or another alternative risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable and that the State of Missouri is protected as an additional insured.
 - b. The Contractor shall provide written evidence of the insurance to the state agency prior to performance under the contract. The evidence of insurance shall include, but shall not necessarily be limited to: effective dates of coverage, limits of liability, insurer's name, policy number, endorsement naming the State of Missouri as an additional insured/loss payee, endorsement by representatives of the insurance company, etc.
 - c. In the event any insurance coverage is canceled, the state agency must be notified immediately.

11. Confidentiality

- 11.1 The Contractor shall maintain strict confidentiality of all patient and client information or records supplied to it by the Department or that the Contractor establishes as a result of contract activities. The contents of such records shall not be disclosed to anyone other than the Department and the patient/client or the patient's/client's parent or legal guardian unless such disclosure is required by law. The Contractor assumes liability for all disclosures of confidential information and breaches by the Contractor and/or the

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Contractor's subcontractors and employees. The Contractor agrees to comply with all applicable confidentiality and information security laws, including but not limited to sections 192.067 and 192.667, RSMo, the Health Insurance Portability and Accountability Act of 1996 ("HIPPA") and regulations promulgated under HIPPA, including but not limited to the Federal Standards for Privacy of Individually Identifiable Health Information (45 CFR Parts 160 and 164, the "Privacy Rule"), the Security Standards for the Protection of Electronic Protected Health Information (45 CFR Part 164, subpart C, the "Security Rule"), and the Breach Notification for Unsecured Protected Health Information (45 CFR Parts 160 and 164, the "Breach Notification Rule").

12. Publications, Copyrights, and Rights in Data and Reports

- 12.1 Any publicity release mentioning contract activities shall reference the contract number and the Department. Any publications, including audiovisual items produced with contract funds, shall give credit to the contract and the Department. The Contractor shall obtain approval from the Department prior to the release of such publicity or publications.
- 12.2 In accordance with the Department of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, Public law 112-74, Section 505, "Steven's Amendment" the Contractor shall not issue any statements, press release, request for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money unless it clearly states the following:
 - 12.2.1 The percentage of the total costs of the program or project which will be financed with Federal money;
 - 12.2.2 The dollar amount of Federal funds for the project or program; and
 - 12.2.3 The percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.
- 12.3 If any copyrighted material is developed as a result of this contract, the Department shall have a royalty-free, nonexclusive and irrevocable right to publish or use, and to authorize others to use, the work for Department purposes or the purpose of the State of Missouri.

13. Authorized Personnel

- 13.1 The Contractor shall be responsible for assuring that all personnel are appropriately qualified and licensed or certified, as required by state, federal or local law, statute or regulation, respective to the services to be provided through this contract; and documentation of such licensure or certification shall be made available upon request.
- 13.2 The Contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the

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Immigration Reform and Control Act of 1986 as codified at 8 U.S.C. § 1324a, the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and Section 274A of the Immigration and Nationality Act. If the Contractor is found to be in violation of these requirements or the applicable laws of the state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the state. The state may also withhold up to 25% of the total amount due to the Contractor. The Contractor agrees to fully cooperate with any audit or investigation from federal, state or local law enforcement agencies.

- 13.3 Affidavit of Work Authorization and Documentation: Pursuant to section 285.530, RSMo, if the Contractor meets the section 285.525, RSMo definition of a “business entity” (<http://www.moga.mo.gov/statutes/C200-299/2850000525.HTM>), the Contractor must affirm the Contractor’s enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The Contractor should complete applicable portions of Exhibit E, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization as attached hereto and incorporated by reference as if fully set forth herein. The applicable portions of Exhibit E must be submitted prior to an award of a contract.
- 13.4 If the Contractor meets the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo the Contractor shall maintain enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein. If the Contractor’s business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then the Contractor shall, prior to the performance of any services as a business entity under the contract:
 - 13.4.1 Enroll and participate in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
 - 13.4.2 Provide to the Missouri Department of Health and Senior Services the documentation required in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization affirming said company’s/individual’s enrollment and participation in the E-Verify federal work authorization program; AND
 - 13.4.3 Submit to the Missouri Department of Health and Senior Services a completed, notarized Affidavit of Work Authorization provided in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization.

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- 13.5 In accordance with subsection 2 of section 285.530 RSMo, the contractor should renew their Affidavit of Work Authorization annually. A valid Affidavit of Work Authorization is necessary to award any new contracts.

14. Termination

- 14.1 If state and/or federal funds are not appropriated, continued, or available at a sufficient level to fund this contract, or in the event of a change in federal or state law relevant to this contract, the obligations of each party may, at the sole discretion of the Department, be terminated in whole or in part, effective immediately or as determined by the Department, upon written notice to the Contractor from the Department.
- 14.2 The Contractor may terminate the contract by giving written notice at least 60 calendar days prior to the effective date of such termination. The Department reserves the right to terminate the contract, in whole or in part, at any time, for the convenience of the Department, without penalty or recourse, by giving written notice to the Contractor at least 30 calendar days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, reports, supplies, equipment, and accomplishments prepared, furnished, or completed by the Contractor pursuant to the terms of the contract shall, at the option of the Department, become the property of the Department as authorized by law. The Contractor shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by the Department and for all non-cancelable obligations incurred pursuant to the contract prior to the effective date of termination.

15. Subcontracting

- 15.1 Any subcontract shall include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the Contractor and the Department, including the civil rights requirements set forth in 19 CSR 10-2.010 (5) (A)-(L), if applicable, and provided that the Department approves the subcontracting arrangement prior to finalization. The Contractor shall ensure that the Department is indemnified, saved and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described herein. The Contractor shall expressly understand and agree that the responsibility for all legal and financial obligations related to the execution of a subcontract rests solely with the Contractor; and the Contractor shall assure and maintain documentation that any and all subcontractors comply with all requirements of this contract. The Contractor shall agree and understand that utilization of a subcontractor to provide any of the equipment or services in this contract shall in no way relieve the Contractor of the responsibility for providing the equipment or services as described and set forth herein.
- 15.2 Pursuant to subsection 1 of section 285.530, RSMo no Contractor or subcontractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. In accordance with sections 285.525 to

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285.550, RSMo a general Contractor or subcontractor of any tier shall not be liable when such Contractor or subcontractor contracts with its direct subcontractor who violates subsection 1 of section 285.530, RSMo if the contract binding the Contractor and subcontractor affirmatively states that

- 15.2.1 The direct subcontractor is not knowingly in violation of subsection 1 of section 285.530, RSMo and
- 15.2.2 Shall not henceforth be in such violation and
- 15.2.3 The Contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.
- 15.3 The Contractor shall be responsible for assuring that any subcontractor(s), are appropriately qualified and licensed or certified, as required by state, federal or local law, statute or regulation, respective to the services to be provided through this contract; and documentation of such licensure or certification shall be made available upon request.
- 15.4 The Contractor shall notify all subcontractor(s) of applicable Office of Management and Budget (OMB) administrative requirements, cost principles, other applicable federal rules and regulations, and funding source information as included herein.

16. Federal Funds Requirements

The Contractor shall understand and agree that the contract may involve the use of federal funds. Therefore, for any federal funds used, the following paragraphs shall apply:

- 16.1 The Contractor shall understand and agree that the contract involves the use of federal funds as specified below. In the event the federal fund information below changes, the Contractor shall be notified in writing by the state agency.
 - a. 100% Federal Funds
 - b. CFDA Title: Maternal and Child Health Services Block Grant
 - c. CFDA Number and Federal Agency Name: 93.994 HRSA
 - d. Subject to A-133 Requirements: Yes
 - e. Federal Award Number and Name: **
 - f. Federal Award Year: 2012
 - g. Research and Development: No
- 16.2 In performing its responsibilities under the contract, the Contractor shall fully comply with the following Office of Management and Budget (OMB) administrative requirements and cost principles, as applicable, including any subsequent amendments:
 - a. Uniform Administrative Requirements - A-102 - State/Local Governments; 2 CFR 215 - Hospitals, Colleges and Universities, For-Profit Organizations (if specifically

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included in federal agency implementation), and Not-For-Profit Organizations (OMB Circular A-110).

- b. Cost Principles - 2CFR 225 – State/Local Governments (OMB Circular A-87); A-122 - Not-For-Profit Organizations; A-21 - Colleges and Universities; 48 CFR 31.2 - For-Profit Organizations; 45 CFR 74 Appendix E – Hospitals.
- 16.3 The Contractor shall comply with 31 U.S.C. 1352 relating to limitations on use of appropriated funds to influence certain federal contracting and financial transactions. No funds under the contract shall be used to pay the salary or expenses of the Contractor, or agent acting for the Contractor, to engage in any activity designed to influence legislation or appropriations pending before the United States Congress or Missouri General Assembly. The Contractor shall comply with all requirements of 31 U.S.C. 1352 which is incorporated herein as if fully set forth. The Contractor shall submit to the state agency, when applicable, Disclosure of Lobbying Activities reporting forms.
- 16.4 The Contractor shall comply with the requirements of the Single Audit Act Amendments of 1996 (P.L. 104-156) and Circular A-133, including subsequent amendments or revisions, as applicable or 2 CFR 215.26 as it relates to for-profit hospitals and commercial organizations. A copy of any audit report shall be sent to the state agency each contract year if applicable. The Contractor shall return to the state agency any funds disallowed in an audit of the contract.
- 16.5 The Contractor shall comply with the Pro-Children Act of 1994 (20 U.S.C. 6081), which prohibits smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.
- 16.6 The Contractor shall comply with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations, as applicable.
- 16.7 The Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).
- 16.8 If the Contractor is a sub-recipient as defined in OMB Circular A-133, Section 210, the Contractor shall comply with all applicable implementing regulations, and all other laws, regulations and policies authorizing or governing the use of any federal funds paid to the Contractor through the contract.
- 16.9 Non-Discrimination and ADA - The Contractor shall comply with all federal and state statutes, regulations and executive orders relating to nondiscrimination and equal employment opportunity to the extent applicable to the contract. These include but are not limited to:

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- a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin (this includes individuals with limited English proficiency) in programs and activities receiving federal financial assistance and Title VII of the Act which prohibits discrimination on the basis of race, color, national origin, sex, or religion in all employment activities;
- b. Equal Pay Act of 1963 (P.L. 88 -38, as amended, 29 U.S.C. Section 206 (d));
- c. Title IX of the Education Amendments of 1972, as amended (20 U.S.C 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex;
- d. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) which prohibit discrimination on the basis of disabilities;
- e. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107) which prohibits discrimination on the basis of age;
- f. Equal Employment Opportunity – E.O. 11246, “Equal Employment Opportunity”, as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity”;
- g. Missouri State Regulation, 19 CSR 10-2.010, Civil Rights Requirements;
- h. Missouri Governor’s E.O. #94-03 (excluding article II due to its repeal);
- i. Missouri Governor’s E.O. #05-30; and
- j. The requirements of any other nondiscrimination federal and state statutes, regulations and executive orders which may apply to the services provided via the contract.

**State of Missouri
Children's Trust Fund
Contractual Service Agreement Extension
Child Abuse Prevention Projects
FY 2015**

The contractual service agreement extension is between the Children's Trust Fund, hereinafter referred to as CTF and, **Columbia/Boone Co Dept of Health and Human Service, 1005 W. Worley, PO Box 6015, Columbia, MO 65203**, hereinafter referred to as the Provider.

Whereas CTF is authorized under section 210.172(3)(a) RSMo., to enter into contracts with public or private agencies, schools, or qualified individuals to establish community-based educational and service prevention programs designed to prevent or alleviate child abuse or neglect;

Whereas CTF originally awarded a contract to the provider on **7/1/2012**, for child abuse prevention programming as described in the Notice of Current Availability of Prevention Funds and Instructions (Exhibit B).

Whereas, the Provider has the expertise and ability to perform these services as outlined in the Grant Application attached to this contract and incorporated herein as Exhibit A.

Whereas upon mutual agreement by CTF and the Provider, the contractual service agreement is extended and shall include all of the obligations therein consisting of the contractual service agreement extension, approved project budget form (attachment 1), the Provider's application (Exhibit A), Notice of Current Availability of Prevention Funds and Instructions (Exhibit B), and all amendments made to the contract during the contract period. In addition, all conditions as outlined in the previous contractual service agreement (**FY 2013**) still apply.

The maximum cost of this contract agreement extension shall not exceed **\$11,250**.

The contract shall be extended for a period of twelve (12) months and shall commence on July 1, 2014 up through and including June 30, 2015 at which time the contract shall terminate.

Steve Hollis

Printed Name of Contract Officer for Provider

[Signature]

Signature of Contract Officer

[Signature]

Executive Director, Children's Trust Fund

Human Services Mgr.

Title

6/11/14

Date

6/23/2014

Date

**HOUSING AUTHORITY OF THE CITY OF COLUMBIA
AND
COLUMBIA/BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
MEMORANDUM OF UNDERSTANDING**

Purpose and Basis for Memorandum of Understanding

This Memorandum of Understanding (MOU) establishes a partnership between the Housing Authority of the City of Columbia (CHA) Shelter Plus Care program and the COLUMBIA/BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES. The partnership promotes and supports a rental housing assistance program for homeless persons with disabilities who are served by supportive services from sources other than this program, and their families.

The purpose of this partnership is to provide housing assistance to homeless persons with a certified disability who are receiving supportive services from a participating agency. The goal of this program is to obtain permanent housing and provide independence for the individual participants through the provision of services and integration into the greater Columbia community.

COLUMBIA/BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

The Healthy Babies program is a parent education and support program offered by the Columbia/Boone County Department of Public Health and Human Services. This program is funded with a Missouri Home and Community Based Visiting grant from the Missouri Department of Health. Women with an identified medical/social/mental health risk are provided case management services starting at pregnancy until the child reaches age two. The social services staff provide home visits at least one time per month and provide support services and educational materials using the Partners for a Healthy Baby Curriculum, developed by the Florida State University. This support and education reduces parental stress and decreases the likelihood of child abuse and neglect.

Housing Authority of the City of Columbia

The Housing Authority of the City of Columbia is a municipal corporation governed by a five-member Board of Commissioners, appointed by the Mayor of the City of Columbia. The Housing Authority of the City of Columbia administers the Shelter Plus Care Program under the direction of the Chief Executive Officer and designees.

Provider Council

The Provider Council shall meet at least bi-annually to review the program goals and to improve program operations. The Provider Council shall consist of at least one member from each participating agency.

Description of the Shelter Plus Care Program

The Shelter Plus Care Program is authorized under an amendment to the Stewart B. McKinney Homeless Act by the National Affordable Housing Act to provide rental housing assistance, in conjunction with supportive services funded from sources other than this program, to homeless persons with disabilities and their families. Federal regulations governing the administration of the program are contained in 24 CFR Part 582.

Program Administration

The program shall be administered by the Columbia Housing Authority.

The CHA will be responsible for finalizing eligibility of the participant, conducting a briefing with the participant and the agency to review all information and program obligations.

The CHA shall conduct income eligibility and rent calculations.

The CHA shall issue vouchers to participants and conduct inspections as required and needed.

The agency shall coordinate referrals. They shall submit referrals to CHA and certify disability of each participant. Referrals must be made directly to the Shelter Plus Care Program Specialist or through the Provider Council.

The agency shall determine and certify homelessness as well as certify the disability of the applicant.

The agency shall help an Applicant through the application, briefing, verification and other paperwork that will initiate participation in a Program. The agency must participate in the initial briefing with the participant.

The agency shall assist the Participant in the process of locating a unit within 30 days and notify CHA if more time is needed, and show why it is needed.

The agency shall assist the Participant in the services the Participant is currently receiving and arrange for additional support services as necessary to support the client in an independent living situation.

The agency shall maintain an intense level of in-person contact with the Participant for the first two to three weeks after move-in, and taper that contact, as appropriate or deemed necessary by case plan. For Participants who only need minimal contact, at least one contact per month shall be made.

The agency shall manage any clinical issue that arises and work with the CHA when a clinical issue affects the housing situation. The overall goal is to maintain housing for the participant.

The agency must be responsible for documenting support services.

The agency must provide and submit matching supportive services documentation every 90 days and adhere to program requirements. If the agency does not submit documentation as required, the partnership may be terminated.

Liability

Each party to this MOU shall be liable for the acts and omission of its own employees.

This MOU does not confer rights on any third party.

Amendment

The MOU will be reviewed annually and may be amended as agreed to in writing by both parties.

Effective Date and Termination

The MOU shall become effective upon the signature of the authorized officials of the respective parties. It shall remain in effect until terminated by mutual agreement or 60 days advance written notice by either party.

Limitation

This document is a Memorandum of Understanding only. It is entered into only as a declaration of present intent. Nothing herein shall be construed as a legally binding commitment of any part or parties hereto either individually or collectively. This MOU does not create any rights either on the part of any party hereto or any third party. Any provision of this MOU that conflicts with federal law will be null and void.

Points of Contact

Phil Steinhaus
Chief Executive Officer
Housing Authority of the City of Columbia
Telephone: 573.443.2556, ext. 1100
Fax: 573.443.0051
E-mail: psteinhaus@columbiaha.com

Steve Hollis, Human Services Manager
Division of Human Services
Columbia/Boone County Department of Public Health and Human Services
1005 W. Worley St.
Columbia, MO 65203
V 573.874.7488

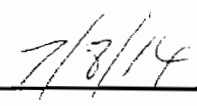
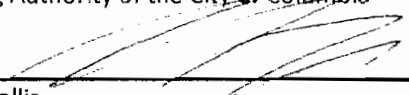
Signatures



July 8, 2014

Phil Steinhaus
Chief Executive Officer
Housing Authority of the City of Columbia

Date



Steve Hollis
Human Services Manager
Columbia/Boone County Department of Public Health and Human Services

Date

Parent Survey (Family Stress Checklist) Narrative

Baby's Name: McKenzie ID: _____ Date: _____ HV Initial: _____

Mom Name: _____ Dad/SO Names: _____ Person's Present: _____

I. Parent/Family Strengths: _____

II. Significant Stressors, Risk Factors, Family Concerns: _____

III. Parent Survey Information (please see Rating Scale)

MOB FOB SO

____ 1. Parent's Childhood Experiences:

Nurturing: Mom reports having a difficult childhood that included multiple moves, domestic violence, and poverty. Mom said her parents "fought a lot" and in front of the children and that scared them. Mob said she "sometimes" felt nurtured by her father, but not her mother, whom Mom describes as "not emotionally available." Dad said he had a "pretty ideal childhood." Dad shared that his parents were loving, patient and kind.

Discipline: Discipline for Mom included yelling, spanking with a belt and grounding when she got older. Mob said she remembers being spanked "at least 20 times," and believes marks/bruises were sometimes left. Dad shared his parents disciplined by explaining what he did wrong and taking away privileges.

Other (A/D abuse, running away, CPS removal, DV...): Mom reported her parents both abused alcohol and "hit each other." No sexual abuse or running away was reported by Mom. Dad said he never ran away or experienced any type of abuse. He also reported his parents never abused drugs or alcohol.

____ 2. Lifestyle Behaviors and Mental Health:

Substance/Alcohol Use: Mom reports getting drunk twice in high school, but not since getting pregnant. Mom said she tried marijuana only one time, two years ago and "did not like it." Dad reports no drug use or experimentation - "I was never into that." Dad did share that he likes to drink one beer a day in the evenings to help him unwind. Neither Mom nor Dad see the drinking as a problem. Dad smokes cigarettes outside, saying "I'd like to quit, but it's too stressful right now."

Mental Health: Mom shared that she has struggled with depression since she turned 13 and is currently on medication. Mom reports counseling in her past, but did not think it was helpful. Dad reports no counseling or mental health concerns/diagnoses.

Law Enforcement: Both parents report no involvement, past or present, with law enforcement with the exception of one speeding ticket each.

____ 3. Parenting Experience (including CPS involvement): Dad said he has had experience caring for his brother's child who is now three. Mom reports no experience with babies or children. Parents said they have had no involvement with CPS.

____ 4. Coping Skills and Support Systems:

Transportation/Phone: Mom and Dad both have cell phones and are comfortable taking the city bus or asking Dad's parents for a ride. Dad carools with co-workers to get to work.

Prenatal Care History: Mom said she started prenatal care at 4 months and had approximately 7 prenatal visits.

Coping and Depression: See #2 for Mom. Mom reports still feeling down, but believes it's manageable and she is coping. See #2 for Dad coping. When asked how her childhood may have impacted her Mom said, "That's probably why I have depression."

Lifelines and Social Life: Dad and Mom both report Dad's parents as their lifeline. Dad said he has several friends that work in construction with him and they see each other on weekends. Mom said she socializes with some of Dad's friend's wives, but doesn't feel very "connected" to them. Mom said she feels lonely while Dad is at work and wishes she had friends closer to her age that had children.

Education: Both Mom and Dad graduated from high school.

Employment: Dad works in construction and Mom quit her job at a clothing store to stay home with baby "so long as we can afford it."

Other: Mom shared that she does not feel supported by her parents, who divorced five years ago. Mom said she is "extremely angry" at her mother, but does talk with her father on the phone every month or so. She said she cannot count on them to help out.

5. Stresses/Concerns:

Finances and Job Changes: Finances are stressful, but manageable. Dad said they are able to pay bills on time, but "barely," and do not have any extra money at the end of the month. Dad said his parents help with items for the baby such as formula and diapers so that Mom can stay home while baby is young. Dad has been in the same job for 2 years.

Relationship: Mom and Dad said they argue frequently since baby was born, but believe it has to do with mom's hormones and lack of sleep. They both said the arguing consists only of yelling and disagreeing, but it is really stressful for them.

Housing and Moves: Mom and Dad said their housing is stressful due to mold growing on the walls and they would like to find a new place to live. Mom and dad have moved once in the past year.

Other: Mom reports her type 1 diabetes as a big stress as she often has complications.

6. Anger Management Skills

With Other Parent/Partner See #5 - arguing consists of yelling, no throwing or hitting.

Other Situations: Dad said he got in a fight with another man at a campground last year and they "took a few swings at each other." He said he has never been in a physical fight before and regrets the incident. Mom reports giving people the silent treatment and ignoring them when she is angry.

7. Expectations for Infant's Developmental Milestones and Behavior:

Walking: Mom and Dad both agree baby will walk at 12 months.

Worried: They would worry at 15 months.

Toilet Training: Dad said he thinks starting potty training at 2.5 years would be reasonable. Mom said, she would prefer to start much sooner - around "one year."

Worried: Dad said he would not worry until baby was 3.5 years old and Mom said she would worry at 2 years old, stating "If she can walk; she can sit on the potty."

Crying Baby Scenario: Both Mom and Dad agree that they would not let baby cry for more than 5 minutes before picking her up. If baby continued to cry after being fed, held, changed then they might worry something is wrong and call Dad's mother.

Spoiling: Neither parent believe you can spoil an infant six months and younger.

Other: Mom said she worries about being a successful parent because she did not have a "good role model."

8. Plans for Discipline:

Infant: Dad said he would remove objects or remove the baby. Mom said she would smack the baby's hand if she continued to get into stuff after telling her "no."

Toddler: Both parents agree that they will not use spanking. They will try to explain the rules to their daughter and might take away privileges like a favorite T.V. show.

Child: Mom and Dad report the same for an older child as for a toddler.

9. Perception of New Infant: Dad describes his daughter as as "super smart." Mom describes her as "demanding" and more difficult than she expected. Mom also said "she's adorable too."

10. Bonding/Attachment Issues:

Marital Status: Parents are not married.

Planned? Feelings about Pregnancy? Parents report baby as a "happy surprise." Mom said the pregnancy was "okay."

Current Feelings about Parenting now: Dad said he is happy baby is here and excited to be a parent. Mom said she is getting used to parenting, but feels exhausted. Mom said she loves baby and knows it will get better with time.

Separation from Parents: Baby was born at 35 weeks and spent one week in the NICU.

Medical Complications/Feeding/Other: Mom got a breast infection right after baby was born and stopped breastfeeding. Mom and Dad expressed concern about the formula upsetting baby's tummy and are considering switching to a different brand that is easier to digest.

Total Scores (Score Parents Separately)

MOB FOB SO

IV. Referrals Made: _____

V. Follow-up: _____

HV Signature: _____ Date _____

Supervisor Signature: _____ Date _____

Edinburgh Postnatal Depression Scale¹ (EPDS)

Name: _____

Phone: _____

Your Date of Birth: _____

E-mail: _____

Due Date or Baby's Date of Birth: _____

As you are pregnant or have recently had a baby, we would like to know how you are feeling. Please check the answer that comes closest to how you have felt **IN THE PAST 7 DAYS**, not just how you feel today.

Here is an example, already completed.

I have felt happy:

- Yes, all the time
- Yes, most of the time This would mean: "I have felt happy most of the time" during the past week.
- No, not very often Please complete the other questions in the same way.
- No, not at all

In the past 7 days:

- | | |
|---|---|
| 1. I have been able to laugh and see the funny side of things | *6. Things have been getting on top of me |
| <input type="checkbox"/> As much as I always could | <input type="checkbox"/> Yes, most of the time I haven't been able to cope at all |
| <input type="checkbox"/> Not quite so much now | <input type="checkbox"/> Yes, sometimes I haven't been coping as well as usual |
| <input type="checkbox"/> Definitely not so much now | <input type="checkbox"/> No, most of the time I have copied quite well |
| <input type="checkbox"/> Not at all | <input type="checkbox"/> No, I have been coping as well as ever |
| 2. I have looked forward with enjoyment to things | *7. I have been so unhappy that I have had difficulty sleeping |
| <input type="checkbox"/> As much as I ever did | <input type="checkbox"/> Yes, most of the time |
| <input type="checkbox"/> Rather less than I used to | <input type="checkbox"/> Yes, sometimes |
| <input type="checkbox"/> Definitely less than I used to | <input type="checkbox"/> Not very often |
| <input type="checkbox"/> Hardly at all | <input type="checkbox"/> No, not at all |
| *3. I have blamed myself unnecessarily when things went wrong | *8. I have felt sad or miserable |
| <input type="checkbox"/> Yes, most of the time | <input type="checkbox"/> Yes, most of the time |
| <input type="checkbox"/> Yes, some of the time | <input type="checkbox"/> Yes, quite often |
| <input type="checkbox"/> Not very often | <input type="checkbox"/> Not very often |
| <input type="checkbox"/> No, never | <input type="checkbox"/> No, not at all |
| 4. I have been anxious or worried for no good reason | *9. I have been so unhappy that I have been crying |
| <input type="checkbox"/> No, not at all | <input type="checkbox"/> Yes, most of the time |
| <input type="checkbox"/> Hardly ever | <input type="checkbox"/> Yes, quite often |
| <input type="checkbox"/> Yes, sometimes | <input type="checkbox"/> Only occasionally |
| <input type="checkbox"/> Yes, very often | <input type="checkbox"/> No, never |
| *5. I have felt scared or panicky for no very good reason | *10. The thought of harming myself has occurred to me |
| <input type="checkbox"/> Yes, quite a lot | <input type="checkbox"/> Yes, quite often |
| <input type="checkbox"/> Yes, sometimes | <input type="checkbox"/> Sometimes |
| <input type="checkbox"/> No, not much | <input type="checkbox"/> Hardly ever |
| <input type="checkbox"/> No, not at all | <input type="checkbox"/> Never |

¹Source: Cox, J.L., Holden, J.M., and Sagovsky, R. 1987. Detection of postnatal depression: Development of the 10-item Edinburgh Postnatal Depression Scale. *British Journal of Psychiatry* 150:782-786.

²Source: K. L. Wisner, B. L. Parry, C. M. Piontek, Postpartum Depression *N Engl J Med* vol. 347, No 3, July 18, 2002, 194-199

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For Office Use Only:

Administered/Reviewed by _____ Date _____

Date of assessment: _____

Study ID _____ Referral to study ___ Yes ___ No

County _____ Reason for not wanting to participate _____

DOVE: ABUSE ASSESSMENT SCREEN (AAS)

1. Have you ever been physically abused by your partner, ex-partner or the father of the baby?YES NO

WHO? _____

2. IN THE PAST 12 MONTHS BEFORE THIS PREGNANCY, were you pushed, grabbed, shoved, slapped, hit, kicked or otherwise physically hurt by your partner, ex-partner or the father of the baby?YES NO

WHO? _____

3. SINCE THE PREGNANCY BEGAN have you ever been pushed, grabbed, shoved, slapped, hit, kicked or otherwise physically hurt by your partner, ex-partner or father of the baby? YES NO

WHO? _____

4. IN THE PAST 12 MONTHS BEFORE THIS PREGNANCY, did your partner, ex-partner or father of the baby force you into sexual activities? ...YES NO

WHO? _____

5. SINCE THE PREGNANCY BEGAN, has your partner, ex -partner or father of the baby forced you into sexual activities?YES NO

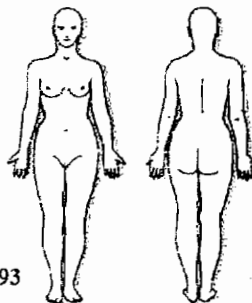
WHO? _____

6. Are you afraid of your partner, ex-partner or father of the baby?...YES NO

WHO? _____

Adapted from Helton & McFarlane, 1986

If eligible, please elaborate on *who* and *when* in your notes





Ages & Stages Questionnaires®



16 Month Questionnaire

15 months 0 days through 16 months 30 days

Please provide the following information. Use black or blue ink only and print legibly when completing this form.

Date ASQ completed: 9/20/2008

Child's information

Child's first name: Annie Middle initial: M. Child's last name: Roberts

Child's date of birth: 5/5/2007 If child was born 3 or more weeks prematurely, # of weeks premature: _____ Child's gender: Male Female

Person filling out questionnaire

First name: Jennifer Middle initial: M. Last name: Roberts

Street address: 33 Main Street Relationship to child: Parent Guardian Teacher Child care provider Grandparent or other relative Foster parent Other: _____

City: Jonestown State/Province: IN ZIP/Postal code: 61924

Country: USA Home telephone number: 219-888-0021 Other telephone number: 219-912-2100

E-mail address: jennifer_roberts@email.com

Names of people assisting in questionnaire completion: _____

Program Information

Child ID #:	<u>36759111023412358</u>	Age at administration in months and days:	<u>16 months, 15 days</u>
Program ID #:	<u>6222001439183664</u>	If premature, adjusted age in months and days:	_____
Program name:	<u>Jonestown Child Care Center</u>		



16 Month Questionnaire

15 months 0 days
through 16 months 30 days

On the following pages are questions about activities babies may do. Your baby may have already done some of the activities described here, and there may be some your baby has not begun doing yet. For each item, please fill in the circle that indicates whether your baby is doing the activity regularly, sometimes, or not yet.

Important Points to Remember:

Notes:

- Try each activity with your baby before marking a response.
- Make completing this questionnaire a game that is fun for you and your child.
- Make sure your child is rested and fed.
- Please return this questionnaire by _____.

At this age, many toddlers may not be cooperative when asked to do things. You may need to try the following activities with your child more than one time. If possible, try the activities when your child is cooperative. If your child can do the activity but refuses, mark "yes" for the item.

COMMUNICATION

	YES	SOMETIMES	NOT YET	
1. Does your child point to, pat, or try to pick up pictures in a book?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<u>10</u>
2. Does your child say four or more words in addition to "Mama" and "Dada"?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<u>10</u>
3. When your child wants something, does she tell you by <i>pointing to it</i> ?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<u>10</u>
4. When you ask your child to, does he go into another room to find a familiar toy or object? (You might ask, "Where is your ball?" or say, "Bring me your coat," or "Go get your blanket.")	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<u>10</u>
5. Does your child imitate a two-word sentence? For example, when you say a two-word phrase, such as "Mama eat," "Daddy play," "Go home," or "What's this?" does your child say both words back to you? (Mark "yes" even if her words are difficult to understand.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<u>10</u>
6. Does your child say eight or more words in addition to "Mama" and "Dada"?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<u>5</u>
				COMMUNICATION TOTAL <u>55</u>

GROSS MOTOR

	YES	SOMETIMES	NOT YET	
1. Does your child stand up in the middle of the floor by himself and take several steps forward?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<u>10</u>
2. Does your child climb onto furniture or other large objects, such as large climbing blocks?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<u>5</u>
3. Does your child bend over or squat to pick up an object from the floor and then stand up again without any support?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<u>10</u>

GROSS MOTOR (continued)

	YES	SOMETIMES	NOT YET	
4. Does your child move around by walking, rather than crawling on her hands and knees?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<u>10</u>
5. Does your child walk well and seldom fall?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<u>5</u>
6. Does your child climb on an object such as a chair to reach something he wants (for example, to get a toy on a counter or to "help" you in the kitchen)?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<u>0</u>
GROSS MOTOR TOTAL				<u>40</u>

FINE MOTOR


	YES	SOMETIMES	NOT YET	
1. Does your child help turn the pages of a book? (You may lift a page for her to grasp.)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<u>5</u>
2. Does your child throw a small ball with a forward arm motion? (If he simply drops the ball, mark "not yet" for this item.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<u>10</u>
3. Does your child stack a small block or toy on top of another one? (You could also use spools of thread, small boxes, or toys that are about 1 inch in size.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<u>10</u>
4. Does your child stack three small blocks or toys on top of each other by herself?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<u>10</u>
5. Does your child make a mark on the paper with the tip of a crayon (or pencil or pen) when trying to draw?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<u>5</u>
6. Does your child turn the pages of a book by himself? (He may turn more than one page at a time.)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<u>0</u>
FINE MOTOR TOTAL				<u>40</u>



PROBLEM SOLVING

	YES	SOMETIMES	NOT YET	
1. After you scribble back and forth on paper with a crayon (or pencil or pen), does your child copy you by scribbling? (If she already scribbles on her own, mark "yes" for this item.)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<u>5</u>
2. Can your child drop a crumb or Cheerio into a small, clear bottle (such as a plastic soda-pop bottle or baby bottle)?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<u>5</u>
3. Does your child drop several small toys, one after another, into a container like a bowl or box? (You may show him how to do it.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<u>10</u>

PROBLEM SOLVING *(continued)*

- 4. After you have shown your child how, does she try to get a small toy that is slightly out of reach by using a spoon, stick, or similar tool? 
- 5. Without your showing him how, does your child scribble back and forth when you give him a crayon (or pencil or pen)?
- 6. After a crumb or Cheerio is dropped into a small, clear bottle, does your child turn the bottle upside down to dump it out? *(You may show her how.)*

YES SOMETIMES NOT YET

10

5 *

10

PROBLEM SOLVING TOTAL

45

If Problem Solving item 5 is marked "yes," mark Problem Solving item 6 as "yes."

PERSONAL-SOCIAL

- 1. Does your child feed himself with a spoon, even though he may spill some food?
- 2. Does your child help undress herself by taking off clothes like socks, hat, shoes, or mittens?
- 3. Does your child play with a doll or stuffed animal by hugging it?
- 4. While looking at himself in the mirror, does your child offer a toy to his own image?
- 5. Does your child get your attention or try to show you something by pulling on your hand or clothes?
- 6. Does your child come to you when she needs help, such as with winding up a toy or unscrewing a lid from a jar?

YES SOMETIMES NOT YET

10

10

10

0

10

10

PERSONAL-SOCIAL TOTAL

50

OVERALL

Parents and providers may use the space below for additional comments.

- 1. Do you think your child hears well? If no, explain:

YES NO

OVERALL (continued)

2. Do you think your child talks like other toddlers his age? If no, explain:

 YES NO

3. Can you understand most of what your child says? If no, explain:

 YES NO

4. Do you think your child walks, runs, and climbs like other toddlers her age?
If no, explain:

 YES NO

5. Does either parent have a family history of childhood deafness or hearing
impairment? If yes, explain:

 YES NO

6. Do you have concerns about your child's vision? If yes, explain:

 YES NO

7. Has your child had any medical problems in the last several months? If yes, explain:

 YES NO

OVERALL (continued)

8. Do you have any concerns about your child's behavior? If yes, explain:

YES

NO

9. Does anything about your child worry you? If yes, explain:

YES

NO

SAMPLE



16 Month ASQ-3 Information Summary

15 months 0 days through
16 months 30 days

Child's name: Annie M. Roberts Date ASQ completed: 9/20/2008
 Child's ID #: 36759111023412358 Date of birth: 5/5/2007
 Administering program/provider: Jonestown Child Care Center Was age adjusted for prematurity when selecting questionnaire? Yes No

1. **SCORE AND TRANSFER TOTALS TO CHART BELOW:** See ASQ-3 User's Guide for details, including how to adjust scores if item responses are missing. Score each item (YES = 10, SOMETIMES = 5, NOT YET = 0). Add item scores, and record each area total. In the chart below, transfer the total scores, and fill in the circles corresponding with the total scores.

Area	Cutoff	Total Score	0	5	10	15	20	25	30	35	40	45	50	55	60
Communication	16.81	55	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Gross Motor	37.91	40	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine Motor	31.98	40	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Problem Solving	30.51	45	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal-Social	26.43	50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. **TRANSFER OVERALL RESPONSES:** Bolded uppercase responses require follow-up. See ASQ-3 User's Guide, Chapter 6.

- | | | | |
|--|---|--|---|
| 1. Hears well?
Comments: | <input checked="" type="radio"/> YES <input type="radio"/> NO | 6. Concerns about vision?
Comments: | YES <input type="radio"/> NO <input checked="" type="radio"/> |
| 2. Talks like other toddlers his age?
Comments: | <input checked="" type="radio"/> YES <input type="radio"/> NO | 7. Any medical problems?
Comments: | YES <input type="radio"/> NO <input checked="" type="radio"/> |
| 3. Understand most of what your child says?
Comments: | <input checked="" type="radio"/> YES <input type="radio"/> NO | 8. Concerns about behavior?
Comments: | YES <input type="radio"/> NO <input checked="" type="radio"/> |
| 4. Walks, runs, and climbs like other toddlers?
Comments: | <input checked="" type="radio"/> YES <input type="radio"/> NO | 9. Other concerns?
Comments: | YES <input type="radio"/> NO <input checked="" type="radio"/> |
| 5. Family history of hearing impairment?
Comments: | YES <input checked="" type="radio"/> NO | | |

3. **ASQ SCORE INTERPRETATION AND RECOMMENDATION FOR FOLLOW-UP:** You must consider total area scores, overall responses, and other considerations, such as opportunities to practice skills, to determine appropriate follow-up.

If the child's total score is in the area, it is above the cutoff, and the child's development appears to be on schedule.
 If the child's total score is in the area, it is close to the cutoff. Provide learning activities and monitor.
 If the child's total score is in the area, it is below the cutoff. Further assessment with a professional may be needed.

4. **FOLLOW-UP ACTION TAKEN:** Check all that apply.

- Provide activities and rescreen in ____ months.
- Share results with primary health care provider.
- Refer for (circle all that apply) hearing, vision, and/or behavioral screening.
- Refer to primary health care provider or other community agency (specify reason): _____
- Refer to early intervention/early childhood special education.
- No further action taken at this time
- Other (specify): _____

5. **OPTIONAL:** Transfer item responses (Y = YES, S = SOMETIMES, N = NOT YET, X = response missing).

	1	2	3	4	5	6
Communication	Y	Y	Y	Y	Y	S
Gross Motor	Y	S	Y	Y	S	N
Fine Motor	S	Y	Y	Y	S	N
Problem Solving	S	S	Y	Y	S	Y
Personal-Social	Y	Y	Y	N	Y	Y

Ages & Stages Questionnaires®: Social-Emotional
A Parent-Completed, Child-Monitoring System for Social-Emotional Behaviors
By Jane Squires, Diane Bricker, & Elizabeth Twombly
with assistance from Suzanne Yockelson, Maura Schoen Davis, & Younghee Kim
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48 Month/4 Year Questionnaire



(For children ages 42 through 53 months)

.....

Important Points to Remember:

- Please return this questionnaire by **5/15/09** _____ .
- If you have any questions or concerns about your child or about this questionnaire, please call: **Anytown Preschool** _____ .
- Thank you and please look forward to filling out another ASQ:SE questionnaire in **12** months.



Ages & Stages Questionnaires®: Social-Emotional
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48 Month/4 Year ASQ:SE Questionnaire

(For children ages 42 through 53 months)

.....

Please provide the following information.

Child's name: **Emily Martin**

Child's date of birth: **6/28/05**

Today's date: **4/30/09**

Person filling out this questionnaire: **Julia and Paul Martin**

What is your relationship to the child? **Mother and Father**

Your telephone: **410-555-0111**

Your mailing address: **123 First St., Apt 1**

City: **Anytown**

State: **MD** ZIP code: **21230**

List people assisting in questionnaire completion: _____

Administering program or provider: **Anytown Preschool**



Please read each question carefully and

1. Check the box that best describes your child's behavior *and*
2. Check the circle if this behavior is a concern

MOST
OF THE
TIME

SOMETIMES

RARELY
OR
NEVER

CHECK IF
THIS IS A
CONCERN

1. Does your child look at you when you talk to him?

z

v

x

2. Does your child cling to you more than you expect?



x

v

z

3. Does your child talk and/or play with adults she knows well?

z

v

x

4. When upset, can your child calm down within 15 minutes?

z

v

x

5. Does your child like to be hugged or cuddled?



z

v

x

6. Does your child seem too friendly with strangers?

x

v

z

7. Can your child settle himself down after periods of exciting activity?

z

v

x

8. Does your child cry, scream, or have tantrums for long periods of time?

x

v

z

9. Is your child interested in things around her, such as people, toys, and foods?

z

v

x

TOTAL POINTS ON PAGE 15

	MOST OF THE TIME	SOMETIMES	RARELY OR NEVER	CHECK IF THIS IS A CONCERN
10. Does your child stay dry during the day?	<input type="checkbox"/> z	<input checked="" type="checkbox"/> v	<input type="checkbox"/> x	<input checked="" type="checkbox"/>
11. Does your child have eating problems, such as stuffing foods, vomiting, eating nonfood items, or _____ ? (You may write in another problem.)	<input type="checkbox"/> x	<input type="checkbox"/> v	<input checked="" type="checkbox"/> z	<input type="checkbox"/>
12. Do you and your child enjoy mealtimes together?	<input type="checkbox"/> z	<input type="checkbox"/> v	<input checked="" type="checkbox"/> x	<input type="checkbox"/>
13. Does your child do what you ask her to do?	<input checked="" type="checkbox"/> z	<input type="checkbox"/> v	<input type="checkbox"/> x	<input type="checkbox"/>
14. Does your child seem happy?	<input checked="" type="checkbox"/> z	<input type="checkbox"/> v	<input type="checkbox"/> x	<input type="checkbox"/>
15. Does your child sleep at least 8 hours in a 24-hour period?	<input checked="" type="checkbox"/> z	<input type="checkbox"/> v	<input type="checkbox"/> x	<input type="checkbox"/>
16. Does your child seem more active than other children his age?	<input type="checkbox"/> x	<input type="checkbox"/> v	<input checked="" type="checkbox"/> z	<input type="checkbox"/>
17. Does your child use words to tell you what she wants or needs?	<input type="checkbox"/> z	<input checked="" type="checkbox"/> v	<input type="checkbox"/> x	<input type="checkbox"/>
18. Can your child stay with activities he enjoys for at least 10 minutes (not including watching television)?	<input checked="" type="checkbox"/> z	<input type="checkbox"/> v	<input type="checkbox"/> x	<input type="checkbox"/>

TOTAL POINTS ON PAGE **25**

	MOST OF THE TIME	SOMETIMES	RARELY OR NEVER	CHECK IF THIS IS A CONCERN
19. Does your child use words to describe her feelings and the feelings of others, such as, "I'm happy," "I don't like that," or "She's sad"?	<input type="checkbox"/> z	<input type="checkbox"/> v	<input checked="" type="checkbox"/> x	<input type="radio"/>
20. Can your child move from one activity to the next with little difficulty, such as from playtime to mealtime?	<input checked="" type="checkbox"/> z	<input type="checkbox"/> v	<input type="checkbox"/> x	<input type="radio"/>
21. Does your child explore new places, such as a park or a friend's home?	<input type="checkbox"/> z	<input checked="" type="checkbox"/> v	<input type="checkbox"/> x	<input type="radio"/>
22. Does your child do things over and over and can't seem to stop? Examples are rocking, hand flapping, spinning, or _____ . (You may write in something else.)	<input type="checkbox"/> x	<input type="checkbox"/> v	<input checked="" type="checkbox"/> z	<input type="radio"/>
23. Does your child hurt himself on purpose?	<input type="checkbox"/> x	<input type="checkbox"/> v	<input checked="" type="checkbox"/> z	<input type="radio"/>
24. Does your child follow rules (at home, at child care)?	<input checked="" type="checkbox"/> z	<input type="checkbox"/> v	<input type="checkbox"/> x	<input type="radio"/>
25. Does your child destroy or damage things on purpose?	<input type="checkbox"/> x	<input type="checkbox"/> v	<input checked="" type="checkbox"/> z	<input type="radio"/>
26. Does your child stay away from dangerous things, such as fire and moving cars?	<input checked="" type="checkbox"/> z	<input type="checkbox"/> v	<input type="checkbox"/> x	<input type="radio"/>

TOTAL POINTS ON PAGE **15**

	MOST OF THE TIME	SOMETIMES	RARELY OR NEVER	CHECK IF THIS IS A CONCERN
27. Can your child name a friend?	<input type="checkbox"/> z	<input checked="" type="checkbox"/> v	<input type="checkbox"/> x	<input type="radio"/>
28. Does your child show concern for other people's feelings? For example, does she look sad when someone is hurt?	<input checked="" type="checkbox"/> z	<input type="checkbox"/> v	<input type="checkbox"/> x	<input type="radio"/>
29. Do <i>other</i> children like to play with your child?	<input type="checkbox"/> z	<input checked="" type="checkbox"/> v	<input type="checkbox"/> x	<input type="radio"/>
30. Does <i>your child</i> like to play with other children?	<input type="checkbox"/> z	<input checked="" type="checkbox"/> v	<input type="checkbox"/> x	<input type="radio"/>
31. Does your child try to hurt other children, adults, or animals (for example, by kicking or biting)?	<input type="checkbox"/> x	<input type="checkbox"/> v	<input checked="" type="checkbox"/> z	<input type="radio"/>
32. Does your child show an interest or knowledge of sexual language and activity?	<input type="checkbox"/> x	<input type="checkbox"/> v	<input checked="" type="checkbox"/> z	<input type="radio"/>
33. Has anyone expressed concerns about your child's behaviors? If you checked "sometimes" or "most of the time," please explain:	<input type="checkbox"/> x	<input type="checkbox"/> v	<input checked="" type="checkbox"/> z	<input type="radio"/>
<hr/> <hr/> <hr/> <hr/>				

TOTAL POINTS ON PAGE 15

34. Do you have concerns about your child's eating, sleeping, or toileting habits? If so, please explain:

She started to wet herself again

35. Is there anything that worries you about your child? If so, please explain:

No

36. What things do you enjoy most about your child?

She's a really easy and nice kid

48 Month/4 Year ASQ:SE Information Summary

Child's name: **Emily Martin**

Child's date of birth: **6/28/05**

Person filling out the ASQ:SE: **Julia and Paul Martin**

Relationship to child: **Parents**

Mailing address: **123 First St., Apt 1**

City: **Anytown** State: **MD** ZIP: **21230**

Telephone: **410-555-0111**

Assisting in ASQ:SE completion:

Today's date: **4/30/09**

Administering program/provider: **Anytown Preschool**

SCORING GUIDELINES

1. Make sure the parent has answered all questions and has checked the concern column as necessary. If all questions have been answered, go to Step 2. If not all questions have been answered, you should first try to contact the parent to obtain answers or, if necessary, calculate an average score (see pages 39 and 41 of *The ASQ:SE User's Guide*).
2. Review any parent comments. If there are no comments, go to Step 3. If a parent has written in a response, see the section titled "Parent Comments" on pages 39, 41, and 42 of *The ASQ:SE User's Guide* to determine if the response indicates a behavior that may be of concern.
3. Using the following point system:

Z (for zero) next to the checked box	= 0 points
V (for Roman numeral V) next to the checked box	= 5 points
X (for Roman numeral X) next to the checked box	= 10 points
Checked concern	= 5 points

Add together:

Total points on page 3	= 15
Total points on page 4	= 25
Total points on page 5	= 15
Total points on page 6	= 15

Child's total score = **70**

SCORE INTERPRETATION

1. Review questionnaires

Review the parent's answers to questions. Give special consideration to any individual questions that score 10 or 15 points and any written or verbal comments that the parent shares. Offer guidance, support, and information to families, and refer if necessary, as indicated by score and referral considerations.

2. Transfer child's total score

In the table below, enter the child's total score (transfer total score from above).

Questionnaire interval	Cutoff score	Child's ASQ:SE score
48 months/4 years	70	70

3. Referral criteria

Compare the child's total score with the cutoff in the table above. If the child's score falls above the cutoff and the factors in Step 4 have been considered, refer the child for a mental health evaluation.

4. Referral considerations

It is always important to look at assessment information in the context of other factors influencing a child's life. Consider the following variables prior to making referrals for a mental health evaluation. Refer to pages 44–46 in *The ASQ:SE User's Guide* for additional guidance related to these factors and for suggestions for follow-up.

- **Setting/time factors**
(e.g., Is the child's behavior the same at home as at school? Have there been any stressful events in the child's life recently?)
- **Development factors**
(e.g., Is the child's behavior related to a developmental stage or a developmental delay?)
- **Health factors**
(e.g., Is the child's behavior related to health or biological factors?)
- **Family/cultural factors**
(e.g., Is the child's behavior acceptable given cultural or family context?)

Columbia/Boone County Department of Public Health and Human Services
Healthy Families America Program
Outputs Summary

ACTIVITY	OUTPUT(S)	TARGET POPULATION	RESPONSIBLE STAFF	TIMELINE	OBJECTIVE(S)	EVALUATION TOOL(S)/ COLLECTION METHOD
Assessment	Conduct initial family assessment; offer services	Families in the target population	Social Services Specialist	Within first trimester of pregnancy		
Case management	Schedule prenatal care apt with doctor; Provide folic acid; Arrange transportation; Enroll in TEMP Medicaid and MOHealthNet;	Mothers	Social Services Specialist	Within 30 days of program enrollment	90% of participating pregnant mothers will receive regular prenatal care	Prenatal risk assessment Participant self-reporting Case management records
	Establish medical home	Parents		Within 30 days of program enrollment	100% of parents will have an established medical home	Participant self-reporting Case management records
	Enroll in WIC nutrition and SNAP programs			Within 30 days of program enrollment	90% of participating pregnant mothers will participate in the WIC nutrition program	WIC records Participant self-reporting Case management records
Tobacco, alcohol and substance use assessment, counseling and referral	Assess for tobacco, alcohol and substance use; Provide cessation counseling; Make referrals for treatment	Parents		Assessed at the time of program enrollment and evaluated during every visit	100% of participating parents will be screened for tobacco, alcohol and substance use	Prenatal risk assessment Professional observation of the home environment Case management records
Maternal depression screening and referral	Maternal depression screening; Schedule mental health care as appropriate; Arrange transportation; Refer for mental health support services	Mothers	Social Services Specialist	Upon enrollment, within 30 days postpartum, and annually thereafter	100% of participating mothers will be screened for depression	Edinburgh postnatal depression screening Case management records

ACTIVITY	OUTPUT(S)	TARGET POPULATION	RESPONSIBLE STAFF	TIMELINE	OBJECTIVE(S)	EVALUATION TOOL(S)/ COLLECTION METHOD
Domestic Violence screening and intervention	Domestic Violence screening	Mothers	Social Services Specialist	Upon enrollment, 6 months after enrollment, and at 36 weeks gestation As needed	100% of participating mothers will be screened for domestic violence	DOVE screening tool Case management records
	Refer for DV services as needed				100% of participating women identified for the presence of domestic violence will be referred to DV services	Case management records
	Develop safety plans			As needed	100% of participating women identified for the presence of domestic violence will develop a safety plan	Case management records
Case management	Enroll child in MOHealthNet; Establish Medical Home	Children ages birth to 36 months	Social Services Specialist	Birth to age 36 months	100% of participating children will have health insurance coverage and a medical home	MEDES Participant self-reporting Case management records
	Schedule well child visits; Arrange transportation				90% of participating children will receive well child checkups	Participant self-reporting Case management records
	Provide immunization recommendations to parents; Arrange transportation; Refer parents to provider or health dept. for immis; Review immis record		Social Services Specialist Public Health Nurse		90% of participating children will be fully immunized	MOSAIC immunization records Case management records
Breastfeeding Education	Provide breastfeeding education	Mothers	Social Services Specialist Public Health Nurse	Last trimester of pregnancy	100% of participating women will be provided breastfeeding education	Participant self-reporting Case management records

ACTIVITY	OUTPUT(S)	TARGET POPULATION	RESPONSIBLE STAFF	TIMELINE	OBJECTIVE(S)	EVALUATION TOOL(S)/ COLLECTION METHOD
Provision of health and safety items	Car seats, cribs, diapers, electrical outlet covers, bathtub thermometers, safe sleep sacks, medicine dispenser, fresh food mesh feeders, color changing feeding spoons, oral care kit, car seat covers	Families	Prenatal Case Manager Public Health Nurse	At the time of enrollment until program completion	100% of participating families will be provided health and safety items	Case management records
Health and safety education	Accidental injury education: burns, choking, scalding, electrocution, fire safety, motor vehicle safety; proper health care: temperature, umbilical/circumcision care, medication administration; introduction of solid foods; household hazards: smoking, mold, pet dander, steps, carbon monoxide, smoke detectors	Parents	Prenatal Case Manager Public Health Nurse	At the time of enrollment until program completion	100% of participating parents will be provided health and safety education	Case management records
Infant Care Education	Provide infant care education	Parents	Social Services Specialist Public Health Nurse	Last trimester of pregnancy through age 12 months	100% of participating parents will be provided infant care education	Case management records
Goal Planning	Establish and update family goals	Parents	Social Services Specialist	At the time of enrollment until program completion	100% of participating parents will be provided infant care education	

ACTIVITY	OUTPUT(S)	TARGET POPULATION	RESPONSIBLE STAFF	TIMELINE	OBJECTIVE(S)	EVALUATION TOOL(S)/ COLLECTION METHOD
Case Management	Referrals for: food assistance; housing; clothing; utility assistance; medical care; legal services; education; employment	Families	Social Services Specialist	At the time of enrollment until program completion	100% of participating families will be offered concrete supports in times of need	Case management records
Direct Assistance	Diapers; Shelter Plus Care housing; utility assistance					
Parenting and child development education	Provide parent education with Partners for a Healthy Baby Curriculum; Parent support meetings; develop parental strengths; model nurturing behavior	Parents	Social Services Specialist	At the time of enrollment until program completion	100% of participating parents will be provided parenting and child development education	Customer survey Case management records
Child development assessment	Ages and Stages Questionnaire	Children	Social Services Specialist	ages 6 to 36 months	100% of participating children will be assessed for development	ASQ ASQ-SE Case management records
Provide opportunities for social connections	Monthly home visits; Parent education and support meetings; Social events	Families	Social Services Specialist	At the time of enrollment until program completion	100% of participating families will be provided opportunities for positive social connections	Case management records Attendance records

Critical Element #1

Initiate services prenatally or at birth.

Rationale

There are a variety of reasons to initiate home visiting services prenatally or at birth. An early delivery system:

- * Links parents and infants to early preventive medical care, improves service utilization, and results in improvement of overall healthy status;
- * Reaches families when parents are eager to learn how to care for their child and are receptive to information;
- * Helps promote parent-child bonding and attachment, a process that begins even before birth;
- * Assists families in developing appropriate expectations for their child's development and helps foster that development;
- * Provides support for families with children under the age of two at an exciting and potentially stressful time, when most physical abuse and neglect occurs;
- * Identifies overburdened families early on and provides guidance and support to curb drastic outcomes related to child abuse; and
- * Facilitates the formation of a long-term, trusting relationship between home visitors and families.

Supporting Literature

Services initiated prenatally or at birth reach parents when they are most open to information and assistance. Early interactions between parents and home visitors serve as the basis for all future interactions. "Pregnancy is a time of anticipation and preparation, and for first-time mothers it brings anxiety that makes them especially eager for the information and reassurance that the program worker can provide." (Fair Start for Children, 1992, p.227) Once parenting patterns and a resource network have been established, it is much more difficult to intervene. Thus, offering home visiting services prenatally or at birth facilitates the formation of a long-term, trusting relationship between visitors and families.

Early initiation of services results in healthier mothers and higher birth weight babies. Olds (1992) evaluated a nurse home visiting program serving a sample of 400 mothers-to-be in Elmira, New York. Women receiving services during pregnancy reduced the number of cigarettes smoked and improved their diets. Specifically, women receiving services who smoked prior to pregnancy had 75 percent fewer preterm births than a control group. Finally, adolescent mothers receiving services delivered infants who were 395 grams heavier at birth than the control group.

Early initiation of services results in healthier babies. Between 1987 and 1990, the Hawaii Healthy Start program provided home visiting services starting at birth for 2,256 families. (State of Hawaii, Department of Health, 1994) Comparisons of families receiving home visiting services and Hawaii's general population showed that 90 percent of children receiving services were fully immunized at two years of age compared to 60 percent of the general population. Furthermore, 95 percent of eligible children receiving services were enrolled in EPSDT services, while only 43 percent of eligible children in the general population were enrolled in EPSDT services.

Early initiation of services seeks to prevent child abuse and related fatalities. According to Current Trends in Child Abuse Reporting and Fatalities: The Results of the 1994 Annual Fifty State Survey (Wiese & Daro, 1995), an estimated 3.1 million children were reported to Child Protective Services agencies in 1994 as alleged victims of child maltreatment. Furthermore, an estimated 1,271 child abuse and neglect-related fatalities occurred. Of these fatalities, 88 percent occurred among children under the age of five. Forty-six percent of the fatalities occurred among children under the age of one. Early prevention and intervention efforts hold promise for reducing these statistics.

Early initiation of home visiting services provides the opportunity to influence the quality of the early childhood environment and its stimulus effect on infant brain development. According to a 1994 report of the Carnegie Corporation, brain development that takes place before the age of one is rapid and extensive. This brain development is highly susceptible to environmental influences. Environmental factors affect the number of brain cells, the number of connections in the brain, and the ways that brain connections are wired. These influences have long lasting impacts, and evidence suggests that early childhood stress has a negative impact on brain function. Early childhood home visiting services have the opportunity to influence brain development by promoting safe, stimulating early childhood environments.

The quality of parent-child interactions plays a significant role in determining positive child outcome. “Infants thrive on one-to-one interactions with parents. Sensitive, nurturing parenting is thought to provide infants with a sense of basic trust that allows them to feel confident in exploring the world and forming positive relationships with other children and adults.” (Carnegie, 1994, p.5) By initiating services at birth or earlier, home visitors are in a position to help shape the quality of these early interactions. Through role play and modeling, home visitors can help parents learn how to touch, hold, soothe, and communicate with their babies in ways that promote healthy development.

Early initiation of services facilitates the development of an attachment relationship between parents and children. Bowlby (1969, 1973, & 1980) suggests that attachment relationships between parents and children are generally formed by nine months. A good quality parent-child relationship that is developed early in life leads to a secure attachment relationship, which provides the cornerstone for all later development. By supporting parents through stressful situations and helping them to bond with their babies, home visitor services beginning prenatally or at birth have the greatest opportunity to assist in fostering positive parent-child relationships.

Reaching parents when they are most willing to accept information and assistance is an important element of a home visitor program. Pregnant women who receive services are healthier, and their babies have higher birth weights accompanied by fewer immediate health problems. Later, these infants have healthier childhoods as a result of receiving proper medical care and immunizations. Thus, family stress related to health problems is reduced. Additionally, home visitors increase parents’ knowledge about the importance of forming early relationships with their children. Good parent-child relationships lessen the likelihood of serious child abuse, neglect, and related fatalities and promote healthy families.

Critical Element #2

Use a standardized (i.e., consistent for all families) assessment tool to systematically identify families who are most in need of services. This tool should assess the presence of various factors associated with increased risk for child maltreatment or other poor childhood outcomes (i.e., social isolation, substance abuse and parental history of abuse in childhood).

Rationale

Several factors contribute to the rationale for using assessment tools in determining a family's need for services.

- * If it is not fiscally possible to provide services universally, standardized assessment tools identify families most in need of services in an objective manner.
- * Standardized assessment tools insure home visiting services are provided to those families the program is designed to serve (e.g., limited services for all families and more intensive services for high risk families). Assessment tools promote better program management and more efficient use of scarce resources.
- * Consistent use of standardized assessment tools provides home visitors with an understanding of the unique strengths, risk factors, and needs of a family and affords an opportunity to provide individualized service. This understanding provides a uniform starting point for working with families and building on their strengths.
- * Follow-up assessments, completed at regular intervals, provide opportunities to recognize progress, revise family support plans as needed, and prepare families to meet the needs of their members and achieve their goals when their home visiting services come to an end.

Standardized assessment tools should not be used to predict which families would commit abusive acts. However, they can effectively identify families experiencing the stressors or risk factors associated with an elevated risk for maltreatment.

Supporting Literature

Standardized assessment tools assess a range of factors to identify families at a higher than average risk for child maltreatment or other poor childhood outcomes. In the past, home visiting programs have used demographic characteristics, such as number of previous live births, young age of mother (<19 years), single-parenthood status, and low socio-economic status, to predict which infants are predisposed to health and developmental problems. (Olds, Henderson, Chamberlin, & Tatelbaum, 1986) However, no single factor is sufficient to predict who faces the high levels of stress that may lead a parent to abuse or neglect a child. It is also not possible for a single factor to predict which children are at-risk for developmental delays or poor health outcomes. Thus, more comprehensive assessment tools have been developed to reflect the complexities of child maltreatment.

Standardized assessment tools can establish risk categories for child abuse, which also predict other poor childhood outcomes. Gray, Cutler, Dean, and Kempe (1979) classified 150 mothers into risk categories for child abuse. Mothers were placed into “Low-Risk,” “High-Risk Non-Intervene,” and “High-Risk Intervene” groups. Placement was based on a prenatal interview and a 72-item questionnaire, which covered parents’ upbringing, feelings about this pregnancy, expectations for the newborn child, attitudes about discipline, availability of a support system, and present living situation. Other assessments included observations of the mother during labor and delivery and a postpartum interview.

Results showed that mothers assigned to high-risk groups differed significantly from mothers in the low-risk group in the number of child abuse cases reported to the Central Child Abuse Registry at the 17-month milestone. The high-risk infants also had five failure to thrive cases, significantly more accidents requiring medical attention, and more failed items on the Denver Developmental Screening Test. High-risk families experienced more out-of-home placements and family moves, while high-risk mothers experienced significantly more postpartum depression.

The Family Stress Checklist is an example of a broadly used assessment tool that identifies pregnant women who are at-risk for child abuse. Murphy, Orkow, and Nicola (1985) used the Family Stress Checklist to assign 587 mothers to risk categories during pregnancy. Results obtained when the children were between two and two-and-one-half years old showed that mothers classified as at-risk for abuse had a 52 percent child abuse and neglect incidence, while mothers classified as not at-risk had a 2 percent child abuse and neglect incidence. It is important to note that when making these assign-

ments, single or teen mothers did not fall disproportionately into the high scoring group, which again suggests that demographic factors alone are not always a reliable method for identifying risk for child maltreatment.

The Child Abuse Potential Inventory (CAPI) also measures an individual's likelihood to abuse children. The CAPI designed by Milner (1986)¹ is a standardized, self-administered assessment tool that measures an individual's likelihood of physically abusing a child. Daro, Jones, and McCurdy (1993) discuss the high validity and reliability of this instrument. Studies have shown a strong positive relationship between high CAPI scores and subsequent confirmed cases of physical child abuse. (Milner, Gold, Ayoub, & Jacewitz, 1984) Furthermore, the CAPI can distinguish between different levels of risk for child abuse (Milner and Ayoub, 1980; Ayoub et. al., 1983) and has been standardized for race, income, and level of risk for abuse groups. Other measures may more specifically predict poor childhood outcomes such as developmental delays or increased need for medical care.

A broad range of other assessment tools has been used widely among family support programs. Summaries of these instruments and the constructs used are available in *The Parenting Program Evaluation Manual*.

Certain risk factors are associated with a higher likelihood of abuse. Assessment tools measure the likelihood of abuse by screening for a combination of these risk factors, including family background, current living condition, and attitudes towards pregnancy and child rearing. The use of standardized assessment tools is essential to determine those families who may benefit most from home visitor services, thereby making the best use of scarce resources.

¹ The validity and reliability of the CAP are established in Milner (1986) and Milner, Gold, and Wimberly (1986). The construct validity of the CAP is established in Chan and Perry (1981).

Critical Element #3

Offer services voluntarily and use positive, persistent outreach efforts to build family trust.

Rationale

Home visiting services should be provided to those parents who voluntarily accept them. Voluntary acceptance of services allows parents to make decisions in their own best interests. Families who participate willingly are more receptive than those who feel coerced into participating. Services should be offered voluntarily because:

- * Services are designed to be socially supportive, not socially controlling;
- * Voluntary participation and goal-setting empowers families and helps them to build on their strengths;
- * Forcing families to accept services may limit the amount of information they are willing to share or accept, and their willingness to make changes that improve family functioning; and
- * Voluntary acceptance of services increases service effectiveness.

Some families do not recognize the benefits of home visiting services or may be distrustful of people offering assistance. Therefore, persistent outreach efforts should be extended to those families who are hesitant to accept services, but have not clearly indicated an unwillingness to accept services. Persistent outreach is beneficial because:

- * Families may decide after a period of time that services will be helpful;
- * Families may recognize that situations at home are more stressful than anticipated; and
- * Families may develop a sense of trust with a home visitor who offers and follows through with services, increasing their likelihood of eventually accepting services.

Supporting Literature

Voluntary services increase trust and receptivity among families. In the article, "Home Visiting: Analysis and Recommendations", Gomby et. al. (1993) note,

All home visitation services must be voluntary. The entire context and tone of the program should be one of respect for families – their desires and their strengths. Most American families do not expect governmental involvement in child rearing and some families may actively oppose it. They may feel that such involvement invades privacy and weakens the family (Emphasis added.) If home visiting is offered on a universal and entirely voluntary basis, families in America may well begin to value home visiting services and see them as a logical and helpful support, just as most European families apparently do. (pp.15-16)

Voluntary services are supportive rather than controlling. According to Daro (1988), an important reason for voluntary programs is that mandatory programs shift emphasis from one of social support to one of social control. Additionally, Daro answers critics of voluntary programs who charge that the people most likely to voluntarily use prevention services are those who would be less likely to abuse or neglect their children. The most violent and seriously dysfunctional families may avoid early intervention. According to Daro, self-selection, "may not be detrimental to the efficient use of prevention resources," (p.16) because extremely dysfunctional families may not be good candidates for home visiting services. Abusive behaviors in these families may not be due to a lack of knowledge about child development or parenting, but rather due to deep and complex personal dysfunction. Such parents may require court-ordered services in order to change or may be simply unwilling to accept their parenting responsibilities under any service condition. Self-selection weeds out families who may be least receptive to services and avoids allocating scarce resources to those unable to capitalize on them.

Outreach efforts for those families who do not clearly reject services are necessary. Daro, Jones, and McCurdy (1993) evaluated 14 programs providing services to high-risk families. They learned that outreach efforts must be made for those families who do not clearly reject services. Although most programs relied on referrals for their participants, two of the programs successfully attracted a large number of high-risk families to their programs by using aggressive door-to-door canvassing, proving that outreach efforts can be successful in enrolling families facing substantial risk for maltreatment, not merely those who demonstrate strong service utilization skills.

Outreach programs allow parents time to recognize that home visiting services may be beneficial to them. Olds and Kitzman (1993) argue in favor of outreach because, “many highly stressed and defensive parents are, at first, wary of accepting visitors into their homes. These parents require persistent and sensitive efforts to establish a relationship so they can be in a better position to know whether the offered service is one that can be of benefit to them” (pp.87-88). The authors add, “These parents, in our opinion, often are at greatest risk and, therefore, are in greatest need of the service. Efforts should be continued to connect with them until they have explicitly indicated that they do not want the service,” (pp.87-88) Olds and Kitzman imply that outreach efforts allow families to build trust and rapport with home visitors while deciding if services will help their family.

When home visitor services are offered on a voluntary basis, families are more likely to be receptive and recognize the supportive role of the visitor. Understanding that the home visitor is offering assistance and information rather than seeking to control, the family builds trust in the visitor-family relationship. Although some families are not initially interested in services, they may later realize the benefit of services. Ongoing outreach efforts permit these families to take advantage of services when they are ready to accept them.

Critical Element #4

Offer services intensively (i.e., at least once a week) with well-defined criteria for increasing or decreasing intensity of service and over the long term (i.e., three to five years).

Rationale

Service intensity and length of involvement are crucial components for successful interventions.

- * Intensive services allow home visitors to establish a solid rapport and trust with families, increasing the families' receptiveness to new information.
- * Intensive services allow home visitors to meet family needs as they arise. Such services may be particularly important at birth when family needs are greatest. Service intensity may be decreased later as parents become more comfortable in their roles.
- * Intensive services have been demonstrated to result in the greatest impact on the range and degree of gains made by families.
- * Long-term services are necessary because new issues arise for families as children develop and family circumstances change (e.g., marital status, employment). Long-term services allow home visitors to help families face these new challenges and to incorporate new knowledge and life skills.

Social science literature and common sense support the idea of offering intensive home visiting services. Intuitively, regular and consistent visits allow home visitors to establish rapport and trust with families. This base increases family receptiveness to new information. Furthermore, intensive services allow home visitors to become truly supportive of families.

Supporting Literature

Successful programs provide comprehensive and intensive services. Schorr (1987) provides examples of intervention programs with quantified results. Among these, the most successful programs provide comprehensive and intensive services. The problems facing families at risk for abuse or neglect are so complex that, "fragments of services – a few classes in parent education, a one-visit evaluation at a mental health center, or a hurried encounter with an unfamiliar and overburdened physician – are often so inadequate that they can be a waste of precious resources." (p.368)

Early intensive family support can significantly improve long-range family functioning. Seitz et al. (1985) discuss a ten-year follow-up comparing families who received a family support intervention with a control group. Family support was provided from the mother's pregnancy until 30 months after birth. Results indicated "early, intensive family support intervention has significant potential for improving long-range family functioning in at least certain kinds of impoverished families." (p. 386)

To realize the most significant weekly gains, weekly home visits are recommended. A comparison of families involved in weekly, bi-weekly and monthly home visits in Jamaica by Powell and Grantham-McGregor (1989) reveals that weekly visits produced the most positive outcomes while monthly visits had no discernable impact. As visiting increased, both the range of outcomes and degree of gains broadened. Though Olds and his colleagues (1986) did not specifically assign families to different amounts of home visitation services and compare their outcomes, they do report that gains from the Elmira program were directly related to the number of visits received by the family.

Frequency or intensity of home visits is a strong predictor of whether participants will benefit from intervention. A comparison of 14 child abuse prevention programs offering a range of services noted that weekly contact with the program produced the greatest reductions in parental potential to engage in physical abuse. (Daro, Jones, and McCurdy, 1993)

Services must be provided at least once or twice a week for a period of at least two years to effectively prevent child abuse. Daro, Jones, and McCurdy (1993) evaluated 14 child abuse and neglect prevention programs in Philadelphia. "Effectively preventing child abuse requires an intensive level of service contact. These data [from the 14 programs] suggest services be provided, on average, at least once or twice a week," (p.40) from birth to around age two. The most rapid development occurs in the first two years in a child's life. This period is critical to a child's physical, social, and emotional development and is also the time when parenting patterns are established. As parents become more confident and children's needs become less complex, the frequency of visits should naturally decrease.

Families receiving more intervention demonstrate greater benefits. According to Gomby et al. (1993), experimental data do not suggest a preferred duration and intensity for home visiting.² However, quasi-experimental data and correlational studies show, "that weekly visits are better than monthly, or that generally, families that receive more of an intervention demonstrate

² Gomby et al. cite the work of Olds and Kitzman (1993).

greater benefits” (Gomby et al., 1993, p. 12)³ Although the precise intensity and duration are not stated, more rather than less is considered most helpful.

Intensive services have the most consistent relationship with positive outcomes. In reviewing findings from family-centered, home-based service programs, Frankel (1988) learned that intensive services may be more effective, regardless of the type of services. The results of an evaluation of 14 child abuse and neglect prevention programs in Philadelphia (Daro, Jones, and McCurdy, 1993) concur. In terms of cognitive development, greater participation in the Infant Health and Development Program (IHDP) resulted in more benefits for children. (Ramey et al., 1992)

It is logical to extend services until children reach school age. There is no experimental evidence regarding the optimal duration of home visiting services. However, Brazelton (1992), a nationally recognized pediatrician, puts forth an argument that supports the logic of extending services until children reach school age. Brazelton discusses “touchpoints.”

Touchpoints, which are universal, are those predictable times that occur just before a surge of rapid growth in any line of development – motor, cognitive, or emotional – when, for a short time, the child’s behavior falls apart. Parents can no longer rely on past accomplishments. The child often regresses in several areas and becomes difficult to understand. Parents lose their own balance and become alarmed. (pp. xvii-xviii)

Examples of touchpoints include the newborn individual, newborn parents, three weeks, six to eight weeks, four months, seven months, etc. During these times children develop rapidly. Touchpoints offer an opportunity for parents to understand their child and the behavioral mechanisms that lead to troublesome behavior. “A caring professional can use such times to reach into the family system, offer support, and prevent future problems.” (p. xviii) Brazelton’s touchpoints only cover developments to age three, however there are touchpoints later as children develop play relationships and enter school. When children enter school, evolving support networks allow for the gradual decrease of home visitor services.

³ Correlational and quasi-experimental studies are found in Powell and Grantham-MacGregor (1989) and Ramey, Bryant, Wasik, et al. (1992).

Successful home visitor programs provide comprehensive and intensive services. Early intensive family support can significantly improve long-range family functioning. There is also evidence that when visitors offer more frequent intensive services there is a greater impact on functioning and services are more effective. To capture these effects, services should be provided at least weekly for a period of several years. There is inherent logic to extending services beyond this period in order to help families deal with stresses they may encounter later as their children continue to develop.

Critical Element #5

Services should be culturally competent such that the staff understands, acknowledges, and respects cultural differences among participants; and materials used should reflect the cultural, linguistic, geographic, racial, and ethnic diversity of the population served.

Rationale

For home visitor services to be effective it is imperative that cultural context is incorporated into program design and delivery. There are two underlying assumptions to this statement: 1) that the diversity of families is of great significance to intervention programs; and 2) services may be provided by persons whose culture differs from that of the participating family. Thus, in developing home visitor programs, it is important to consider that:

- * Family needs, health beliefs, coping mechanisms, and child rearing practices vary by population, and interventions should reflect this variation;
- * Failure to value diversity in its many forms (e.g., cultural, linguistic, racial, geographic, and ethnic) may restrict a home visitor's ability to establish quality relationships with families; and
- * A home visitor's failure to establish strong relationships with families based on mutual respect and understanding will limit the opportunity for providers and families to work together.

Supporting Literature

While there is no strict empirical support for culturally competent services, efforts to provide services to children and families that are sensitive and responsive to their needs and adaptive strengths have their roots in the late 1800's. When Jane Addams founded the first settlement house in America, it was intentionally located in an area accessible by the majority of families in the neighborhood and staffed by providers who lived in the community being served. The success of the settlement house was due, at least in part, to the fact that service providers appreciated the families' "indigenous language and cultures, specifically their behavioral norms, rituals, and routines, that is, their agreed-upon shared ways of behaving within constituted family and community groups." (Slaughter-Defoe, 1994, p.175)

Cultural sensitivity begins during program design. When implementing programs, it is always important to consider that the cultural characteristics of the target population may suggest an alternate or complementary strategy to home visitation. For some groups, the support gained from peers in a group-based setting will be more effective as an agent of change than support delivered in the home. For instance, among Native American Pueblos and traditional Hispanic families, seeking outside support to address family problems is not an accepted practice. (Harris-Usner, 1995) By contrast, in rural settings where families do not live in close proximity to one another, home visiting is a more pragmatic strategy than trying to convene a group. These reasons underscore the need for community members and potential participants to be involved in the program design phase.

Successful home visiting programs must provide culturally competent services so that new skills and ideas fit into the context of each family.

The National Commission to Prevent Infant Mortality describes the key components of successful home visiting programs. Successful programs are sensitive to the culturally different values and decision-making systems of families. To strengthen families' coping abilities and independence, visitors must respect differences among families. In discussing her work with rural families, for example, Windsor (1995) explains, "Understanding the advantages and disadvantages of choosing to live outside the mainstream, they are comfortable with their choice. They are proud of their ability to survive and flourish with the seasons." Yet, not all families who live in rural areas espouse the traditional rural culture; families who flee the hassles of the city will maintain some of the urban values and norms once they live in the country. (Forest, 1995) Clearly, visitors must begin by understanding and accepting family differences.

Families vary in many ways, so it is important that home visitors understand differences among them.

Cultural groups may define "family" differently, which affects the audience for home visiting services. For example, in African-American families when both parents are in the home, it is customary for mothers and fathers to share the responsibilities of child care. In addition, extended family has traditionally played an instrumental role in the care and socialization of children. (McAdoo, 1988) It follows that home visitor programs serving African-Americans should extend their focus beyond the mother and the nuclear family by including all of the relatives and or mentors who play an influential role in the child's life in planning for services and service delivery.

Home visitors should observe cultural differences and use them as a springboard for inquiry and understanding, asking families about particular behaviors. Home visitors must then facilitate the family's consideration of alternate perspectives. (Bernstein, Percausky, & Wechsler, 1994) Family background and ethnicity influence value systems, how people seek and receive assistance, and communication practices (e.g., native language, slang, body language), among other things. If home visitors ask questions that are non-judgmental in tone, then families have an opportunity to reflect. Answers to questions provide home visitors with greater understanding and allow visitors to share alternate perspectives with families. As Slaughter-Defoe (1993, p.178) points out, "Bridging the communication gap could be the most important prerequisite to building trust between visitors and family members." Even such basic child development activities as counting games will be more effective if they are culturally relevant. City children will be more interested in counting the number of floors in the apartment building while children being raised in the country might learn by counting bales of hay. In the end, home visitors act not as teachers per se, but as facilitators of informed choices and decision-making.

Culturally competent home visitors help families search for positive strategies while keeping the family context in mind. According to Bernstein, Percansky, and Wechsler (1994), home visitors should not argue about values, but rather work with families to search for the best strategy for their children and consider what the family feels is important. Furthermore, the essence of acceptance of cultural diversity is understanding that families have the right to choose to live their lives differently from ours. "We believe, however, that whatever the choice in an area of concern, it should result from parents sharing their perspective and programs sharing information – rather than the result of ignorance, habit, or personal history – without considering alternatives." (Bernstein, Percansky, & Wechsler, 1994, p.16) This type of exchange should be routine in any home visitor program so that there is ongoing and open dialogue regarding mutually established goals.

Geography also has a profound effect on service design and delivery. Whether providing home visiting services in rural or urban settings, pragmatic issues of safety, transportation, and resource availability must be considered. To that end, programs need to address safety concerns of the home visitor. If the home visitor feels threatened either due to real or imagined issues, he or she will not be able to connect with the family. Home visitors in rural areas may drive hundreds of miles in any given day and on occasion may need to forego plans for a home visit due to hazardous road conditions. Transportation also presents a problem in urban areas as it may often be unsafe for home visitors to take public transportation or drive their own car.

These reasons lend further support for utilizing service providers from within the community. For both urban and rural communities, availability and accessibility of additional resources present challenges. While there may be a large number of potential referral sources in urban areas, the high density of these communities often means that the resources are insufficient to meet the needs. By contrast, the narrow range of service options in rural areas often necessitates that an individual with training in one particular area develops many areas of expertise. (Jones, Paine, et al., 1995)

Program administrators, supervisors and service providers should closely examine their own beliefs and values to foster a healthy group culture and guard against the development of stereotypes. (Kaplan & Girard, 1994)

As stated by Slaughter-Defoe (1993, p.179), "How staff members feel about each other, those they serve, and the program itself can have a very strong influence on program outcome." For instance, when home visitors feel that they have control over their work allowing them the flexibility to meet families' needs, they have a better chance of fostering that same sense of empowerment in the families they serve. Stereotypes influence the provider's relationship with families, so home visitors must examine their own beliefs.

There is a consensus among social scientists that home visiting programs and visitors should provide culturally competent services. Providing culturally competent services requires that knowledge of diversity be applied to policy and practice. Agencies and their staff must observe and understand differences among families so that new skills and ideas fit in with existing family behaviors and contexts. Home visitors must facilitate the family's consideration of how new perspectives fit into their lives. This practice allows families and home visitors to work together to craft positive family development strategies.

Critical Element #6

Services should focus on supporting the parent(s) as well as supporting parent-child interaction and child development.

Rationale

It is essential that home visitors maintain three foci: the parent(s), the child, and the parent-child relationship.

- * Services that support parents' needs reduce stress, improve the home environment, and create healthy conditions for children. In addition, these services strengthen the relationship between parents and home visitors and increase parents' receptivity to the other forms of service.
- * Services supporting parent-child interaction ensure that parents have reasonable expectations of their child, enhance the child's growth and development, and thereby reduce the risk of maltreatment.

The types of services that support parents' needs include reducing social isolation, and helping families access resources to meet food, housing, electricity, educational, employment, and health care needs. Home visitor services that support parent-child interactions include improving parents' knowledge of child development and modeling of appropriate parent-child interaction. Home visitors should provide these services in a way that leads to the independent growth and development of both parents and children while providing opportunities for mutual enjoyment. Home visitor services should also cover a broad array of areas and be provided to the family as a whole. Providing services to the whole family is important because services to parents alone do not "trickle down" to children. (Brooks-Gunn, 1990, as cited by Bernstein, Percansky, & Wechsler, 1994) However, if services help change the caregiving environment, then there are benefits for the parents and the children. (Seitz & Apfel, 1994)

Supporting Literature

Supporting parents and parent-child interaction results in a significantly reduced risk for child maltreatment and a positive parent-child relationship. Daro, Jones, and McCurdy (1993) evaluated 14 child abuse and neglect prevention programs in Philadelphia. The evaluation showed that prevention programs seeking to enhance parenting skills among high-risk populations need to offer intensive services that do more than merely transfer specific parenting or child development knowledge. Enhanced parenting skills will be achieved only if a program addresses its clients' personal as well as parenting needs. (p.7)

Programs provided medical and day care services to meet personal needs. Direct services to children included therapeutic child care or parent-child play groups. These services influenced child functioning and provided opportunities for supervised parent-child interactions. Parents who received an array of services significantly reduced their risk for maltreating their children (as measured by the Child Abuse Potential Inventory). Parents also reduced specific at-risk behaviors, such as corporal punishment, inadequate supervision of children, and ignoring their children's emotional needs. Furthermore, an array of services promoted child functioning, parent-child interactions, and parents' knowledge of child development.

Home visitors must address the financial, social and psychological needs of the family when working to develop good parent-child relationships.

Olds and Kitzman (1990) reviewed results from a number of home visiting programs. The authors argue that the prenatal, postnatal, and prevention of maltreatment home visiting programs with the greatest chance of success use ecological models. These models view parent-child interactions in terms of systems of interactions that include material, social, behavioral, and psychological factors.

To be optimally effective, programs must address simultaneously the psychological needs of the parents (especially their sense of mastery and competence); the parental behaviors that influence maternal, fetal, and infant development; and the situational stresses and social supports that can either interfere with or promote their adaptation to pregnancy, birth, and early care of the child. (p.114)

For example, home visitors in successful prenatal home visiting programs evaluated maternal personal resources, social support, and stresses. Then the home visitors educated mothers about health-related behaviors such as smoking and alcohol consumption. Home visitors also facilitated social support by involving family members and friends in the home visiting program, and the visitors helped families find needed health and human services.

Successful home visiting programs support the parent-child relationship within the framework of the family. Schorr (1989) discusses successful early intervention programs. "Successful programs deal with the child as part of a family, and the family as part of a neighborhood and community."

Increasing parents' knowledge about child development, including intellectual stimuli, increases the likelihood of the child's educational success. According to Campbell and Ramey (1994), children's cognitive development is enhanced by strengthening the developmental appropriateness and intellectual stimulus value of their early environment. As a result, children will be more prepared to enter school, and this early school success contributes to later school success. Campbell and Ramey evaluated the Carolina Abecedarian Project. The project provided children of 109 low income families with either preschool (infant to age eight, or infant to age five), school-age (age five to eight), or no educational intervention.

Preschool services, provided in a day care center, included primary medical care, supportive social services for families, and a school curriculum to enhance cognitive, language, perceptual-motor, and social development. Preschool children later received language development and pre-literacy skills. Campbell and Ramey (1994) found that, "positive effects of preschool treatment on intellectual development and academic achievement were maintained through age 12. School-age treatment alone was less effective." (p.684) Brooks-Gunn, Klevanov, Liaw, and Spilker (1994) also found that early intervention services provided benefits for cognitive development at ages two and three. The results of these studies underscore the importance of early childhood environment and of home visitors providing parents with information on child development.

Family stress resulting from financial, psychological, or social needs interferes with good parent-child relationships. Supporting parent-child interactions in the context of the family and helping parents meet their needs significantly reduces the risk for child maltreatment. Furthermore, providing parents with information that increases their knowledge of child development enhances the likelihood of the child's educational success.

Critical Element #7

At a minimum, all families should be linked to a medical provider to assure optimal health and development (e.g., timely immunizations, well-child care, etc.) Depending on the family's needs, they may also be linked to additional services such as financial, food, and housing assistance programs, school readiness programs, child care, job training programs, family support centers, substance abuse treatment programs, and domestic violence shelters.

Rationale

Home visitors must perform the dual role of supporting families' personal and parenting needs. Personal needs may include food, electricity, educational, employment, housing, and health care, while parenting needs include information on child development and parenting skills. The home visitor's priority in supporting personal needs is to link families to health care information and services and to help families learn to use the health care system preventively.

- * Home visitors who work with families prenatally are the linchpins to facilitating family access to prenatal care. Following birth, they help ensure timely postpartum care, immunizations and well-child care, which prevent future health complications.
- * After positive involvement with the health care system, families may feel more comfortable and confident about using other social service systems.
- * It is easier to meet families' non-health personal needs once they are physically healthy. (Note: there may be situations in which other needs must be addressed concurrently, e.g., lack of basic material needs may interfere with a family's ability to access and utilize health services.)
- * When children are healthy, they are more likely to achieve school success and grow up to be more productive members of the workforce and become better parents.

Supporting Literature

Home visitor services that begin prior to birth help assure that pregnant women receive comprehensive prenatal care and support. The benefits of prenatal care are well documented; women receiving complete and comprehensive prenatal care are much more likely to deliver full-term, normal-weight, healthy babies than women who do not. By educating pregnant women about the benefits of prenatal care and helping them gain access to such services, home visitors are the keys to improving birth outcomes.

Home visitors facilitate access to health care services. The 1989-1990 measles epidemic (National Vaccine Advisory Committee [NVAC], 1991) illustrates why home visitors must help ensure access to health care. Measles is preventable through early immunization. A measles epidemic occurred despite the fact that immunizations are often available for free or at reduced costs. Many barriers limit successful immunization even if vaccinations are low-cost or free. Barriers include: missed opportunities to administer vaccine, shortfalls in the health care delivery system, inadequate access to care, and incomplete public awareness of and lack of public requests for immunization (NVAC, 1991). Several factors cause inadequate access to health care.

- * Inadequate access to health care and immunizations occurs when families have no ongoing relationship with a health care provider (NVAC, 1991).
- * Families isolated from the health care system may fail to understand the importance of beginning immunization in infancy. (NVAC, 1991)
- * Families may not be able to overcome the difficulties of making appointments, enrolling their child in a well-child program, or obtaining a physical in order for their child to receive immunizations.

Home visitors alleviate access and information problems by acting as supportive mentors who help families understand the importance of immunizations. Home visitors also help families overcome deterrents, such as lack of transportation or the need to enroll a child in a well-child program.

Linkages to health care services through home visitation can alleviate the potential problems associated with early hospital discharge following child birth. Infants and particularly newborns are developmentally vulnerable and entirely dependent on their care givers. In addition to providing advice and support, home visitors serve as the important link between the family and other community supports, primarily health care. From promoting immunizations and well-child care to encouraging the use of car safety seats and other safety measures, these services help prevent avoidable childhood diseases and injuries. (Carnegie, 1994)

Education about the importance of health care encourages parents to access well-child health services for their children. Short and Lefkowitz (1992) found that expanding Medicaid eligibility encouraged preventive health care visits among low-income, preschool children. However, factors other than insurance and income influenced health care visits. To encourage parents to obtain age-appropriate well-child visits for their children, parental lack of education about child welfare must be combated. (Short & Lefkowitz, 1992) Educating parents about the importance of preventive health care greatly increases their use of well-baby services.

Early initiation of health care services helps prevent long-term health-related problems, including those that result in educational difficulties.

Another reason for home visitors to build bridges from families to health care providers is that health status affects other life areas. (Shearer, 1994)

- * Health status affects education because health problems, such as hunger, poor vision or hearing, high levels of lead in the blood, or dental problems, interfere with learning.
- * Mental health or physical disabilities may impede successful development.
- * The health of children affects their parents' employability and the resulting income.

Early education about the importance of health care decreases the frequency of childhood illnesses and emergencies.

Olds, Henderson, Chamberlin, and Tatelbaum (1986) found that during the first and second years of life, babies of nurse-visited, unmarried teenage mothers experienced fewer emergency room visits. Emergency visits decreased because infants had fewer upper respiratory infections, accidents, and poisonings. Increased knowledge of health risks appears to reduce negative health outcomes. Home visitors should play a role in educating families about health needs and in creating medical homes, where children can receive consistent, ongoing health care.

Home visitors have the dual responsibility to educate families about the importance of early health care for children and to help families access appropriate medical services. Parents need to know that early initiation of health care services, including immunizations and well-child visits, lower the risk of illness and emergencies. Early initiation of health services also helps prevent long-term health-related problems, such as educational difficulties. Home visitors help families access medical services by identifying and removing the barriers that discourage parents from using these services. When families are physically healthy, they are more likely to be responsive to interactions with home visitors and the information that visitors have to share. Furthermore, a successful experience with the health care system will encourage families to access other useful service systems.

Critical Element #8

Services should be provided by staff with limited caseloads to assure that home visitors have an adequate amount of time to spend with each family to meet their unique and varying needs and to plan for future activities (i.e., for most communities no more than 15 families per home visitor on the most intense service level. For some communities the number may need to be significantly lower e.g., less than 10)

Rationale

The number of families that each home visitor serves comprises a caseload. Home visitors' caseloads should be limited in size for several reasons.

- * Limited caseloads allow home visitors to spend more time with each family. This additional time encourages the development of strong relationships between home visitors and the families receiving services. These relationships are essential to the quality of home visiting services.
- * Limited caseloads facilitate intensive and responsive services individualized to family needs. Home visitors have ample time to make frequent visits and to work jointly with families developing and implementing realistic service plans responding to family changes and crises as they occur.
- * Limited caseloads afford service providers time to receive ongoing training and supervision that augment their ability to serve families and their professional development.
- * Limited caseloads reduce the likelihood of staff burnout and turnover resulting from home visitors "spreading themselves too thin."

Supporting Literature

More families remain intact when home visitors have limited caseloads.

Though not directly comparable to home visiting programs geared towards child abuse prevention, the literature on family preservation points to the need for low caseloads. A family preservation program in Ramsey County, Minnesota, had caseloads for home-based services that were half as large as caseloads among traditional services. (Lyle & Nelson, 1983, cited in Frankel, 1988) Home-based service providers met with families for an average of 29 hours per month. Subsequently, 67 percent of families remained intact. Simultaneously, traditional service providers met with families for an average of 12 hours per month, which resulted in only 45 percent of families remaining intact.

Leeds (1984) evaluated a home-based family preservation program and found a positive relationship between small caseloads and children remaining in their homes (cited in Frankel, 1988). In addition, children in the small caseload group received an average of five hours of service per week.

Limited caseloads allow visitors to increase time spent with families during critical child development changes. For example, touchpoints as defined by Brazelton (1992) occur during the second year when children are speaking, feeding themselves, and getting ready for toilet training. Since these touchpoints are often challenging and frustrating for parents, a home visitor's support and guidance may help change a period of tension into a time of excitement and anticipation. By limiting caseloads, home visitors will have ample time to help turn possible family crises into family opportunities.

Limited caseloads reduce burnout among home visitors. Burnout is the “progressive loss of idealism, energy, and purpose experienced by people in the helping professions as a result of the conditions of their work.” (Edelwich & Brodsky, 1980, cited in Wasik, Bryant, & Lyons, 1990, p.14) Burnout can result from heavy caseloads, among other things. (Wasik, Bryant, & Lyons, 1990) The costs of burnout include staff turnover, expense of training new staff, lowering of staff morale, and loss of continuity and contact with families. From a family's perspective, the importance of minimizing staff turnover cannot be overstated. For many individuals who have difficulty establishing trust and building relationships, the notion of having to “start over” with a new home visitor may be so disconcerting that the family may drop out of the program altogether.

Limited caseloads provide the necessary time for home visitors to consult with and receive guidance from supervisors. “Appropriate individualization of home visiting work is probably less likely to occur when caseloads are unreasonably high and the level of supportive supervision of home visitors is minimal.” (Powell, 1990, p.72) High caseloads result in home visitors receiving supervision through review of written records. In contrast, when home visitors work with eight to ten families, they tend to have weekly consultation with a supervisor to review each home visit (Jester & Guinagh, 1983; Lambie, Bond, & Weikart, 1974, cited in Powell, 1990)

Critical Element #9

Service providers should be selected because of their personal characteristics (i.e., nonjudgmental, compassionate, able to establish a trusting relationship, etc.), their willingness to work in or their experience working with culturally diverse communities, and their skills to do the job.

Critical Element #10

Service providers should have a framework, based on education or experience, for handling the variety of experiences they may encounter when working with at-risk families. All service providers should receive basic training in areas such as cultural competency, substance abuse, reporting child abuse, domestic violence, drug-exposed infants, and services in their community.

Rationale

Home visitors should be selected based on their personal characteristics and their educational or experiential background.

- * Service providers must have receptive, sensitive, nonjudgmental personalities to establish the rapport required to provide effective services.
- * Home visitors should have educational and/or experiential background in child health and development, child maltreatment, and parenting.
- * Service providers must be able to work with diverse family types and meet their varying needs.

Of these selection criteria, personal qualities may be the most important. Program managers must look closely at what potential professional or paraprofessional home visitors bring to the position through life, work, and educational experiences. And yet, to meet the varying needs of families, service providers need to augment their existing experience and education with training. Training should be in areas related to the range of services being offered.

Supporting Literature

Home visiting programs must consider a variety of skills and personal qualities when hiring service providers. Wasik (1993) names five factors for consideration when hiring home visitors: professional experience or education; race, ethnicity, and culture; experience, age, and maturity; gender; and interpersonal and helping skills. Hiring decisions should map these considerations onto the program's philosophy, client base, and resources.

Personal characteristics of the home visitor may be the most important criteria for successful interaction with families. It is important to look closely at what potential professional or paraprofessional home visitors bring to the position through life, work, and educational experiences. Relevant work or volunteer positions may serve as an indicator that the prospective home visitor can participate cooperatively as part of a team. Experience may also predict that a home visitor will be responsive to training and supervision. (Wasik, 1993) Some home visiting programs place an emphasis on hiring individuals who are parents (e.g., HIPPY), because parent home visitors have knowledge about children that cannot be gained from work or training experiences. Furthermore, the experience of being a parent usually makes the visitor seem more credible to the families they visit. (Wasik, 1993)

Personal characteristics may be the most important criteria for selecting home visitors, whether they are professionals or paraprofessionals. (Wasik, 1993) Home visitors must have strong interpersonal skills, maturity, flexibility, and good judgment. In addition, if home visitors share some similarities (e.g., ethnicity, gender, marital status) with the families they visit, then more trusting relationships develop between families and home visitors. If a home visitor is from the target population's community and has a similar background, then families will be more likely to embrace and trust the visitor. Other key considerations should be the home visitor's respect for the values and beliefs of many different cultures and the ability to respond appropriately and sensitively to others. (Wasik, 1993)

Home visitors who have strong personal, social, and medical skills are most able to develop a good relationship with clients. The National Commission to Prevent Infant Mortality also suggests characteristics for home visitors. In the article "Home Visiting: Opening Doors for America's Pregnant Women and Children" the Commission notes that,

Experts agree that several personal characteristics of home visitors make them successful across programs. These characteristics include strong skills in observing, organizing, listening,

supporting, probing, interpreting, prompting, and gently confronting. Home visitors need to be particularly sensitive to various cultures and to the variety of conditions they face in the homes. It is imperative that they be nonjudgmental.

Generally, a program should select visitors who have strong “people skills” and the right mix of medical and social skills appropriate for the needs of the families they serve. Of equal importance are issues of training, supervision, and support. (p.13)

To work successfully with families, home visitors must be supportive and nonjudgmental in their approach, and have the appropriate educational qualifications. Other authors make recommendations for hiring based on the success of formally evaluated home visiting programs. For example, Schorr (1987) discusses intervention programs evaluated qualitatively. Among successful programs, “staff have the time, training, and skills necessary to build relationships of trust and respect with children and families.” (p.368) It follows that these qualities should be considered in hiring home visitors. Daro, Jones, and McCurdy (1993) evaluated 14 child abuse and neglect prevention programs in Philadelphia. Results indicated that “competent and empathic direct service staff are the linchpin for successful prevention efforts. In selecting staff, project directors need to evaluate applicants not only in terms of their educational and technical qualifications, but also in terms of their ability to relate to clients in a nonjudgmental and supportive manner.” (p.7) Both studies show that successful home visitors are characterized by particular personal qualities. Thus, home visiting programs should consider these qualities when making hiring decisions.

Effective home visitors possess a strong social-relational orientation that fosters the development of good relationships with families. Fair Start for Children (1992) discusses the outcomes of seven demonstration projects that include home visiting services. Halpern, in the chapter “Issues of Program Design and Implementation,” noted that a common characteristic in effective home visitors is a strong social-relational orientation. This orientation fostered the development of visitor-family relations. A later chapter, by Halpern, Lerner, and Harkavy, delineates the critical personal characteristics of family workers, including maturity, social ease, open-mindedness, self-awareness, and warmth.

Standardized training programs assure that all home visitors have the knowledge necessary to work effectively with families. Wasik (1993) makes recommendations about the necessary content of a home visitor training program. Wasik recommends six major areas of training: history of home visiting, philosophy of home visiting, knowledge and skills of the helping process, knowledge of families and children, knowledge and skills specific to programs, and knowledge and skills specific to communities. Providing home visitors with a standard training program brings all staff, whatever their background, to the same point.

Home visitors must have a combination of personal qualities and educational training to work effectively with families. Personal qualities are perhaps the most important criteria for successful interaction with families. These qualities include strong social skills, sensitivity to the values and beliefs of different cultures, and a supportive, nonjudgmental approach. Beyond personal qualities, home visitors must be well trained in family systems, child development, health and safety, and specific issues such as drug abuse and chronically ill children. Training insures that all home visitors receive the standard level of training that is needed to work effectively with families. Both training and personal qualities foster the development of good relationships between home visitors and families.

Critical Element #11

Service providers should receive intensive training specific to their role to understand the essential components of family assessment and home visitation (i.e., identifying at-risk families, completing a standardized risk assessment, offering services and making referrals, promoting use of preventive health care, securing medical homes, emphasizing the importance of immunization, utilizing creative outreach efforts, establishing and maintaining trust with families, building on family strengths, developing an individual family support plan, observing parent-child interactions, determining safety of the home, teaching parent-child interaction, managing crisis situations, etc.)

Rationale

In addition to having dispositions and interpersonal skills that prepare them for their role, home visitors must also receive formal training to develop the knowledge and skills necessary to achieve program goals. Both pre-service and in-service training are essential.

- * Formal training prepares home visitors to assess family needs, assist with parent-child interactions, provide accurate information, engage in appropriate case management activities, and meet certain standards of service delivery.
- * Training establishes a link between theory and practice.
- * Training provides the opportunity for home visitors to develop and implement practical approaches to real situations in a safe environment.
- * Training allows staff to share information, experiences, and to learn from each other.
- * Training helps home visitors feel supported in their work, and promotes their professional development.
- * Training home visitors insures consistent service delivery and allows for improved program evaluation.

Supporting Literature

Intensive training enhances the home visitor's ability to sensitively transmit information to families and to change entrenched parenting behaviors. Weiss (1993) reviews the history of home visiting and discusses qualities of effective home visiting programs. According to Weiss, effective programs must provide an educational curriculum and training in communication strategies for home visitors. This educational core should be grounded in knowledge of child health and development and an understanding of the environmental and psychosocial circumstances that influence parenting behavior. The goal of this training is to help home visitors transmit information on child development and parenting to families while being responsive to family needs. Furthermore, this knowledge is essential because home visitors need an array of tools to change entrenched parenting behaviors.

Intensive home visitor training results in visitors using their time more efficiently. Wasik, Bryant, and Lyons (1990) discuss four sets of characteristics and skills essential for helping relationships between home visitors and families. Helper characteristics are an element of the home visitor's personality. Basic helping skills are among the necessary characteristics, and they include observing, listening, questioning, probing, and prompting. Home visitors must employ specific helping techniques, such as modeling, role playing, and use of examples. In addition, home visitors should be skilled in behavioral change procedures. Another skill is that of problem-solving. These skills must be mastered so that home visitors use their time constructively and productively. (Wasik, Bryant, & Lyons, 1990) Training programs must provide visitors with supervised opportunities to practice these skills in addition to written materials and clinical skills.

Effective home visitor training is experiential and incorporates elements of the home visitor's work. Bernstein, Percansky, and Wechsler (1994) discuss the development of a training program for the Chicago Ounce of Prevention Fund home visitors. The training program developed due to staff frustration and feelings of ineffectiveness in addressing family needs. This program uses didactic training to instruct staff on the use of the Denver Developmental Screening Test. The program also provides concrete information on child development, its influence on parenting, and risk factors in prenatal and early childhood development. However, creative methods used to develop parent-child observation skills are the real strength of the training. These creative methods involve watching and rating parent-child interactions on videotapes and demonstrating certain behaviors. This creative approach to training evolved from a desire to model and parallel home visitors' successful work with families. Thus, successful training must be experiential and based on the home visitor's work.

Additional training and supervision curricula should be developed in conjunction with colleges and universities. Gomby, Larson, Lewit, and Behrman (1993) stress the importance of training.

Training and supervision are so crucial to the field [home visiting] that we believe any large expansion of home visiting programs should be accompanied by increased training opportunities at colleges and universities for both home visitors and supervisors. Further, within a community and nationally, there should be an attempt to catalog and maintain a resource center for training materials for home visitors and home visiting curricula. (p.18)

Home visitors must possess many skills and significant knowledge to work with families. Each family is unique and presents specific challenges. Many families have established parenting practices that are difficult to change. Home visitors need insights acquired from intensive training to meet these challenges, to facilitate change, and to develop an atmosphere of trust. Through training, the home visitor acquires in-depth, multidisciplinary knowledge and develops practical solutions to the problems arising in everyday work. In addition, training is a necessary support to the worker and reduces frustration and feelings of ineffectiveness.

Critical Element #12

Service providers should receive ongoing, effective supervision so that they are able to develop realistic and effective plans to empower families to meet their objectives; to understand why a family may not be making progress and how to work with the family more effectively; and to express their concerns and frustrations.

Rationale

Supervision serves multiple purposes for home visitors who work away from their peers and face tremendous challenges on the job.

- * Supervision promotes both staff and program accountability (Wasik, 1993).
- * Supervision encourages the home visitor's personal and professional development (Wasik, 1993).
- * Supervision may reduce staff burnout and turnover, through providing home visitors with much needed support.
- * Supervision enhances the quality of service families receive.

Supporting Literature

There is no strict empirical support for the inclusion of supervision in home visiting programs. However, many authors who have assessed successful home visiting programs strongly recommend supervision.

Supervisors provide guidance, education, and emotional support to home visitors. "Supervision is defined as a relationship with another person that fosters professional growth (Wasik, Bryant, & Lyons, 1990, cited in Wasik, 1993)." Supervisors may take on multiple roles, including: administrator, teacher, and therapist (Wasik, 1993). In the administrative role, supervisors evaluate the performance of home visitors and even go on visits with providers. Administrative supervisors also provide feedback, which encourages the visitor's professional development. In the teaching role, supervisors add to the home visitor's knowledge and enhance the visitor's abilities. Teaching supervisors help place cases in context or model how to best approach a family. Another teaching role involves discussing difficult families and how best to work with them (Wasik, 1993). Because home visiting is a high stress job, a supervisor in the therapist role offers the visitor emotional support and collegiality. Finally, providing visitors with supervision also allows for congruency between the visitor's expectations of the family and the program's expectations of the visitor, which ensures program quality (Wasik, 1993).

Supervision ensures that training programs are properly implemented.

“Staff supervision and training provide education, support and nurturance and serve as a vehicle through which to build an esprit de corps, imperative for staff who need to know that they can count on each other (Kaplan & Girard, 1994, p. 103).” Supervision contributes to effective home visiting programs by ensuring that training programs are properly carried out and that core program curricula are transmitted to home visitors (Bernstein, Percansky, & Wechsler, 1994; Weiss, 1993).

Effective family support programs provide supervision to home visitors, which serves multiple purposes. Lerner, Halpern, and Harkavay (1992) assessed the effectiveness of seven demonstration projects for children and families. In these programs,

At its best, supervision provided an opportunity to review and assess the relationship that was developing with individual families from a deeper and more complete perspective than the group setting of in-service training meetings allowed. It also served as an important vehicle for containing the strong feelings that some families evoked in the workers. ... The most significant element of the supervision, however, was the support it provided for the family workers in their often-stressful work with families (Lerner, Halpern, & Harkavay, 1992, p. 194).

Supervision may reduce burnout among home visitors. According to Edelwich and Brodsky (1980, cited in Wasik, Bryant, & Lyons, 1990), burnout is the “progressive loss of idealism, energy, and purpose experienced by people in the helping professions as a result of the conditions of their work (p. 14).” Supervisors provide emotional support and objectivity that may reduce burnout among providers (Wasik, 1993). Families benefit from a decrease in staff burnout because they gain stability from having a long-term relationship with a service provider.

Home visitors often work in stressful environments apart from their peers. Supervision directly affects home visitors through its impact on their emotional comfort. Supervision helps the home visitor maintain perspective, evaluate his or her level of performance, and learn new methods of working with families. Proper supervision may reduce home visitor burnout. Furthermore, supervision indirectly benefits families receiving services by enhancing the quality of home visiting services.



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #1 - Issued May 23, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- I. If any Offeror is interested in obtaining a copy of the RFP in Word format and the Budget Worksheets in Excel, please e-mail request to mbohbitt@boonecountymo.org.
- II. The County has received the following questions and is providing a response:
 1. What is the timeline of the funding? Is it one year? Has a definitive start date and end date of the funding been established yet?

Response: The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.

2. How many times can organizations re-apply? Annual basis? If you receive funding one year, can you submit renewals annually or is there a limit?

Response: The renewal periods will be negotiated as part of the RFP process.

3. Can an organization apply for the pilot program and the purchase for services contracts? Or are you only allowed to submit to one?

Response: Organizations may apply for both the pilot program and purchase of services contracts.

4. Can an organization submit more than one pilot program?

Response: Yes.

5. What is the funding cap request per proposal for the pilot program? What is the funding cap request for the purchase for services contract? Is it a set amount or is it variable?

Response: There is no funding cap established at this time for either the pilot program or purchase of services contracts.

6. If a new non-profit organization has applied for their 501(3)(c) designation but it is still pending by the deadline date of the grant, will some consideration be given to the non-profits as long as they can document their application for 501(3)(c)?

Response: Consideration may be given to a non-profit organization that has not yet obtained a 501(c)(3) designations; however, an organization must have obtained the 501(c)(3) designations prior to entering into a contract.

7. Does the general liability insurance requirement and worker's compensation insurance requirement need to be in place before applying for the grant? Can this be an allowed expenditure in the budget of the request for funding proposal or is this at the expense of the organization? Do applicants need to provide an indemnity clause with their application, or only if selected for an award?

Response: Insurance certificate does not have to be provided to submit a proposal response. It will be required at contract execution. The Offeror has discretion as to whether to itemize this expense or include it in their overall unit pricing. Indemnity clause may be provided with application or after selected for award.

8. Is there a list of "allowable expenditures" of what can be requested for the proposal? Or a list of things that are "not allowable"? That would be helpful to have if it is available.

Response: There is not currently a list of "allowable" or "not allowable" expenditures.

9. For the pilot program, can participants/subjects in the research pilot be paid for their participation for completing surveys, classes, etc. as part of the funding? For example, "each participant who completes the pre- and post surveys and the classes on advocacy will have their name entered into a drawing to win a \$100.00 gift card to _____."

Response: All requests for funds will be considered, provided they follow statutory guidelines and comply with the Boone County Community Services Board's (BCCSB) Funding Policy.

10. If a new non-profit has just been certified the state and Jason Kander's office sent a letter stating that their independent audit is not due to the state until August of 2015, is this letter allowable to present in lieu of doing an independent audit prior to submission as required by the grant?

Response: Yes.

11. Are there stipulations about minimum wage and paying employees in the pilot program hourly? Or can a stipend be paid to them per 3 month intervals?

Response: All applicable state and federal labor laws must be followed.

12. Will we be allowed to ask questions at the conference on Friday, May 23?

Response: Yes.

13. Can our organization apply as a lead organization with community collaborations as long as MOU's are in place?

Response: Preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies. The contracting agency must comply with terms for entering into subcontracts with other agencies.

14. Is there a limit on the number of programs our organizations can apply for contracts?

- a. If the answer is more than one program, does our organization need to submit a separate application for each program or can we submit one set of standard uniform information and then separate sections for each individual program?

Response: There is no limit on the submission of applications. Please submit a separate application for each proposed service your agency is requesting funding, including the standard uniform information.

- b. If our organization can apply for multiple service contracts for separate programs, are there funding restrictions for each program? Ceiling on how much the organization can ask for total?

Response: Parameters around level of funding have not been established at this time.

15. Will evidence-based program training be funded under both of the RFP's?

Response: Evidence-based program training may be considered for funding, provided the program training complies with the BCCSB's Funding Policy and the parameters established for funding by the Request For Proposal.

- a. Are there any restrictions on the % of training costs?

Response: No restrictions have been established at this time.

- b. Are there any restrictions on the % of administration costs?

Response: For the Purchase of Service Contract there is not a restriction on the percentage of administrative costs, however, the administrative costs should be included in the overall unit cost to provide the proposed service.

19. Can funding be used for rent or the purchase of a physical building (i.e. a community center) in either RFP?

Response: All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy. For Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.

20. Can you clarify what specifically you are seeking in the anticipated outcomes, outcomes, indicators, and measurement sections (or how these differ)? Some of this information seems repetitive – is that okay?

Response: **There are excellent resources available on-line that provide detailed explanations of these terms. One resource to find this information is <http://www.cdc.gov/eval/resources/index.htm>.**

21. May we submit letters of support with our proposals?

Response: **Letters of support are not required. Letters of support will be considered as part of the application narrative. Consideration should be given to page limitations outlined in the Request for Proposals.**

22. Are the awarded contracts going to be fee for services (we get reimbursed for the services we provide) or cost-based? If they are fee for service, how are the rates determined?

Response: **Agencies will be reimbursed based on the unit cost provided in the Output section of the Application and detailed in the Budget Narratives.**

23. Attachment B - Our fiscal year runs from July to June. With that in mind, here is how I feel the years should run: Prior Year- July 2012- June 2013, Current Year July 2013-June 2014, and Proposed Year July 2014-June 2015. Is this correct? If so, our July 2013- June 2014 information will be incomplete (missing May and June numbers), should we project those numbers to show 12 months? Our agency wide budget is not completed for the upcoming year (July 2014-June 2015). Should we provide a preliminary budget?

Response: **As the contract term has not yet been established, agencies may use the agency's fiscal year budget to fill out the worksheets. Agencies should project for a full fiscal year for the current year. When an agency budget has not been completed for the proposed year a preliminary or anticipated budget should be provided. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

24. Attachment B - In regards to Attachment B; is this full agency budget or Boone County specific? (we cover 8 counties and our funding isn't designated by County)

Response: **Agencies may use their full agency budget for Attachment B. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

25. Attachment C - Where do we include the funding we are requesting from the Children's Service Funds?

Response: **The amount requested from the Children's Services Fund should not be included on Attachment C.**

26. Attachment C - In the bottom box, what is the difference between "Actual" and "Current"?

Response: **The bottom box should read from left to right, "Prior Actual Year", "Current Year", and "Proposed Year". An amended Attachment C is attached.**

27. Attachment C - I could not find any comments related to administrative or indirect cost. Are such costs allowable costs in the regular services RFP? If so, are there limitations?

Response: **Administrative and indirect costs are allowable, however, for Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

28. Under this funding, can a provider provide contracted services to adult clients if deemed beneficial to their child/ren? For example, when a family starts receiving services from Children's Division if a mental health screening or assessment were completed quickly it may help the child maintain placement in their biological home or return sooner. We often cannot provide services for biological parents of children in care because they lack insurance and funds. We have tried accepting CTS funds but that has not been successful.

Response: **All requests for funds will be considered, provided the request follows statutory guidelines and complies with the BCCSB's Funding Policy. The BCCSB's Funding Policy outlines who the beneficiaries of the fund are and addresses maximization of funding. The BCCSB's Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.**

29. If a provider submits a proposal that addresses two of the identified needs on page 2 of the RFP, can the applicant combine both identified service needs in one proposal and are two proposals required?

Response: **Separate applications are required for each proposed service your agency is requesting funding. The proposed service may address one or more statutorily eligible service areas as outlined on page 2 of the Purchase of Service Request for Proposal.**

30. Can funding be used toward offsetting the family's cost of obtaining services? For example, if a family has health insurance with a large deductible (\$2500). If they want us to provide services that cost \$1000, the family will still pay the entire fee out of pocket, due to the high deductible, which is a significant barrier to services for many families. Can funding be used to pay for the services we deliver in this case?

Response: **Please review the section titled "Maximization of Funding," in the BCCSB's Funding Policy.**

31. Attachment D. Agency Assurance Sheet: MU has a different governance structure than most nonprofits. Our authorized research signer always signs assurances on behalf of The Curators of the University of Missouri. We plan to have her sign on the CEO line. Should we just draw through the Agency Board chair line since it does not apply?

Response: **Yes.**

32. Attachment B Agency Financial Information: MU is a large institution with hundreds of different funding streams, departments, and programs. Should we fill out this form at the department or program levels?

Response: **For the University of Missouri, Attachment B should be filled out at the Department level and Attachment C should be filled out at the program level.**

33. Do we receive funding up front or reimbursement?

Response: **Agencies will receive funding through reimbursement.**

34. Reporting requirements, how often and include what? Quantitative vs. Qualitative?

Response: **Reporting requirements will be established during contract negotiation. It is anticipated that reporting terms will be at the most on a quarterly basis and at a minimum a biannual basis. Reporting requirements will include both quantitative and qualitative information depending on how agency outcomes and indicators are measured.**

35. We have a federally negotiated indirect rate. How do we account for this in the application?

Response: **Administrative and indirect costs are allowable, however, for Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

36. Can you elaborate on the local match and preferences given to those offerors?

Response: **Further information regarding match funding may be found in the BCCSB's Funding Policy. Offerors that provide the Board with an opportunity to match funds will be given preference.**

37. What is the maximum amount of funds that can be requested for each RFP?

Response: **There is no funding cap established at this time for either the pilot program or purchase of services contracts.**

38. Can funding be used to support services, or supportive services/wrap-around services to children and youth who are currently enrolled in a residential chemical dependency program?

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy.**

39. Should all proposals be for a twelve month period? I see that there is the option for negotiation to renew funded proposals, but in our original design for programming, should we limit programming to twelve months?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. Agencies should define proposed program terms in the application and budget narratives.**

40. What will technically be considered a "Collaborative Program"

Response: **"Collaborative Program" is not a term used in the Requests for Proposals. Preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.**

- Will "Collaborative Programs" mentioned be required to provide authentic proof/memorandum of collaborative or partnership agreements with proposal submission.

Response: **Substantive and ongoing collaboration with other agencies must be demonstrated.**

41. Can "match funding" requirements be furthered clarified.

Response: **Further information regarding match funding may be found in the BCCSB's Funding Policy. The BCCSB's Funding Policy may be found at <http://www.showmcboone.com/communityservices/policies.asp>.**

- Which funding sources/agencies will be deemed appropriate for fund matching?

Response: **Consideration will be given to all match funding opportunities.**

- Is there a (minimum or maximum) in which match funds will be restricted.

Response: **No.**

42. Define "healthy lifestyles" and what is expected of prevention programs that fall within this effort.

Response: **The Board will evaluate proposals for prevention programs which promote healthy lifestyles based on the information and description of the Offeror. It is expected that agencies provide meaningful services to children, youth and families.**

- What will be considered "Health"?

Response: **The offeror should define what they consider health to be in their proposal.**

- Will preference be given to single-focused/targeted programs (ex. obesity prevention for children)

Response: **No.**

- Will proposals that focus on multi-faceted prevention efforts be considered as viable candidates?

Response: **Yes.**

43. How many times can organizations re-apply? Is it on an Annual basis? If you receive funding one year, can you submit renewals annually or is there a limit?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.**

44. Section I - Overview:

Must offerors submit proposals providing services throughout Boone County, or may proposals focus on certain geographic areas such as the City of Columbia?

Response: **Please reference the "Beneficiaries and Outcomes" section of the BCCSB's Funding Policy.**

45. Attachment C Program Budget Worksheet

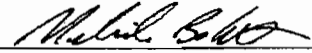
- a. Because Section VII - Term; Termination of Contract Agreement indicates that the initial term of contract will be negotiated, should the offeror assume that the Program Budget Worksheet is to be filled out on a calendar year basis?

Response: **As the contract term has not yet been established, agencies may use the agency's fiscal year budget to fill out the worksheets. Agencies should project for a full fiscal year for the current year. When an agency budget has not been completed for the proposed year a preliminary or anticipated budget should be provided. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

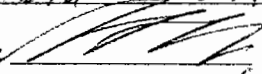
- b. The Worksheet requires Program Revenue and Expenses for Prior (2013), Current (2014), and Proposed Year (2015). Because revenue from certain sources (such as United Way) are contractually committed on calendar year basis, some revenue shown for Current year may not be available for Proposed Year. How should offerors treat this type of revenue on Exhibit C?

Response: **See above.**

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Proposal 27-10JUN14 - Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application receipt of which is hereby acknowledged:

Company Name: City of Columbia (Columbia/Boone County Dept. of
Address: P.O. Box 6015 Columbia, MO 65205 Public Health
Phone Number: (573) 874-7488 Fax Number: (573) 874-7756 and
E-mail: sph@cocolumbiama.com Human Services
Authorized Representative Signature:  Date: 8/21/14
Authorized Representative Printed Name: Steve Hollis



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #2 - Issued May 28, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- I. Change Bid Due Date and Opening Date to the following:

Response Submission Deadline: July 10, 2014, 1:15 p.m. Central Time
Proposal Opening: July 10, 2014, 1:30 p.m. Central Time

- II. Attached for informational purpose are the pre-proposal conference sign-in sheets from the conferences that were held on May 23, 2014.
- III. Provided for informational purpose is the evaluation weighted criteria that will be used by the Children’s Services Board to evaluate the proposal responses received.

Agency and Service Information	15%
Evaluation	50%
Budget	35%

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

1. May the 15-page limitation on the application narrative be exceeded (under section V. Application)?

Response: Every effort should be made to stay within the 15-page limitation. Should Offeror have pertinent information that exceeds 15 pages, additional pages may be submitted.

2. Do you want the entire regional budget within the entire state budget?

Response: The budget submitted should be consistent with the agency’s annual independent financial audit.

3. Section IV. Funding Available, in the RFP, states that indirect costs are not allowed. Addendum #1 states indirect costs are allowed. Which is correct?

Response: The RFP states *additional* indirect costs will not be allowed. As stated in Addendum #1, administrative and indirect costs are allowable; however, for Purchase of

Service proposals, expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.

4. Is it acceptable to define outcomes as short-term, intermediate, and long term?

Response: **Yes. Please stay within the format of Attachment A.**

5. How will billing occur?

Response: **It is anticipated agencies will be reimbursed for services provided through contract. The agency will provide the service at a unit cost and invoice Children's Services.**

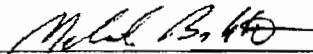
6. Can letters of support be used in lieu of Memorandums of Understanding to demonstrate collaboration with other agencies?

Response: **Yes.**


7. Regarding Attachment B – Agency Financial Information, we do see the “other revenue” line, but we would like for individual lines to be added to this form for private insurance and private pay.

Response: **There will not be additional lines added for private insurance and private pay at this time. Please provide a detailed description of the agency's revenue in the budget narrative.**

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #2 to Request for Proposal 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application receipt of which is hereby acknowledged:

Company Name: City of Columbia (Columbia/Boone County Dept. of Public Health and
Address: P.O. Box 6015 Columbia, MO 65205
Phone Number: (573) 874-7888 Fax Number: (573) 874-7256 Human Services
E-mail: sph@cocolumbiamo.com
Authorized Representative Signature:  Date: 8/21/14
Authorized Representative Printed Name: Steve Hollis

PRE-PROPOSAL CONFERENCE SIGN IN SHEET

27-10JUN14 – Service Contracts for Boone County Children's Services
 May 23, 2014, 10:00 a.m. central time

28-24JUN14 – Pilot Programs that Provide Innovative Service Friday
 May 23, 2014, 11:00 a.m. central time

	Representative Name	Business Name	Telephone Number	Fax Number
1	Melinda Bobbitt	Boone County Purchasing	886-4391	886-4390
2	Kelly Wallis	Children's Services Board	886-7218	
3	Joanne Nelson	Children's Services Board	886-4298	
4	Erika Waller	MU Psychological Services Clinic	882-2686	882-7583
5	J. Arment	BBH	777-8377	
6	Rozanne Jones	BBH	777 8330	777 8300
7	Julia Adani	GC	843-8331	-
8	Carole Schutz	mupc	424-2287	
9	Cynthia Johnson	MU		
10	Victor Smith	T		
11	Isabel Rife	Project LAUNCH		
12	Jessica Wilbey	I		
13	Jack Jensen	First Chance for Children		
14	Angie Zilak	Great Circle		
15	Patricia Barragan	Preferred Family Health		
16	Wes Toine	"		
17	Sara Mark	"		

Kelly Tretter "

18.	Jan Stock	Rainbow House	474-6600	474-5992
19.	Philip Peters	Cradle to Career	882-8274	
20.	Ryan Whiting	Tooth Community Coalition	449 1743	268 0848
21.	Marlene Matousek	Bussell	777 8336	
22.	Craig Valone	" "	777 8451	
23.	Brian Merba	Putnam Community Health	317-9100	
24.	Holly Staley	SSM Health Care	314-479-8462	314-402-5911
25.	Bryan White	Central Air Community Health	443 8706	
26.	Eric Deibel	Seed	356 6397	
27.	Debra Wade	Department of Missouri CNA	620-242-1212	242
28.	Monica Fennher	Assessment + Consultation Clinic	573-884-3161	573-884-3399
29.	Wendy Hollis	City/County HHS	874-7727	
30.	Michelle M...	573 268-2746	
31.	Heather Smith	573-874-3677 x.201	
32.	GRANT BRACKEL	UPSTANDER INITIATIVE	573-999-9166	
33.	BONDI WOOD	THE THOMPSON CENTER FOR AUTISM	573-489-7312	
34.	Jayck Bordin	U. Missouri	573-882-4578	
35.	Nellma Albers	CMT/CAH	573-353-0529	
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PH.

FAX

41.	Francis Talina	CMCA	443-8706	
42.	Diana Beery	CMCA	443-8706	
43.	Randy Hill	Love INC	256-7662 ext. 25	256-7665
44.	Janice Carter Jones	CPS	214 3462	214-3402
45.	Megan Carnoy	MJACC	573-324-4850	573-324-3399
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PRE-PROPOSAL CONFERENCE SIGN IN SHEET

27-10JUN14 – Service Contracts for Boone County Children’s Services
May 23, 2014, 10:00 a.m. central time

28-24JUN14 – Pilot Programs that Provide Innovative Service Friday
May 23, 2014, 11:00 a.m. central time

	Representative Name	Business Name	Telephone Number	Fax Number
1	Melinda Bobbitt	Boone County Purchasing	886-4391	886-4390
2	Kelly Wallis	Children's Services Board	886-7218	
3	Joanne Nelson	Children's Services Board	886-4298	
4	Paulette Foerster	Lutheran Families and Children's Services	815-9955	449-4640
5	Christine Lawrence	"	"	"
6	Paula Fleming	Great Circle	356-0022	442-8330
7	Peppy Howard-Wittins	Great Circle	314-623- 6589	314-968-8308
8	Therese Colotta	Great Circle	314-623-6242	
9	Mistie O'Keefe	Child Care Aware of Missouri	314-952-9716	314-516-0730
10	Shelly Lock	Child Care Aware of MO	573-353-1930	314-754-0330
11	Whitney Jones	Youth Empowerment Zone	(785) 841-2125	
12	Chrissy Mayer	DCCP Tallgrass Family Services	(785) 841-4138 cmayer@tallgrass.org	785 841-5777
13	Anita Kesting-Cave	PCHAS	573-299-7590	
14	Becky Markt	CHA Low Income Services	573-943-2556	
15	Amyra Topica	" HCV	" 1-414-1410	
16				
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BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #3 - Issued June 2, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

The County has received the following questions and is providing a response:

1. If "payment" is after services are rendered on a reimbursement basis, how will billing be handled and how frequently will these transactions occur? With what sort of delay in receipt of funds?

Response: Billing frequency will be determined as part of the RFP negotiation process. It is anticipated that receipt of funds will occur not more than 30 days after invoicing.

2. Some of the documents listed in the attachments seem to be irrelevant. For example, we are not expending federal money and my organization does not otherwise receive any federal money, so why should we have to provide the certification indicated in the attachment? Additionally, I am informed by our accountant (who prepares our 990) that a full audit is not required by the IRS for organizations with annual budgets less than \$50,000; do you really expect us to conduct an audit for BCCBS purposes?

Response: All attachments are relevant; if an attachment does not apply to your organization, please explain this in the Application Narrative. Additionally, if your organization is not required or is exempt from conducting an annual independent financial audit, please explain this in your Application Narrative as well.

3. Please define "purchase of service" and "pilot project" as intended for this RFP.

Response: Please reference the “Examples of Types of Funding Classifications Envisioned” section of the BCCSB’s Funding Policy. This section further defines the Purchase of Services and Pilot Project programs. The BCCSB’s Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.

4. I do not think our organization is required to have any sort of accreditation, so do we need some sort of paperwork stating same?

Response: If your organization is not required to have any sort of accreditation, please explain this in your Application Narrative.

5. If the extended deadlines are July 10 at 1:15 for hard copy – when would you like electronic submissions?

Response: **Please submit the electronic copy after 1:30 p.m. and before 5:00 p.m. on July 10.**

6. If a proposal expands a present program in order to serve a population that cannot access services due to federal eligibility requirements, how should Attachment C be completed? For example, if additional staff will be required does that go under Program Expenses on Form C or does that information go into the Budget Narrative?

Response: **The proposed program expenses should be included on Attachment C under Program Expenses. Each line of Attachment C should be explained in the Budget Narrative as requested in section 3.b. of the Application Narrative.**

7. Given your answer to the above question #6, please answer the question below. Also how is #1 and #2 in Program Expenses different from Number of Direct Program Staff?

Response: **Personnel and Non-Personnel under Program Expenses are costs for personnel and non-personnel – this would be a dollar figure. The figures to include in the Number of Direct Program Staff are the number of full/part time staff the budget supports.**

8. Regarding the format of vendor responses, may a cover letter be attached and if so, does that count towards the page limit?

Response: **A cover letter may be attached and will count toward the page limit.**

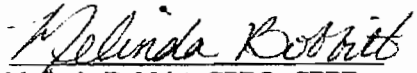

9. Regarding the format of vendor responses, is the budget narrative considered an attachment to the vendor response or is it also included in the page limit?

Response: **The Budget Narrative is part of the Application Narrative and is included in the page limitation.**

10. Regarding the format of vendor responses, if information is provided in a chart format, must the chart be double spaced?

Response: **A chart included in the body of the Application Narrative does not need to be double-spaced.**

By:


Melinda Bobbitt, CPPO, CPPB 
Director of Purchasing

OFFEROR has examined copy of Addendum #3 to Request for Proposal 27-10JUN14 - Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application receipt of which is hereby acknowledged:

Company Name: City of Columbia (Columbia/Boone County Dept. of Public Health

Address: P.O. Box 6015 Columbia, MO 65205 and Human

Phone Number: (573) 874-7488 Fax Number: (573) 874-7356 Services

E-mail: sp4@cocolumbia.mo.gov

Authorized Representative Signature: [Signature] Date: 8/21/14

Authorized Representative Printed Name: Steve Hollis



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #4 - Issued June 16, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- I. Last date to submit questions is June 27, 2014 at 12:00 p.m.
- II. The County has received the following questions and is providing a response:
 1. Can you provide more of a definition for what is considered a “prevention” program?

Response: The Board will evaluate proposals for prevention programs based on the information and description of the Offeror. The offerer should define what they consider “prevention” to be in their proposal. It is expected that agencies provide meaningful services to children, youth, and families.

2. RFP Section 1. *Agency and Service Information, Item C. viii.* States, “Please provide a copy of any Memorandums of Understanding you may have with other agencies which are relevant to this proposal.” If contractors are currently operating without any formal agreement (MOU) with other agencies, should they ignore this request or should they formalize any verbal agreements and include them with the proposal?

Response: Memorandums of Understanding (MOU) between agencies are used as a reference when showing collaboration. Agencies are encouraged to either develop a MOU with collaborating agencies or a letter of support may be used in lieu of the MOU. As stated in the RFP, preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.

3. We do not propose to use funding for residential treatment services (consistent with the RFP), but we do propose to provide an additional service to youth in residential treatment. Youth in residential treatment are enrolled in Boone County schools for the duration of their care. Does the tax board consider those youth “residents” of the County for the duration of their treatment; or, is residency based on their parents’/guardians’ address?

Response: In general, the board will follow the statutory guidelines set forth in RSMo §1.020 (14) which defines “Place of residence” as the place where the family of any person permanently resides in this state, and the place where any person having no family generally lodges.

4. The RFP indicates that the County may check the offeror's references, yet I do not see a place where these are requested. Should the offeror include a references page?

Response: References are not required to be submitted with the proposal, references may be requested during contract negotiation. Offerer's references will not be checked until the contract negotiation portion of awarding funds.

5. If agencies are submitting more than one proposal in response to an RFP, does the agency need to submit Attachments D-F with each proposal?

Response: Yes, please provide Attachments D-F for each program proposal.

6. We carry Comprehensive General Liability Insurance for \$1,000,000. To increase our coverage to \$2,000,000.00, would be an increase in our annual budget. Is this a non-negotiable requirement?

Response: The Commercial General Liability Insurance requirements have been reduced to \$1,000,000.000. Please be replace the Insurance Requirements that were in the original RFP with the attached.

7. We carry Commercial Automobile Liability for \$1,000,000.00. To increase our coverage to \$2,000,000.00 would be an increase to our annual budget. Is this a non-negotiable requirement?

Response: The Business Automobile Liability Insurance requirements have been reduced to \$1,000,000.000. Please replace the Insurance Requirements that were in the original RFP with the attached.

8. For the MOUs that we have in place--should they be addressed to our organization or to Kelly Wallis?

Response: A Memorandum of Understanding (MOU) should be between the agencies that are entering into the MOU. The Purchase of Service RFP requires a copy of any MOU's that may have any relevance to the proposal.

9. One of the required attachments is a Certificate of Good Standing from the Missouri Secretary of State's office. May we attach a screen shot of the MO SOS webpage that shows our organization's standing or are you requiring an official Certificate?

Response: A Certificate of Good Standing is not a required attachment; please do not attach it to your proposal. Attachment D, 2014 Agency Assurance Sheet, states: "I, the undersigned, further certify I have and will make available, upon request, of the following documents...."

10. Our 501 (c) 3 status is for more than one entity in mid Missouri. Is it alright to have a DBA as well as our official nonprofit legal entity?

Response: Yes

11. Our A-133 audit is for our entire system – 18 hospitals across four states. Is this alright? Our 990s are independent.

Response: If an entity has a single audit, then it is likely the entity is getting a financial statement audit as well. The offerer should ensure that their single audit is in conjunction

with a full financial statement audit which is a minimum eligibility requirement to receive funding.

12. On page 3 it states Agencies must refrain from "discrimination" on, among other things, sexual orientation. The Boy Scouts of America serves all youth under the age of 19 without regard to sexual orientation. So there is no discrimination with who we provide services to. However, for our Adult volunteers there is a leadership standard that does not allow avowed homosexuals to serve as Leaders. Do we meet the minimum criteria to be eligible for funding?

Response: **No, agencies must refrain from discrimination on the basis of sexual orientation to meet minimum eligibility requirements.**

13. Do the following count towards the 15 page limit:
- o Copy of Mission Statement (1a-i)
 - o List of Board of Directors (1a-ii)
 - o Brochures (1a-iv)
 - o Copies of the evaluation tools (2d-iv)

Response: **These items do not count towards the 15 page limit.**

14. Is there a limit of funding you can request?

Response: **There is no limit of funding that may be requested at this time for the Purchase of Service contracts.**

15. Can funding for staff position (ex. 2 Full Time Program FTE and .5 program support position (clerical) be included?

Response: **Purchase of Service proposals expenses will be evaluated by the overall unit cost. The costs for the staff positions should be included in the overall unit cost for the Purchase of Services proposals. The Budget Narrative should provide a detailed explanation of the overall unit cost for service.**

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

OFFEROR has examined copy of Addendum #4 to Request for Proposal 27-10JUN14 - Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application receipt of which is hereby acknowledged:

Company Name: City of Columbia (Columbia/Boone County Dept. of Public Health and Human Services)
Address: P.O. Box 6015 Columbia, MO 65205
Phone Number: (573) 874-7488 Fax Number: (573) 874-7756
E-mail: gph@cocolumbia.mo.com

Authorized Representative Signature: [Signature] Date: 8/21/14

Authorized Representative Printed Name: Steve Hollis

Insurance Requirements: The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County,

nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

Employers Liability and Workers Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits or provide evidence of monopolistic state coverage. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

Commercial General Liability Insurance - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

Business Automobile Liability - The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.

Subcontractors: Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.

Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The

Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

INDEMNITY AGREEMENT: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #5 - Issued June 24, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

I. The County has received the following questions and is providing a response:

1. Attachments B and C ask for information on our funding sources (agency wide) and our revenues spent on programs respectively, but I see no options for submitting a budget breakdown for the project we are proposing. In # 3 BUDGET, I see request for information about proposed salaries related to the proposed project. I do not see an option to submit a detailed budget for the project -- is this correct?

Response: Attachment C should include information on the budget for the project. Please provide detailed information in the Budget Narrative that explains the Budget Worksheet (Attachment C).

2. Am I correct in understanding staffing for the proposed project may not exceed 15 % of the total project request? For example, if the total project were \$1000, \$150 would be the maximum allowable for personnel.

Response: The Purchase of Service RFP will be evaluated by unit cost. Personnel cost should be figured into the Unit Cost.

3. The question is in regards to measurement in both RFP’s. “Include copies of any evaluation tools you will be using”. Some of the materials we will be proposing have not been purchased, some are quite lengthy and several use multiple methods. How should we approach these issues? We can easily include why we are using these tools as opposed to others and if it would be satisfactory I would be happy to put together a description of any evaluation tool we have not purchased or is overwhelming in length. And just to verify these evaluation tools do NOT count towards are page limit, correct?

Response: Copies of the evaluation tools do not count towards the page limit. If there are no examples of the evaluation tools, please just provide a description of the evaluation tool and why it will be utilized.

4. In a fee for service contract, payment is reimbursed based upon the bid price for a unit of service. How will start-up costs be reimbursed? Do we need to build start-up costs into

the unit price and explain any costs in the budget narrative? Will we be unable to be paid until we have completed our first unit of service?

Response: Start up costs should be built into the Unit Cost with a detailed description included in the Budget Narrative. Invoicing will be determined during contract negotiation.

5. We were planning to submit a 3 year budget. The first year our unit rate would be more because of the startup costs. Year 2 is where you truly see things fully operational and "cheaper" because you don't have the startup costs. How should we show this on the budget sheets?

Response: The budget worksheets should only reflect the proposed Year One unit cost. Please provide detailed information on the Year One unit cost and then provide information on the Year 2 and Year 3 unit cost in the Budget Narrative.

6. In both of the above referenced RFPs there is a statement "Revenues collected and deposited in the children's services fund **may not be expended** . . . or, for transportation services".

While we do not intend to propose a transportation service per se in serving youth in the County's bedroom communities there will be expenses incurred in staff reaching out to them and transporting participants to proposed services and activities. Are these costs in anyway allowable? Can expenses incurred while using existing vehicles for gas, insurance and maintenance be included in the unit cost? How about mileage reimbursement for proposed staff?

Response: All expenses incurred by staff in providing services are allowed and should be included in the unit cost. However, the costs of transporting participants cannot be reimbursed through the Children's Services Fund.

7. Will the 15% administration percentage be based on the "Personnel Costs" line on the budget or strictly just the salary portion of that line?

Response: The 15% administration percentage does not apply to the Purchase of Service RFP.

8. What is included in Personnel expenses? Wages, payroll taxes, health insurance, and retirement are included but how about unemployment, work comp, and staff training?

Response: Personnel expenses should include wages, payroll taxes, health insurance, retirement, unemployment, worker's comp and staff training when figuring out the unit cost. Please provide a detailed explanation in the Budget Narrative.

9. On 1cV of the RFP do the anticipated outcomes of the "service to be delivered" need to be measurable or are they overarching long term outcomes?

Response: The Service Need section (1.c.) of the RFP should be a narrative description of what will be offered and the overarching long term outcomes, if appropriate. In the Outcomes section (2.b.), the outcomes need to be measurable and time specific.

By:

Melinda Bobbitt
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #5 to Request for Proposal 27-10JUN14 - Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application receipt of which is hereby acknowledged:

Company Name: City of Columbia (Columbia/Boone County Dept. of Public Health and Human Services)

Address: P.O. Box 6015 Columbia, MO 65205

Phone Number: (573) 874-7188 Fax Number: (573) 874-7256

E-mail: spn@gocolumbia.mo.gov

Authorized Representative Signature: [Signature] Date: 8/21/14

Authorized Representative Printed Name: Steve Hollis



BOONE COUNTY, MISSOURI
Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application

ADDENDUM #6 - Issued June 27, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

I. The County has received the following questions and is providing a response:

1. We have not found within the BCCSB Funding Policy a specific reference to income eligibility. Are there income guidelines regarding the provision of service to individuals or families? Are the dollars intended to support services specifically for low-income children/youth?

Response: The Maximization of Funding in the BCCSB Funding Policy encourages agencies, to the greatest extent possible, to maximize funding from all sources before utilizing the Children’s Services Fund. This may include, but is not limited to private insurance, Medicaid, and all other funders listed in the Maximization of Funding section. The BCCSB Funding Policy states that, “funding decisions for children, youth and families are made in a fair and equitable way,” and “to provide meaningful services to children, youth and families.” Support services may be provided to all Boone County eligible children, youth and families.

2. Can “sample” mou’s with partnering agencies be included in the proposal rather than actual signed MOU’s? It speaks to what the partner plans to contribute to the project without binding them legally. I have done that in the past on State grants. It just prevents having a signed MOU for something that is unfunded. It also allows more time to hammer out each organization’s legal requirements.

Response: Letters of Support/Agreement may be used in place of a formal MOU. This letter can then show support for the project and how the agencies plan to collaborate.

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

OFFEROR has examined copy of Addendum #6 to Request for Proposal 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application receipt of which is hereby acknowledged:

Company Name: City of Columbia (Columbia/Boone County Dept. of Public

Address: P.O. Box 6015 Columbia, MO 65205 Health and

Phone Number: (523) 774-7789 Fax Number: (523) 774-7756 Human Services

E-mail: sp6@cocolumbia.mo.gov

Authorized Representative Signature: [Signature] Date: 8/21/14

Authorized Representative Printed Name: Steve Hollis



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #6 - Issued June 27, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

I. The County has received the following questions and is providing a response:

1. We have not found within the BCCSB Funding Policy a specific reference to income eligibility. Are there income guidelines regarding the provision of service to individuals or families? Are the dollars intended to support services specifically for low-income children/youth?

Response: The Maximization of Funding in the BCCSB Funding Policy encourages agencies, to the greatest extent possible, to maximize funding from all sources before utilizing the Children’s Services Fund. This may include, but is not limited to private insurance, Medicaid, and all other funders listed in the Maximization of Funding section. The BCCSB Funding Policy states that, “funding decisions for children, youth and families are made in a fair and equitable way,” and “to provide meaningful services to children, youth and families.” Support services may be provided to all Boone County eligible children, youth and families.

2. Can “sample” mou’s with partnering agencies be included in the proposal rather than actual signed MOU’s? It speaks to what the partner plans to contribute to the project without binding them legally. I have done that in the past on State grants. It just prevents having a signed MOU for something that is unfunded. It also allows more time to hammer out each organization’s legal requirements.

Response: Letters of Support/Agreement may be used in place of a formal MOU. This letter can then show support for the project and how the agencies plan to collaborate.

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

OFFEROR has examined copy of Addendum #6 to Request for Proposal **27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application** receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI
Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application

ADDENDUM #5 - Issued June 24, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

I. The County has received the following questions and is providing a response:

1. Attachments B and C ask for information on our funding sources (agency wide) and our revenues spent on programs respectively, but I see no options for submitting a budget breakdown for the project we are proposing. In # 3 BUDGET, I see request for information about proposed salaries related to the proposed project. I do not see an option to submit a detailed budget for the project -- is this correct?

Response: Attachment C should include information on the budget for the project. Please provide detailed information in the Budget Narrative that explains the Budget Worksheet (Attachment C).

2. Am I correct in understanding staffing for the proposed project may not exceed 15 % of the total project request? For example, if the total project were \$1000, \$150 would be the maximum allowable for personnel.

Response: The Purchase of Service RFP will be evaluated by unit cost. Personnel cost should be figured into the Unit Cost.

3. The question is in regards to measurement in both RFP’s. “Include copies of any evaluation tools you will be using”. Some of the materials we will be proposing have not been purchased, some are quite lengthy and several use multiple methods. How should we approach these issues? We can easily include why we are using these tools as opposed to others and if it would be satisfactory I would be happy to put together a description of any evaluation tool we have not purchased or is overwhelming in length. And just to verify these evaluation tools do NOT count towards are page limit, correct?

Response: Copies of the evaluation tools do not count towards the page limit. If there are no examples of the evaluation tools, please just provide a description of the evaluation tool and why it will be utilized.

4. In a fee for service contract, payment is reimbursed based upon the bid price for a unit of service. How will start-up costs be reimbursed? Do we need to build start-up costs into

the unit price and explain any costs in the budget narrative? Will we be unable to be paid until we have completed our first unit of service?

Response: **Start up costs should be built into the Unit Cost with a detailed description included in the Budget Narrative. Invoicing will be determined during contract negotiation.**

5. We were planning to submit a 3 year budget. The first year our unit rate would be more because of the startup costs. Year 2 is where you truly see things fully operational and “cheaper” because you don’t have the startup costs. How should we show this on the budget sheets?

Response: **The budget worksheets should only reflect the proposed Year One unit cost. Please provide detailed information on the Year One unit cost and then provide information on the Year 2 and Year 3 unit cost in the Budget Narrative.**

6. In both of the above referenced RFPs there is a statement “Revenues collected and deposited in the children’s services fund **may not be expended** . . . or, for transportation services”.

While we do not intend to propose a transportation service per se in serving youth in the County’s bedroom communities there will be expenses incurred in staff reaching out to them and transporting participants to proposed services and activities. Are these costs in anyway allowable? Can expenses incurred while using existing vehicles for gas, insurance and maintenance be included in the unit cost? How about mileage reimbursement for proposed staff?

Response: **All expenses incurred by staff in providing services are allowed and should be included in the unit cost. However, the costs of transporting participants cannot be reimbursed through the Children’s Services Fund.**

7. Will the 15% administration percentage be based on the “Personnel Costs” line on the budget or strictly just the salary portion of that line?

Response: **The 15% administration percentage does not apply to the Purchase of Service RFP.**

8. What is included in Personnel expenses? Wages, payroll taxes, health insurance, and retirement are included but how about unemployment, work comp, and staff training?

Response: **Personnel expenses should include wages, payroll taxes, health insurance, retirement, unemployment, worker’s comp and staff training when figuring out the unit cost. Please provide a detailed explanation in the Budget Narrative.**

9. On 1cV of the RFP do the anticipated outcomes of the “service to be delivered” need to be measurable or are they overarching long term outcomes?

Response: **The Service Need section (1.c.) of the RFP should be a narrative description of what will be offered and the overarching long term outcomes, if appropriate. In the Outcomes section (2.b.), the outcomes need to be measurable and time specific.**

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

OFFEROR has examined copy of Addendum #5 to Request for Proposal 27-10JUN14 – *Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application* receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #4 - Issued June 16, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- I. Last date to submit questions is June 27, 2014 at 12:00 p.m.
- II. The County has received the following questions and is providing a response:
 1. Can you provide more of a definition for what is considered a “prevention” program?

Response: The Board will evaluate proposals for prevention programs based on the information and description of the Offeror. The offerer should define what they consider “prevention” to be in their proposal. It is expected that agencies provide meaningful services to children, youth, and families.

2. RFP Section 1. *Agency and Service Information, Item C. viii.* States, “Please provide a copy of any Memorandums of Understanding you may have with other agencies which are relevant to this proposal.” If contractors are currently operating without any formal agreement (MOU) with other agencies, should they ignore this request or should they formalize any verbal agreements and include them with the proposal?

Response: Memorandums of Understanding (MOU) between agencies are used as a reference when showing collaboration. Agencies are encouraged to either develop a MOU with collaborating agencies or a letter of support may be used in lieu of the MOU. As stated in the RFP, preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.

3. We do not propose to use funding for residential treatment services (consistent with the RFP), but we do propose to provide an additional service to youth in residential treatment. Youth in residential treatment are enrolled in Boone County schools for the duration of their care. Does the tax board consider those youth “residents” of the County for the duration of their treatment; or, is residency based on their parents’/guardians’ address?

Response: In general, the board will follow the statutory guidelines set forth in RSMo §1.020 (14) which defines “Place of residence” as the place where the family of any person permanently resides in this state, and the place where any person having no family generally lodges.

4. The RFP indicates that the County may check the offeror's references, yet I do not see a place where these are requested. Should the offeror include a references page?

Response: **References are not required to be submitted with the proposal, references may be requested during contract negotiation. Offerer's references will not be checked until the contract negotiation portion of awarding funds.**

5. If agencies are submitting more than one proposal in response to an RFP, does the agency need to submit Attachments D-F with each proposal?

Response: **Yes, please provide Attachments D-F for each program proposal.**

6. We carry Comprehensive General Liability Insurance for \$1,000,000. To increase our coverage to \$2,000,000.00, would be an increase in our annual budget. Is this a non-negotiable requirement?

Response: **The Commercial General Liability Insurance requirements have been reduced to \$1,000,000.000. Please be replace the Insurance Requirements that were in the original RFP with the attached.**

7. We carry Commercial Automobile Liability for \$1,000,000.00. To increase our coverage to \$2,000,000.00 would be an increase to our annual budget. Is this a non-negotiable requirement?

Response: **The Business Automobile Liability Insurance requirements have been reduced to \$1,000,000.000. Please replace the Insurance Requirements that were in the original RFP with the attached.**

8. For the MOUs that we have in place--should they be addressed to our organization or to Kelly Wallis?

Response: **A Memorandum of Understanding (MOU) should be between the agencies that are entering into the MOU. The Purchase of Service RFP requires a copy of any MOU's that may have any relevance to the proposal.**

9. One of the required attachments is a Certificate of Good Standing from the Missouri Secretary of State's office. May we attach a screen shot of the MO SOS webpage that shows our organization's standing or are you requiring an official Certificate?

Response: **A Certificate of Good Standing is not a required attachment; please do not attach it to your proposal. Attachment D, 2014 Agency Assurance Sheet, states: "I, the undersigned, further certify I have and will make available, upon request, of the following documents...."**

10. Our 501 (c) 3 status is for more than one entity in mid Missouri. Is it alright to have a DBA as well as our official nonprofit legal entity?

Response: **Yes**

11. Our A-133 audit is for our entire system – 18 hospitals across four states. Is this alright? Our 990s are independent.

Response: **If an entity has a single audit, then it is likely the entity is getting a financial statement audit as well. The offerer should ensure that their single audit is in conjunction**

with a full financial statement audit which is a minimum eligibility requirement to receive funding.

12. On page 3 it states Agencies must refrain from "discrimination" on, among other things, sexual orientation. The Boy Scouts of America serves all youth under the age of 19 without regard to sexual orientation. So there is no discrimination with who we provide services to. However, for our Adult volunteers there is a leadership standard that does not allow avowed homosexuals to serve as Leaders. Do we meet the minimum criteria to be eligible for funding?

Response: No, agencies must refrain from discrimination on the basis of sexual orientation to meet minimum eligibility requirements.

13. Do the following count towards the 15 page limit:
- o Copy of Mission Statement (1a-i)
 - o List of Board of Directors (1a-ii)
 - o Brochures (1a-iv)
 - o Copies of the evaluation tools (2d-iv)

Response: These items do not count towards the 15 page limit.

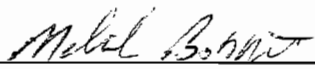
14. Is there a limit of funding you can request?

Response: There is no limit of funding that may be requested at this time for the Purchase of Service contracts.

15. Can funding for staff position (ex. 2 Full Time Program FTE and .5 program support position (clerical) be included?

Response: Purchase of Service proposals expenses will be evaluated by the overall unit cost. The costs for the staff positions should be included in the overall unit cost for the Purchase of Services proposals. The Budget Narrative should provide a detailed explanation of the overall unit cost for service.

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #4 to Request for Proposal 27-10JUN14 – *Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application* receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

Insurance Requirements: The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County,

nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

Employers Liability and Workers Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits or provide evidence of monopolistic state coverage. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

Commercial General Liability Insurance - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

Business Automobile Liability – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.

Subcontractors: Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.

Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The

Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

INDEMNITY AGREEMENT: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #3 - Issued June 2, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

The County has received the following questions and is providing a response:

1. If "payment" is after services are rendered on a reimbursement basis, how will billing be handled and how frequently will these transactions occur? With what sort of delay in receipt of funds?

Response: **Billing frequency will be determined as part of the RFP negotiation process. It is anticipated that receipt of funds will occur not more than 30 days after invoicing.**

2. Some of the documents listed in the attachments seem to be irrelevant. For example, we are not expending federal money and my organization does not otherwise receive any federal money, so why should we have to provide the certification indicated in the attachment? Additionally, I am informed by our accountant (who prepares our 990) that a full audit is not required by the IRS for organizations with annual budgets less than \$50,000; do you really expect us to conduct an audit for BCCBS purposes?

Response: **All attachments are relevant; if an attachment does not apply to your organization, please explain this in the Application Narrative. Additionally, if your organization is not required or is exempt from conducting an annual independent financial audit, please explain this in your Application Narrative as well.**

3. Please define "purchase of service" and "pilot project" as intended for this RFP.

Response: **Please reference the “Examples of Types of Funding Classifications Envisioned” section of the BCCSB’s Funding Policy. This section further defines the Purchase of Services and Pilot Project programs. The BCCSB’s Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.**

4. I do not think our organization is required to have any sort of accreditation, so do we need some sort of paperwork stating same?

Response: **If your organization is not required to have any sort of accreditation, please explain this in your Application Narrative.**

5. If the extended deadlines are July 10 at 1:15 for hard copy – when would you like electronic submissions?

Response: **Please submit the electronic copy after 1:30 p.m. and before 5:00 p.m. on July 10.**

6. If a proposal expands a present program in order to serve a population that cannot access services due to federal eligibility requirements, how should Attachment C be completed? For example, if additional staff will be required does that go under Program Expenses on Form C or does that information go into the Budget Narrative?

Response: **The proposed program expenses should be included on Attachment C under Program Expenses. Each line of Attachment C should be explained in the Budget Narrative as requested in section 3.b. of the Application Narrative.**

7. Given your answer to the above question #6, please answer the question below. Also how is #1 and #2 in Program Expenses different from Number of Direct Program Staff?

Response: **Personnel and Non-Personnel under Program Expenses are costs for personnel and non-personnel – this would be a dollar figure. The figures to include in the Number of Direct Program Staff are the number of full/part time staff the budget supports.**

8. Regarding the format of vendor responses, may a cover letter be attached and if so, does that count towards the page limit?

Response: **A cover letter may be attached and will count toward the page limit.**

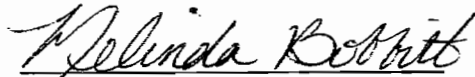

9. Regarding the format of vendor responses, is the budget narrative considered an attachment to the vendor response or is it also included in the page limit?

Response: **The Budget Narrative is part of the Application Narrative and is included in the page limitation.**

10. Regarding the format of vendor responses, if information is provided in a chart format, must the chart be double spaced?

Response: **A chart included in the body of the Application Narrative does not need to be double-spaced.**

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing 

OFFEROR has examined copy of Addendum #3 to Request for Proposal **27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application** receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #2 - Issued May 28, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- I. Change Bid Due Date and Opening Date to the following:

Response Submission Deadline: July 10, 2014, 1:15 p.m. Central Time
Proposal Opening: July 10, 2014, 1:30 p.m. Central Time

- II. Attached for informational purpose are the pre-proposal conference sign-in sheets from the conferences that were held on May 23, 2014.
- III. Provided for informational purpose is the evaluation weighted criteria that will be used by the Children’s Services Board to evaluate the proposal responses received.

Agency and Service Information	15%
Evaluation	50%
Budget	35%

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

1. May the 15-page limitation on the application narrative be exceeded (under section V. Application)?

Response: **Every effort should be made to stay within the 15-page limitation. Should Offeror have pertinent information that exceeds 15 pages, additional pages may be submitted.**

2. Do you want the entire regional budget within the entire state budget?

Response: **The budget submitted should be consistent with the agency’s annual independent financial audit.**

3. Section IV. Funding Available, in the RFP, states that indirect costs are not allowed. Addendum #1 states indirect costs are allowed. Which is correct?

Response: **The RFP states *additional* indirect costs will not be allowed. As stated in Addendum #1, administrative and indirect costs are allowable; however, for Purchase of**

Service proposals, expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.

4. Is it acceptable to define outcomes as short-term, intermediate, and long term?

Response: **Yes. Please stay within the format of Attachment A.**

5. How will billing occur?

Response: **It is anticipated agencies will be reimbursed for services provided through contract. The agency will provide the service at a unit cost and invoice Children's Services.**

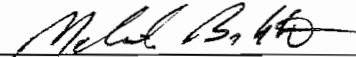
6. Can letters of support be used in lieu of Memorandums of Understanding to demonstrate collaboration with other agencies?

Response: **Yes.**

7. Regarding Attachment B – Agency Financial Information, we do see the “other revenue” line, but we would like for individual lines to be added to this form for private insurance and private pay.

Response: **There will not be additional lines added for private insurance and private pay at this time. Please provide a detailed description of the agency's revenue in the budget narrative.**

By:



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

OFFEROR has examined copy of Addendum #2 to Request for Proposal 27-10JUN14 – *Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application* receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #1 - Issued May 23, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

I. If any Offeror is interested in obtaining a copy of the RFP in Word format and the Budget Worksheets in Excel, please e-mail request to mbobbitt@boonecountymo.org.

II. The County has received the following questions and is providing a response:

1. What is the timeline of the funding? Is it one year? Has a definitive start date and end date of the funding been established yet?

Response: The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.

2. How many times can organizations re-apply? Annual basis? If you receive funding one year, can you submit renewals annually or is there a limit?

Response: The renewal periods will be negotiated as part of the RFP process.

3. Can an organization apply for the pilot program and the purchase for services contracts? Or are you only allowed to submit to one?

Response: Organizations may apply for both the pilot program and purchase of services contracts.

4. Can an organization submit more than one pilot program?

Response: Yes.

5. What is the funding cap request per proposal for the pilot program? What is the funding cap request for the purchase for services contract? Is it a set amount or is it variable?

Response: There is no funding cap established at this time for either the pilot program or purchase of services contracts.

6. If a new non-profit organization has applied for their 501(3)(c) designation but it is still pending by the deadline date of the grant, will some consideration be given to the non-profits as long as they can document their application for 501(3)(c)?

Response: **Consideration may be given to a non-profit organization that has not yet obtained a 501(c)(3) designations; however, an organization must have obtained the 501(c)(3) designations prior to entering into a contract.**

7. Does the general liability insurance requirement and worker's compensation insurance requirement need to be in place before applying for the grant? Can this be an allowed expenditure in the budget of the request for funding proposal or is this at the expense of the organization? Do applicants need to provide an indemnity clause with their application, or only if selected for an award?

Response: **Insurance certificate does not have to be provided to submit a proposal response. It will be required at contract execution. The Offeror has discretion as to whether to itemize this expense or include it in their overall unit pricing. Indemnity clause may be provided with application or after selected for award.**

8. Is there a list of "allowable expenditures" of what can be requested for the proposal? Or a list of things that are "not allowable"? That would be helpful to have if it is available.

Response: **There is not currently a list of "allowable" or "not allowable" expenditures.**

9. For the pilot program, can participants/subjects in the research pilot be paid for their participation for completing surveys, classes, etc. as part of the funding? For example, "each participant who completes the pre- and post surveys and the classes on advocacy will have their name entered into a drawing to win a \$100.00 gift card to _____."

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the Boone County Community Services Board's (BCCSB) Funding Policy.**

10. If a new non-profit has just been certified the state and Jason Kander's office sent a letter stating that their independent audit is not due to the state until August of 2015, is this letter allowable to present in lieu of doing an independent audit prior to submission as required by the grant?

Response: **Yes.**

11. Are there stipulations about minimum wage and paying employees in the pilot program hourly? Or can a stipend be paid to them per 3 month intervals?

Response: **All applicable state and federal labor laws must be followed.**

12. Will we be allowed to ask questions at the conference on Friday, May 23?

Response: **Yes.**

13. Can our organization apply as a lead organization with community collaborations as long as MOU's are in place?

Response: **Preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies. The contracting agency must comply with terms for entering into subcontracts with other agencies.**

14. Is there a limit on the number of programs our organizations can apply for contracts?

- a. If the answer is more than one program, does our organization need to submit a separate application for each program or can we submit one set of standard uniform information and then separate sections for each individual program?

Response: **There is no limit on the submission of applications. Please submit a separate application for each proposed service your agency is requesting funding, including the standard uniform information.**

- b. If our organization can apply for multiple service contracts for separate programs, are there funding restrictions for each program? Ceiling on how much the organization can ask for total?

Response: **Parameters around level of funding have not been established at this time.**

15. Will evidence-based program training be funded under both of the RFP's?

Response: **Evidence-based program training may be considered for funding, provided the program training complies with the BCCSB's Funding Policy and the parameters established for funding by the Request For Proposal.**

- a. Are there any restrictions on the % of training costs?

Response: **No restrictions have been established at this time.**

- b. Are there any restrictions on the % of administration costs?

Response: **For the Purchase of Service Contract there is not a restriction on the percentage of administrative costs, however, the administrative costs should be included in the overall unit cost to provide the proposed service.**

19. Can funding be used for rent or the purchase of a physical building (i.e. a community center) in either RFP?

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy. For Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

20. Can you clarify what specifically you are seeking in the anticipated outcomes, outcomes, indicators, and measurement sections (or how these differ)? Some of this information seems repetitive – is that okay?

Response: **There are excellent resources available on-line that provide detailed explanations of these terms. One resource to find this information is <http://www.cdc.gov/eval/resources/index.htm>.**

21. May we submit letters of support with our proposals?

Response: **Letters of support are not required. Letters of support will be considered as part of the application narrative. Consideration should be given to page limitations outlined in the Request for Proposals.**

22. Are the awarded contracts going to be fee for services (we get reimbursed for the services we provide) or cost-based? If they are fee for service, how are the rates determined?

Response: **Agencies will be reimbursed based on the unit cost provided in the Output section of the Application and detailed in the Budget Narratives.**

23. Attachment B - Our fiscal year runs from July to June. With that in mind, here is how I feel the years should run: Prior Year- July 2012- June 2013, Current Year July 2013-June 2014, and Proposed Year July 2014-June 2015. Is this correct? If so, our July 2013- June 2014 information will be incomplete (missing May and June numbers), should we project those numbers to show 12 months? Our agency wide budget is not completed for the upcoming year (July 2014-June 2015). Should we provide a preliminary budget?

Response: **As the contract term has not yet been established, agencies may use the agency's fiscal year budget to fill out the worksheets. Agencies should project for a full fiscal year for the current year. When an agency budget has not been completed for the proposed year a preliminary or anticipated budget should be provided. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

24. Attachment B - In regards to Attachment B; is this full agency budget or Boone County specific? (we cover 8 counties and our funding isn't designated by County)

Response: **Agencies may use their full agency budget for Attachment B. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

25. Attachment C - Where do we include the funding we are requesting from the Children's Service Funds?

Response: **The amount requested from the Children's Services Fund should not be included on Attachment C.**

26. Attachment C - In the bottom box, what is the difference between "Actual" and "Current"?

Response: **The bottom box should read from left to right, “Prior Actual Year”, “Current Year”, and “Proposed Year”. An amended Attachment C is attached.**

27. Attachment C - I could not find any comments related to administrative or indirect cost. Are such costs allowable costs in the regular services RFP? If so, are there limitations?

Response: **Administrative and indirect costs are allowable, however, for Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

28. Under this funding, can a provider provide contracted services to adult clients if deemed beneficial to their child/ren? For example, when a family starts receiving services from Children’s Division if a mental health screening or assessment were completed quickly it may help the child maintain placement in their biological home or return sooner. We often cannot provide services for biological parents of children in care because they lack insurance and funds. We have tried accepting CTS funds but that has not been successful.

Response: **All requests for funds will be considered, provided the request follows statutory guidelines and complies with the BCCSB’s Funding Policy. The BCCSB’s Funding Policy outlines who the beneficiaries of the fund are and addresses maximization of funding. The BCCSB’s Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.**

29. If a provider submits a proposal that addresses two of the identified needs on page 2 of the RFP, can the applicant combine both identified service needs in one proposal and are two proposals required?

Response: **Separate applications are required for each proposed service your agency is requesting funding. The proposed service may address one or more statutorily eligible service areas as outlined on page 2 of the Purchase of Service Request for Proposal.**

30. Can funding be used toward offsetting the family’s cost of obtaining services? For example, if a family has health insurance with a large deductible (\$2500). If they want us to provide services that cost \$1000, the family will still pay the entire fee out of pocket, due to the high deductible, which is a significant barrier to services for many families. Can funding be used to pay for the services we deliver in this case?

Response: **Please review the section titled “Maximization of Funding,” in the BCCSB’s Funding Policy.**

31. Attachment D, Agency Assurance Sheet: MU has a different governance structure than most nonprofits. Our authorized research signer always signs assurances on behalf of The Curators of the University of Missouri. We plan to have her sign on the CEO line. Should we just draw through the Agency Board chair line since it does not apply?

Response: **Yes.**

32. Attachment B Agency Financial Information: MU is a large institution with hundreds of different funding streams, departments, and programs. Should we fill out this form at the department or program levels?

Response: **For the University of Missouri, Attachment B should be filled out at the Department level and Attachment C should be filled out at the program level.**

33. Do we receive funding up front or reimbursement?

Response: **Agencies will receive funding through reimbursement.**

34. Reporting requirements, how often and include what? Quantitative vs. Qualitative?

Response: **Reporting requirements will be established during contract negotiation. It is anticipated that reporting terms will be at the most on a quarterly basis and at a minimum a biannual basis. Reporting requirements will include both quantitative and qualitative information depending on how agency outcomes and indicators are measured.**

35. We have a federally negotiated indirect rate. How do we account for this in the application?

Response: **Administrative and indirect costs are allowable, however, for Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

36. Can you elaborate on the local match and preferences given to those offerors?

Response: **Further information regarding match funding may be found in the BCCSB's Funding Policy. Offerors that provide the Board with an opportunity to match funds will be given preference.**

37. What is the maximum amount of funds that can be requested for each RFP?

Response: **There is no funding cap established at this time for either the pilot program or purchase of services contracts.**

38. Can funding be used to support services, or supportive services/wrap-around services to children and youth who are currently enrolled in a residential chemical dependency program?

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy.**

39. Should all proposals be for a twelve month period? I see that there is the option for negotiation to renew funded proposals, but in our original design for programming, should we limit programming to twelve months?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. Agencies should define proposed program terms in the application and budget narratives.**

40. What will technically be considered a "Collaborative Program"

Response: **"Collaborative Program" is not a term used in the Requests for Proposals. Preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.**

- Will "Collaborative Programs" mentioned be required to provide authentic proof/memorandum of collaborative or partnership agreements with proposal submission.

Response: **Substantive and ongoing collaboration with other agencies must be demonstrated.**

41. Can "match funding" requirements be furthered clarified.

Response: **Further information regarding match funding may be found in the BCCSB's Funding Policy. The BCCSB's Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.**

- Which funding sources/agencies will be deemed appropriate for fund matching?

Response: **Consideration will be given to all match funding opportunities.**

- Is there a (minimum or maximum) in which match funds will be restricted.

Response: **No.**

42. Define "healthy lifestyles" and what is expected of prevention programs that fall within this effort.

Response: **The Board will evaluate proposals for prevention programs which promote healthy lifestyles based on the information and description of the Offeror. It is expected that agencies provide meaningful services to children, youth and families.**

- What will be considered "Health"?

Response: **The offeror should define what they consider health to be in their proposal.**

- Will preference be given to single-focused/targeted programs (ex. obesity prevention for children)

Response: **No.**

- Will proposals that focus on multi-faceted prevention efforts be considered as viable candidates?

Response: **Yes.**

43. How many times can organizations re-apply? Is it on an Annual basis? If you receive funding one year, can you submit renewals annually or is there a limit?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.**

44. Section I - Overview:

Must offerors submit proposals providing services throughout Boone County, or may proposals focus on certain geographic areas such as the City of Columbia?

Response: **Please reference the "Beneficiaries and Outcomes" section of the BCCSB's Funding Policy.**

45. Attachment C Program Budget Worksheet

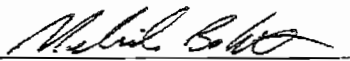
- a. Because Section VII - Term; Termination of Contract Agreement indicates that the initial term of contract will be negotiated, should the offeror assume that the Program Budget Worksheet is to be filled out on a calendar year basis?

Response: **As the contract term has not yet been established, agencies may use the agency's fiscal year budget to fill out the worksheets. Agencies should project for a full fiscal year for the current year. When an agency budget has not been completed for the proposed year a preliminary or anticipated budget should be provided. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

- b. The Worksheet requires Program Revenue and Expenses for Prior (2013), Current (2014), and Proposed Year (2015). Because revenue from certain sources (such as United Way) are contractually committed on calendar year basis, some revenue shown for Current year may not be available for Proposed Year. How should offerors treat this type of revenue on Exhibit C?

Response: **See above.**

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Proposal 27-10JUN14 - *Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application* receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



COUNTY OF BOONE - MISSOURI

REQUEST FOR PROPOSAL (RFP) #: 27-10JUN14

Purchase of Service Contracts

Boone County Children's Services Fund

2014 Application

BOONE COUNTY CHILDREN'S SERVICES BOARD MISSION:

*To improve the lives of children, youth and families in Boone County
by strategically investing in the creation and maintenance of integrated systems
that deliver effective and quality services for children and families in need.*

RFP TIMELINE:

Important Events	Location	Dates
Issue - Release Date	Boone County Purchasing 613 E. Ash St, Room 110 Columbia, MO 65201	May 9, 2014
Written Questions Due By	mbobbitt@boonecountymo.org	May 21, 2014 12:00 p.m. Central Time
Pre-Proposal Conference - Information Session	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	May 23, 2014. 10:00 a.m. Central Time
Response Submission Deadline	Boone County Purchasing 613 E. Ash St, Room 110 Columbia, MO 65201	June 10, 2014 9:15 a.m. Central Time
Proposal Opening – Names of Offerors Read Aloud	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	June 10, 2014 9:30 a.m. Central Time

CONTACT INFORMATION:

Boone County Purchasing
Boone County Annex
613 E. Ash, Rm. 110, Columbia, MO 65201

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
Phone: (573) 886-4391 Fax: (573) 886-4390
Email: mbobbitt@boonecountymo.org

I. Overview

On November 6, 2012, the citizens of Boone County passed County of Boone Proposition 1, which created a Children's Services Fund for children and youth nineteen years of age or less in Boone County. The Boone County Children's Services Board (BCCSB) has been appointed by the County Commission and entrusted to oversee this Fund. The Fund is created pursuant to RSMo §67.1775, RSMo §210.861, and the ballot language presented to the voters on November 6, 2012. RSMo §210.861 specifies the types of services that may be funded by the BCCSB. By statute, funds may be invested to address the following needs:

- up to thirty days of temporary shelter for abused, neglected, runaway, homeless or emotionally disturbed youth
- respite care services
- unmarried parent services
- outpatient chemical dependency and psychiatric treatment programs
- counseling and related services as a part of transitional living programs
- home-based and community-based family intervention programs
- prevention programs which promote healthy lifestyles among children and youth and strengthen families
- crisis intervention services, inclusive of telephone hotlines
- individual, group, or family professional counseling and therapy services
- psychological evaluations
- mental health screenings.

Revenues collected and deposited in the community children's services fund **may not** be expended for inpatient medical, psychiatric, and chemical dependency services, or for transportation services.

II. Funding Goals

The Board believes that it should invest in meaningful services to children, youth and families in a way that utilizes multiple effective strategies. To that end, the Board intends to invest its funding *appropriated for services* in the following general categories:

- Pilot programs that provide innovative services
- Purchase of service programs
- Match funding opportunities
- Strategic opportunities
- Contingency reserve to support other programs with circumstances requiring immediate attention

This RFP seeks applications for purchase of service programs. Preference will be given to programs which provide an opportunity for the BCCSB to partner with other funding sources in providing match funding for procurement of services to maximize the ability to reach and serve children, youth and families in need in Boone County. Preference will also be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.

III. Minimum Eligibility Criteria

Agencies must, at a minimum, meet the following criteria to be eligible for funding:

- Any tax-exempt, not organized for profit agency or governmental entity
- Be in good standing with the state of Missouri
- Conduct an annual independent financial audit
- File a Federal 990 annually
- Be certified, accredited or licensed in the services for which funds are requested
- Require annual background checks, including child abuse and neglect screenings on all employees and volunteers
- Refrain from discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, genetic information, and familial status and comply with all applicable provisions of Federal and State laws which prohibit discrimination in employment and the delivery of services
- Comply with RSMo §285.530 in that they shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri

IV. Funding Available

Applications for funding will be accepted to provide services to children and youth nineteen years of age or less and their families in all service areas fundable pursuant to statute, additional indirect costs will not be allowed.

V. Application

Submit a separate application for each proposed service your agency is requesting funding.

The Application Narrative cannot exceed 15 double-spaced pages, on standard white paper, with at least 12-point font and one-inch margins, excluding required attachments.

Please submit two original copies to:

Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
Boone County Annex
613 E. Ash, Rm. 110
Columbia, MO 65201

Paper copies must be sealed in an envelope with RFP # and name of Offeror on the outside of the envelope. Proposals MUST be delivered no later than 9:15 a.m. central time, June 10, 2014. Proposals will not be accepted after this date and time and the County will return such late proposals to the Offeror.

Please submit an electronic copy after 9:30 a.m. central time June 10, 2014 and before 11:30 a.m. June 10 in Microsoft Word or PDF format to: mbobbitt@boonecountymo.org. Please do not submit the electronic copy prior to 9:30 a.m. central time, June 10, 2014.

VI. Contracting Agency Requirements

Boone County Insurance Requirements: The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide.

- **Compensation Insurance:** The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work. and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor.
- Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 policy limit.
- **Comprehensive General Liability Insurance:** The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than

\$2,000,000.00 per limit for any one occurrence covering both bodily injury and property damage, including accidental death. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included. **Proof of Coverage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name **the County of Boone – Missouri as additional insured** in an amount as required in this contract and requiring a thirty (30) day mandatory written cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.

- The Contractor shall provide the County with proof of General Liability and Property Damage Insurance with the County as additional insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum limit of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply. Coverage wording shall include hold harmless agreement as written below, subrogation waiver and protection against third party suits to further protect Boone County from liability belonging to the Contractor.
- The Contractor is required to carry Professional Liability Insurance with a limit of no less than \$2,000,000.00 and naming Boone County as additional insured.
- **Commercial Automobile Liability:** The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

Indemnity Agreement: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by Contractor, or of anyone for whose acts the Contractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Subcontracts : The Contractor may enter into subcontracts for components of the consulting service as the Contractor deems necessary to comply with the terms of the contract. All such subcontracts require the prior written approval of the County or their designated representative.

In performing all services under the resulting contract agreement, the Contractor shall comply with all local, state and federal laws.

VII. Instructions and General Conditions

Delivery of Proposals: Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.
- The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.
- No negotiations, decisions, or actions shall be initiated by any agency as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Boone County reserves the right to select the Offeror which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.

Ambiguity, Conflict, or Other Errors in the RFP:

- If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, they shall immediately notify the Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.
- The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.
- Implied Requirements: Products and services that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Offeror, shall be included in the proposal.
- The County will not be liable in any way for any costs incurred by any Offeror in the preparation of their proposal in response to this RFP, nor for the presentation of their proposal and/or participation in any discussions or negotiations.

Rejection of Proposals: The right is reserved to accept or reject in whole or in part any or all proposals submitted, to waive technicalities, and to accept the offer the County considers the most advantageous to the County. Further, the County shall reject the proposal of any Offeror that is determined to be non-responsive. The unreasonable failure of an Offeror to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.

Acceptance of Proposals: The County will accept for evaluation all proposals that are submitted properly. However, the County reserves the right to request clarifications or corrections to proposals.

Requests for Clarification of Proposals: Requests by the Purchasing Department for clarification of proposals shall be in writing.

Validity of Proposals: Offeror should state how many days or months proposals remain valid beyond the 120 days minimum.

Receipt and Opening of Advertised, Sealed Proposals: The Offeror(s) and public are invited, but not required, to attend the formal opening of proposals. Offeror(s) names only will be read aloud to the public. No decisions related to an award of a contract or creation of any contractual or lease relationship, or purchase order will be made at the opening.

- Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful firm's proposal will become public record after its acceptance by the County Commission. All proposals and tabulation sheets are kept by the County for a period of time established by regulation or statutes after the award is made and are available for inspection at any time during regular working hours.
- Offeror's names will be read aloud during the Boone County Commission meeting in the Boone County Commission Chambers, 801 E. Walnut Street, Columbia, MO 65201, Tuesday, June 10, 2014 at 9:30 a.m. Central Time. RFP opening listing proposer's names will be posted on the County web page following the opening at www.showmeboone.com. Select "Purchasing", then "2014 Bid Tabulations".
- Proposal responses are due by Tuesday, June 10, 2014 at 9:15 a.m. No late proposals will be accepted.

Withdrawal of Proposals: Proposals may be withdrawn without prejudice any time before the deadline for receipt of proposals. If a mistake or error is discovered by the Offeror or by the County after the proposal opening, the County has the right to call this error to the Offeror's

attention and request verifications of the proposal. If the Offeror acknowledges the mistake and requests relief, the County will proceed in the following manner:

- **Withdrawal:** Permission to allow an Offeror to withdraw their proposal without prejudice may be given when clear and convincing evidence supports the existence of an error. If there is a significant and obvious disparity between the prices of the lowest Offeror and of the other Offerors, an Offeror may be permitted to withdraw without prejudice, upon submission of evidence that a non-intentional error occurred.

Guidelines for Written Questions: All questions regarding this Request for Proposal should be submitted in writing, prior to the pre-proposal conference, no later than 12:00 p.m., May 21, 2014. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPO, CPPB, and Director of Purchasing. All such questions will be discussed at the pre-proposal conference and answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet.

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201
Phone: (573) 886-4391 Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymmo.org

Pre-Proposal Conference: To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference has been scheduled for May 23, 2014 at 10:00 a.m. central time in the Boone County Commission Chambers, 801 E. Walnut Street, Columbia, Missouri 65201.

- All potential Offerors are **strongly** encouraged to attend this conference in order to ask questions and provide comment on the Request for Proposal. Attendance is not mandatory to submit a response; however, Offerors are encouraged to attend since information relating to this RFP will be discussed in detail. Minutes of the pre-proposal conference will not be recorded or published. Offerors should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference.
- Offerors are strongly encouraged to advise the Purchasing Department of Boone County within five (5) days of the scheduled pre-proposal conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.

Term; Termination of Contract Agreement:

- The initial term of the resulting contract agreement from this Purchase of Services Request for Proposal will be negotiated. The negotiated contract may have an option for renewal.
- The resulting contract agreement may be terminated by the County upon 15 days prior written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In addition, the contract agreement may be terminated at will by the County upon at least 60 days prior written notice to the Contractor.

Competitive Negotiation of Proposals: The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

- Negotiations may be conducted in person, in writing, or by telephone.
- Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.
- Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.
- The County may request presentations or interviews by Offerors, and carry out negotiations for the purpose of obtaining best and final offers. Attendance cost for presentations/interviews at the Boone County designated location shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.
- The County reserves the right to contact any and all references to obtain without limitation, information regarding the Offeror's performance on previous projects. A uniform sample of references may be checked for each short-listed Offeror.

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

Agency Name:

Agency Address:

Agency Phone Number:

Primary Agency Contact (include title):

Email Address:

Contact Phone Number:

Amount Requested:

Federal Tax ID (or Social Security #):

Signature:

Date:

1. AGENCY AND SERVICE INFORMATION

a. Background Information:

- i.** Attach a copy of your agency’s Mission Statement.
- ii.** Attach a list of your agency’s Board of Directors.
- iii.** Provide a summary of your agency’s services within Boone County.
- iv.** Provide agency and program brochures related to these services, if available.

b. Target Population:

- i.** Describe your agency’s target population(s).
- ii.** State the statutorily eligible service area(s) (see page 2) your target population falls within.
- iii.** Within your target population, is there a segment of the population your agency is unable to serve? If so, please describe.
- iv.** Describe any impediments your agency has in serving your target population.

c. Service Need:

- i. Provide a detailed description of the unmet need in Boone County for your agency's services.
- ii. Provide statistical data with cited sources regarding unmet need and the target population you propose to serve. As appropriate, use your own agency's data, outside data, needs assessment data and data from *The Institute of Public Policy's Community Input Analysis & Needs Assessments Synthesis*, which may be found at: www.showmeboone.com/communityservices/information.asp.
- iii. State the purpose of your proposed service.
- iv. State the goals of your proposed service.
- v. Describe the anticipated outcomes of your proposed service.
- vi. Identify other providers of this proposed service in Boone County.
- vii. What agencies do you receive referrals from and to what agencies do you make referrals?
- viii. Please provide a copy any Memorandums of Understanding you may have with other agencies which are relevant to this proposal.

2. EVALUATION

a. Performance Information:

- i. Attach a Program Performance Measures Worksheet (see Attachment A).

b. Outcomes:

- i. Describe your service outcomes (outcomes need to be measurable and time specific).

c. Indicators:

- i. Identify and describe the indicators which will measure your service outcomes.
- ii. Identify your agency's performance target of these indicators.

d. Measurement:

- i. Discuss who will be responsible for the accomplishment of each of the outcomes.
- ii. Discuss how the data will be collected.
- iii. Identify your agency's timeline for each outcome.
- iv. Include copies of any evaluation tools you will be using and provide a description of why you are using these tools compared to other tools.

e. Input

i. Clinical Expertise:

1. Discuss the capacity of your agency to deliver the proposed service.

ii. Service Activity:

1. Describe the interventions and/or activities that will be used to address the unmet need in Boone County.
2. Identify and discuss the evidence-based practices that will be used and relevant research supporting the efficacy of the proposed interventions and/or activities.
3. If there is no research to support the efficacy of the proposed interventions and/or activities, please explain the rationale for utilizing the interventions and/or activities.

f. Output:

- i. Service to be provided
- ii. Unit measurement
- iii. Unit cost
- iv. Amount requested
- v. Number of individuals to be served
- vi. Average units of services per individual

3. BUDGET

a. Budget Worksheets to be Attached:

- i. Agency Financial Worksheet (see Attachment B)
- ii. Program Budget Worksheet (see Attachment C)

b. Budget Narrative

- i. Please explain each line of the budget worksheets from Attachments B and C.

4. AGENCY ASSURANCE, CERTIFICATION, AND WORK AUTHORIZATION SHEETS

Please review, sign, and return the Agency Assurance Sheet (see Attachment D), the Certification Sheet (See Attachment E), and the Work Authorization Sheet (see Attachment F) with the proposal. The sheets outline the expectations and requirements for any agencies requesting and/or receiving funds through the Boone County Children's Services Fund.

ATTACHMENT A

Program Performance Measures Information Worksheet

The following synonyms, definitions, and examples may help you completing the required program performance measures information:

	Activity	Output	Outcome	Indicator	Method of Measurement
Synonyms	<i>Activity = Service</i>	<i>Output = Product</i>	<i>Outcome = Change</i>	<i>Indicator = Measure</i>	<i>Method of Measurement = Information gathering instrument or technique</i>
Definitions	An <i>Activity</i> is the program service or sub service being provided	An <i>Output</i> is expressed as the NUMBER of things produced by an activity and the number people for whom it is provided	An <i>Outcome</i> describes a beneficial CHANGE in people	An <i>Indicator</i> is the specific item of information by which a program's LEVEL OF SUCCESS is measured	A <i>Method Of Measurement</i> is the instrument or technique used to gather the information needed to measure the program's success.
Example	Activity= Before/after school youth enrichment programming Sub-Activity=Tutoring	150 hours of tutoring sessions for 30 children	Child's academic performance improves	Number and percent of participants who receive better grades following participation in program as compared to period prior to participation	Utilize school report card data pre and post participation in the program.

Activity	Output(s)	Outcome(s)	Indicator(s)	Method of Measurement

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ATTACHMENT B

AGENCY FINANCIAL INFORMATION

AGENCY NAME:

AGENCY REVENUE	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. DIRECT SUPPORT					
A. Heart of Missouri United Way					
B. Other United Ways					
C. Capital Campaigns					
D. Grants (non-governmental)					
E. Fund Raising & Other Direct Support					
TOTAL DIRECT SUPPORT (sub-totals)					
2. GOVERNMENT CONTRACTS/SUPPORT:					
A. Boone County - Social Service Funding					
B. Boone County - Other					
C. Other Counties					
D. City of Columbia - Social Service Funding					
E. City of Columbia - Other					
F. Other Cities					
G. Federal (Medicaid, Title III, etc.)					
H. State (Purchase of Services, Grants, etc.)					
I. Other (Schools, Courts, etc.)					
TOTAL GOV'T CONTRACTS/SUPPORT (sub-totals)					
3. Program Service Fees					
4. Investment Income (realized & unrealized)					
5. Other Revenue Items					
TOTAL AGENCY REVENUE					
AGENCY EXPENSES	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
Expenses for Program Services					
Expenses for Management and General					
Expenses for Fundraising					
TOTAL AGENCY EXPENSES					
% of Management and Fundraising Expenses					
NET ASSETS	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% CHANGE CURRENT TO PROPOSED	
Net Assets, End of Year					
CASH FLOWS	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% CHANGE CURRENT TO PROPOSED	
Cash, End of Year					

ATTACHMENT C

PROGRAM BUDGET WORKSHEET

PROGRAM NAME:

TOTAL PROGRAM REVENUE	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. DIRECT SUPPORT					
A. Heart of Missouri United Way					
B. Other United Ways					
C. Capital Campaigns					
D. Grants (non-governmental)					
E. Fund Raising & Other Direct Support					
2. GOVERNMENT CONTRACTS/SUPPORT:					
A. Boone County - Social Service Funding					
B. Boone County - Other					
C. Other Counties					
D. City of Columbia - Social Service Funding					
E. City of Columbia - Other					
F. Other Cities					
G. Federal (Medicaid, Title III, etc.)					
H. State (Purchase of Services, Grants, etc.)					
I. Other (Schools, Courts, etc.)					
3. Program Service Fees					
4. Investment Income (realized & unrealized)					
5. Other Revenue Items					
TOTAL PROGRAM REVENUE	\$0	\$0	\$0		

PROGRAM EXPENSES	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. Personnel					
2. Non-Personnel					
TOTAL PROGRAM EXPENSES	\$0	\$0	\$0		

NUMBER OF DIRECT PROGRAM STAFF (FTE)	ACTUAL	CURRENT	PROPOSED
<i>FTE = number of direct program service hours worked by employee per year/2080 (e.g. 1040/2080= .5 FTE)</i>			

ATTACHMENT D

2014 AGENCY ASSURANCE SHEET
(Please complete and return with Proposal Response)

I, the undersigned, certify that the statements in this request for funding proposal application are true and complete to the best of my knowledge, and accept, as to any funds awarded, the obligation to comply with the Boone County Children’s Services Board (BCCSB) and any of the Boone County Children’s Services Fund’s conditions specified in the funding award and contract.

I, the undersigned, certify that in addition to the conditions mentioned above, will maintain accepted accounting procedures to provide for accurate and timely recording of receipt of funds, expenditures, and of unexpended balances. I, the undersigned, further certify I have and will make available, upon request, the following documentation for accuracy and validity:

- Proof of 501(c)(3)
- Certificate of Corporate Good Standing
- Most Recent 990 Federal Form
- Agency Strategic Plan
- Copies of Agency Accreditations
- Most Recent Agency Independent Audit
- Agency Policy of Non-Discrimination
- Agency Policy for Screening of Staff and Volunteers for Child Abuse and Neglect
- Agency Statement of Confidentiality
- Memorandums of Understanding (not currently needed for Contingency Funds Request)

Printed Name - Agency Executive Director/President/CEO

Date

Signature - Agency Executive Director/President/CEO

Date

Printed Name - Agency Board Chair

Date

Signature - Agency Board Chair

Date

ATTACHMENT E

(Please complete and return with Proposal Response)

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR
CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/30/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh USA Inc. 701 Market Street Suite 1100 St. Louis, MO 63101 237-94-WC-14-15	CONTACT NAME: _____	
	PHONE (A/C, No, Ext): _____	FAX (A/C, No): _____
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Safety National Casualty Corp.		15105
INSURER B: _____		
INSURER C: _____		
INSURER D: _____		
INSURER E: _____		
INSURER F: _____		

COVERAGES **CERTIFICATE NUMBER:** CHI-004891269-03 **REVISION NUMBER:** 5

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	SP4051798 SIR: All Other - \$500,000 Police/Firefighters/Utility - \$750,000	10/01/2014	10/01/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Proof of Insurance

CERTIFICATE HOLDER **CANCELLATION**

City of Columbia P.O. Box 6015 Columbia, MO 65205-6015	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Manashi Mukherjee <i>Manashi Mukherjee</i>
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Melinda Bobbitt - Re: Certificate of Insurance request

From: Sarah Perry <sarah@gocolumbiamo.com>
To: Melinda Bobbitt <MBobbitt@boonecountymo.org>
Date: 11/19/2014 4:48 PM
Subject: Re: Certificate of Insurance request
Attachments: COI - WC - City of Columbia.pdf

Melinda,

This coverage is for both General and Auto liability, as it is a package liability program.

Attached is a proof of insurance for workers' compensation.

Let me know if you need anything else.

Sarah Perry, ARM-P
Risk Manager
1 South 7th Street
City of Columbia, MO
573-874-7377

On Wed, Nov 19, 2014 at 8:46 AM, Melinda Bobbitt <MBobbitt@boonecountymo.org> wrote:

Sarah,
This is perfect for the general liability. What about Workers Compensation and Auto?
Thanks,
Melinda

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
Boone County Purchasing
Annex Building
613 E. Ash St., Room 110
Columbia, MO 65201
Telephone: (573) 886-4391
Fax: (573) 886-4390
Email: mbobbitt@boonecountymo.org

For all the latest news from Boone County Government, subscribe to the Boone County News Listserv at WWW.SHOWMEBOONE.COM!

>>> Scott Phan <SPhan@berkleyrisk.com> 11/19/2014 8:42 AM >>>

Hi Melinda,

Please find attached is your certificate of insurance.

Thanks,

STATES SELF-INSURERS RISK RETENTION GROUP, INC.

222 South Ninth St Suite 1300

Minneapolis, MN 55402-3332

(612) 766-3000

Insured: City of Columbia, MO P. O. Box 6015 / 701 E. Broadway Columbia MO 65205-6015	This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policy(ies) below. This certificate of insurance does not constitute a contract between the issuing insurer, authorized representative or producer, and the certificate holder.
---	---

IMPORTANT: If the certificate holder is an Additional Insured, the policy(ies) must be endorsed. If Subrogation is waived, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

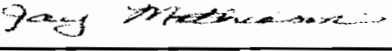
Coverages:

This is to certify that the policy(ies) of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policy(ies) described herein is subject to all the terms, exclusions, and conditions of such policy(ies).
 Limits shown may have been reduced by paid claims.

Type of Insurance:	Policy Number	Effective Date	Expiration Date	Limits	
				Occurrence	Aggregate
Public Entity Excess Liability including Error or Omission Liability Coverage.	SEL3017803	10/1/2014	10/1/2015	\$3,000,000	\$10,000,000
Retroactive Date:	Occurrence Form Policy				

Description of Operations/Locations/Vehicles/Special Terms:
 Certificate Holder is an additional insured with regards to "Purchase of Service Contracts for Children's Services".

Certificate Holder: Boone County, MO 613 E. Ash St., Room 110 Columbia, MO 65201	CANCELLATION: Should the above described policy be cancelled before the expiration date thereof, notice will be delivered according to policy provisions.
--	---

Self-Insured Retention: \$500,000	Authorized Representative: <div style="text-align: center;">  <hr style="width: 100%;"/> Signature </div> <div style="text-align: right; margin-top: 10px;"> 11/18/2014 <hr style="width: 100%;"/> Date </div>
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AGREEMENT FOR PURCHASE OF SERVICES Children's Emergency Shelter Services

THIS AGREEMENT dated the 22ND day of January, 2015 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, on behalf of the Boone County Children's Services Board, herein "BCCSB" and **Child Abuse & Neglect Emergency Shelter, Inc., d/b/a Rainbow House**, a tax-exempt, not organized for profit agency or governmental entity, hereinafter referred to as "RH".

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

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

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

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

FUNDING ALLOCATION FOR SERVICES RENDERED BY RH

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

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

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

3. **Purchase.** The BCCSB agrees to purchase from the RH and the RH agrees to furnish **Children's Emergency Shelter Services** for children and youth nineteen years of age or less and their families, as described and in compliance with the original Request for Proposal and as presented in the RH's response. Services/deliverables shall be provided as outlined in the attached proposal response(s). The total allowable compensation under this agreement shall not exceed **\$148,889.63** unless compensation for specific identified additional services is authorized and approved by BCCSB in writing in advance of rendition of such services for which additional compensation is requested.

4. **Contract Duration.** This agreement shall commence on **February 1, 2015** and extend **through December 31, 2015** subject to the provisions for termination specified below. This contract may at the sole discretion of the BCCSB and with the agreement of RH be renewed for **an additional two (2) one-year periods**. RH agrees and understands that the BCCSB may require supplemental information to be submitted by RH prior to any renewal of this agreement.

5. **Billing and Payment.** For the Purchase of Service (POS) Contract, the unit costs for services are the mutually agreed upon rates as follows:

Service Description	Unit Measurement	Unit Cost
Temporary Shelter	24 hours	\$101.84
Counseling (Office)	45 (38-52) minutes	\$83.51

All billing shall be invoiced to BCCSB monthly by the 10th of the month following the month for which services were provided. The BCCSB agrees to pay all monthly statements within thirty days of receipt of a correct and valid invoice/monthly statement. In the event of a billing dispute, the BCCSB reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the RH, the BCCSB agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

6. **Availability of Funds.** Payments under this contract are dependent upon the availability of funds or as otherwise determined by the BCCSB. This contract can be terminated

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if funding becomes unavailable in whole or in part for cause shown, and the BCCSB shall have no obligation to continue payment.

REPORTING, MONITORING, AND MODIFICATION

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

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

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

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

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OTHER TERMS OF THIS CONTRACT

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

12. **Discrimination.** RH will refrain from discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, genetic information, and familial status and comply will applicable provisions of federal and state laws, county or municipal statutes or ordinances, which prohibit discrimination in employment and the delivery of services.

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

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

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

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

17. **Employment of Unauthorized Aliens Prohibited.** RH agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. RH shall require each subcontractor to affirmatively state in its Agreement with the RH that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Provider shall also require

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each subcontractor to provide RH a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

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

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

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

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

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

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

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

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

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

22. **Indemnification.** To the extent permitted under Missouri law, RH agrees to hold harmless, defend and indemnify the BCCSB, the County, its directors, agents, and employees

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from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of RH, meaning anyone, including but not limited to consultants having a contract with the RH or subcontractor for part of the services, or anyone directly or indirectly employed by RH, or of anyone for whose acts RH may be liable in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its negligence.

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

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

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

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

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

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

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

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


Rainbow House
Jan Stock, Executive Director
1611 Towne Drive
Columbia, MO 65202

23. 2015

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

Child Abuse & Neglect Emergency Shelter, Inc. d/b/a Rainbow House

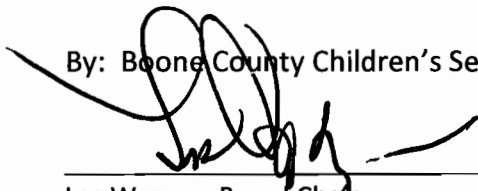
Boone County, Missouri

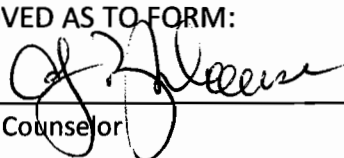
By: 
Signature

By: Boone County Commission

Daniel K. Atwill, Presiding Commissioner

By: Jane Stock
Executive Director
Printed Name/ Title

By: Boone County Children's Services Board

Les Wagner, Board Chair

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.)

Jane Pitchford by 11/01/2015 2161/71106/\$148,889.63
Signature Date Appropriation Account

An Affirmative Action/Equal Opportunity Employer

REQUEST FOR ADDITIONAL INFORMATION FORM #1

PROPOSAL: 27-10JUN14 – Purchase of Service Contracts for Children’s Services Fund and 28-24JUN14 – Pilot Programs for Innovative Services

This Request for Additional Information #3 is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted on or before **9:00 a.m. Tuesday, October 14, 2014.**

Company Name: Child Abuse & Neglect Emergency Shelter, Inc., dba Rainbow House

Address: 1611 Towne Drive, Columbia, MO 65202

Telephone: 573 474-6600 Ext. 2116 Fax: 573 474-5992

Federal Tax ID (or Social Security #): 43-1390192

Print Name: Jan Stock Title: Executive Director

Signature:  _____ Date: October 13, 2014

E-mail: jstock@rainbowhousecolumbia.org

 (Children’s Emergency Shelter)

- a. What unit cost is charged to other funders that provide funding for this same service? (ex. City of Columbia Social Services, Heart of Missouri United Way)

The proposed unit cost for budgeted year 2014-2015 is \$229.59 for the Children’s Emergency Shelter. This is the unit cost that we incorporated into the City of Columbia social services proposal and for the Boone County Children’s Services Fund proposal. No other funding sources require a unit cost.

In the past, the Heart of Missouri United Way requested a unit cost; however, in their most recent request for proposals, they did not.

The unit cost formula takes into account the total expenses of the department, the number of children served and the number of overnights (units). The Children’s Emergency Shelter unit cost remains the same for actual or budgeted numbers for the year in question, only differing between years or when budget numbers change to actual numbers.

- b. Please provide an explanation on how “bed counts” are defined. If you mean bed nights, that is our term for one 24 hour period of shelter/services per child.
- c. What is the child to staff ratio?

According to Missouri State Licensure, the following is required:

One staff person for up to four children birth to age 6; one staff person for up to six children ages six to eight years of age; one staff person for up to 10 children/youth 8 years of age and older. “Agencies are required to have two staff available at all times, even if their staff/child ratio is lower than required above.”

- d. How will the agency ensure that Children’s Services Funds are only utilized for children and their families who reside in Boone County? As a part of the intake process it is determined if a child resides in the City or the County, and that information is entered into the data system. The Office Manager will make sure she is only invoicing Boone County Children’s Services for children who reside in Boone County.
- e. How is it determined that a parent is “in crisis”? Please provide an explanation and rationale behind this definition. A parent is “in crisis” if they are unable to keep their child safe. Under the Crisis Care contract, the following are listed as “Crisis” situations: hospitalization of parent/guardian/sibling; incarceration of parent/guardian; homeless or unsafe housing; unmet nutrition and clothing needs; sexual abuse, physical abuse, verbal abuse, conflict with parent/guardian; overwhelming parental stress; death in family; domestic violence; and drug related issues. During the intake process the parent is required to provide information regarding their crisis, and a determination is made by the Shelter Director or the Executive Director if their crisis fits the criteria.
- f. Please provide any MOUs the agency has with other agencies for services. We have no MOUs with any other agencies for the Children’s Emergency Shelter.
- g. Please provide a break out and an explanation on all the services provided in the unit cost. Are these costs all bundled into one rate? The costs are bundled into one rate. Every child receives a variety of services including the following: nutritious meals and shelter; routine and structure; homework checks/help and communication with teachers and school personnel; follow up with doctors or other professionals involved in the child’s life in order to be consistent with their recommendations for the child including medication distribution and

management; scheduling and getting the child to well-check exams; developmental assessments; conflict resolution education and activities; therapeutic services as required by licensure, and communication with outside therapist (if they have a prior relationship); advocacy/case management with crisis care parent/guardian in order to assess their difficulties and provide them with resources or referrals to other agencies that can help them to deal with their crisis.

- h. Is there a difference in unit cost if a child is in state custody? The unit cost to serve a child is the same regardless if the child is crisis care or in state custody.

The Children's Emergency Shelter unit cost always remains the same for actual or budgeted numbers for the year in question, only differing between years or when budget numbers change to actual numbers. We do not eliminate certain types of funding or expenses to come up with a unit cost. Unit cost estimates are based on actual numbers for past years and budgeted numbers (what we expect to happen) for future years. Unit cost is based on total expenses and that is not reduced for certain types of income since it will not accurately reflect our unit cost for our purposes.

We do not have duplicate funding for any overnight stay, but do have a need for funding to cover the cost that we do not get reimbursed for through other funding sources.

- i. What is the unit cost the state provides per night per child?
From State of Missouri Social Services, we have contracts with reimbursement rates that follow:
Foster care Boone County: \$22.00
Out of County foster care: \$79.85/\$136.00 (depending on the age of the child)
Crisis Care is \$85.00 (down from \$125.00 per night a few years ago), and we receive a yearly allocation on Crisis Care units that we draw from.

Reimbursement amounts are designated by the State of Missouri and not negotiable. There have been times we have exceeded the amount allocated for Crisis Care children, so we have served them without reimbursement because our goal is to keep children safe.

- j. Are parents asked to pay anything when the children are brought to the program?
No

- k. How is the agency working towards getting more funding from the Missouri Department of Social Services? For several years I have talked to legislators and officials at the Division of Children's Services about the low reimbursement rates for foster and crisis care children; to encourage them to continue to fund the Child Advocacy Centers without a decrease in funding; and to inform them of the importance of providing funding for the issue of youth homelessness. Three years ago we experienced a reduction in the Crisis Care Contract reimbursement rate, in the past several years there have been layoffs and hiring freezes at Children's Division, and currently the Governor has frozen funding including some social services funding, so there has historically been a great deal of instability with all of our Social Services funding. I will continue to have discussions with legislators regarding the funding situation in both our Children's Shelter and our Child Advocacy Center, but it is my belief that it is going to take persons who have much more clout and power than me to make a difference in that arena. I would welcome further discussion with your Board and staff regarding this situation, and I would appreciate any advocacy for our mission that they are able to provide to legislators on our behalf.
- l. How is the agency working on stabilizing their long term funding issues? Rainbow House Board and staff are constantly searching for funding opportunities for each of the programs. In addition to applying for grants, we seek out foundations that provide funding for various missions and apply to them. Our development plan includes mail appeals, third party fundraisers, reaching out to civic organizations and churches, hosting special event fundraisers, and forming one-on-one relationships with potential donors. We will continue to use these strategies in the future.
- m. What is this agency's sustainability plan? Rainbow House has a Strategic Plan that is updated every two years, a Business Continuity Plan, and a Development Plan, but no sustainability plan.

[REDACTED] (Homeless Youth Shelter)

- a. What unit cost is charged to other funders that provide funding for this same service? (ie. City of Columbia Social Services, Heart of Missouri United Way)

The proposed unit cost for budgeted year 2014-2015 is \$389.91 for the Homeless Youth Program. This cost includes all of the services provided to our youth including an overnight stay. This unit cost is consistent with the unit cost proposed in the City of Columbia social services proposal. The rate of \$257.64 is

slightly different for the Boone County Children's Services Fund proposal because it does not include overnight expenses.

Only two of our funding sources base their funding to us on our unit of cost: the City of Columbia and Boone County Children's Services Fund. Other funding sources, such as the federal grant and the ESG grant, require us to submit a budget of expected expenses. In the past, the Heart of Missouri United Way requested unit cost; however, in their most recent request for proposals, they did not. Heart of Missouri United Way designated the amount they were to give us for each year and since then have cut that amount significantly due to not meeting their annual fundraising campaign goal.

The unit cost formula takes into account the total expenses of the department, the number of youth served and the number of overnights (units). The Homeless Youth Program unit cost remains the same for actual or budgeted numbers for the year in question, only differing between years or when budget numbers change to

- b. Please provide an explanation on how "bed counts" are defined. We define bed nights as one 24 hour period of services/shelter per youth.
- c. What is the child to staff ratio? According to the Missouri State Licensure manual, one staff person is required for up to ten children/youth above the age of 8 years. It further states that "Agencies are required to have two staff available at all times, even if their staff/child ratio is lower than required above."
- d. How will the agency ensure that Children's Services Funds are only utilized for children and their families who reside in Boone County? During the intake process when a youth has applied to the program, information is gathered and entered into our data system in regards to the City or County of residence of the youth. Boone County Children's Services will only be invoiced for youth who reside in Boone County.
- e. Please provide any MOUs the agency has with other agencies for services. These MOUs were included in the proposal, but we have attached them for you.
- f. What ages is the agency planning on providing services for? CSF can only pay for up to 19 years and 364 days. The Homeless Youth Program provides services to homeless youth 16 to 21 years of age. We will only invoice Children's Services Fund for youth ages 16 to 19 years and 364 days.

- ~~g. How is the agency working towards getting more funding from the Missouri Department of Social Services? The Homeless Youth Program gets no funding from the Missouri Department of Social Services. I have discussed with several legislators the need for state funding for the homeless youth population on numerous occasions. I would welcome further discussion with your Board and staff regarding this situation, and I would appreciate any advocacy for our mission that they are able to provide to legislators on our behalf.~~
- ~~h. How is the agency working on stabilizing their long term funding issues? Rainbow House Board and staff are constantly searching for funding opportunities for each of the programs. In addition to applying for grants, we seek out foundations that provide funding for various missions and apply to them. Our development plan includes mail appeals, third party fundraisers, reaching out to civic organizations and churches, hosting special event fundraisers, and forming one-on-one relationships with potential donors. We will continue to use these strategies in the future.~~
- ~~i. What is this agency's sustainability plan? Rainbow House has a Strategic Plan that is updated every two years, a Business Continuity Plan, and a Development Plan, but no sustainability plan.~~



Phoenix Programs, Inc.

RE: Linkage Agreement

July 3, 2012

To Whom It May Concern:

This letter documents the linkage agreement between Phoenix Programs, Inc. and the Rainbow House Homeless Youth Program.

We acknowledge the networking agreement, verbal agreements, and mutual understandings that exist between these two organizations. It is our belief that a strong network provides quality services without duplication to homeless and otherwise at-risk youth who face obstacles that could impair their functioning at home, school, or work.

Our Agency agrees to refer appropriate youth to Rainbow House's Teen Emergency Shelter, Transitional Living Program, and Street Outreach Program in order for youth to secure housing and other supportive services including: case management, life skills training, mental health services, mentoring, and 24 hour staff support for up to 18 months.

Sincerely,

Deborah Beste, Executive Director



FAMILY HEALTH CENTER

1001 West Worley Street - Columbia, MO 65203 - Phone (573) 214-2314

June 29, 2012

To Whom It May Concern:

This letter documents the linkage agreement between Family Health Center and the Rainbow House Homeless Youth Program. We acknowledge the networking agreement, verbal agreements, and mutual understandings that exist between these two organizations. It is our belief that a strong network provides quality services without duplication to homeless and otherwise at-risk youth who face obstacles that could impair their functioning at home, school, or work.

Our Agency agrees to refer appropriate youth to Rainbow House's Teen Emergency Shelter, Transitional Living Program, and Street Outreach Program in order for youth to secure housing and other supportive services including: case management, life skills training, mental health services, mentoring, and 24 hour staff support for up to 18 months.

Sincerely,

Dennis Blust, MSW, LCSW
Family Health Center
1001 West Worley St.
Columbia, MO 65203
573-886-6777



Housing Authority of the City of Columbia, Missouri

Col u m b i a

201 Switzler Street, Columbia, MO 65203

Housing Authority Office: (513) 443-2556. TTY: (513) 815-5161 • Fax Line: (513) 443-0051 • www.ColumbiaHA.com

Memorandum of Understanding

Client Referral Agreement

For Housing and Supportive Services

To Whom It May Concern:

This Memorandum of Understanding (MOU) documents the Client Referral Agreement for Housing and Supportive Services between the Columbia Housing Authority and Rainbow House's Transitional Living Program, Sol House. The Columbia Housing Authority acknowledges the networking agreement, verbal agreements, and mutual understandings that exist between the Columbia Housing Authority and Sol House. It is our belief that a strong service referral network provides quality services without duplication to homeless and other youth with multiple social risk factors who face obstacles that could impair their functioning at home, school, or work. The Columbia Housing Authority agrees to the following collaborative relationship with Sol House:

- The Columbia Housing Authority agrees to refer appropriate clients to Rainbow House's Transitional Living Program in order for clients to access transitional secure housing and supportive services including: mentoring, life skill training, mental health services, case management services, and 24 hour staff support for up to 18 months.
- The Columbia Housing Authority agrees to accept qualified and appropriate client referrals for housing from Rainbow House's Transitional Living Program to the greatest extent possible within funding and program eligibility constraints. If a client is approved for housing assistance, they will also be offered the family self-sufficiency support services and programs provided by the Columbia Housing Authority's Department of Resident Services and Family Self-Sufficiency program. These services and programs include assistance with education and job placement services, financial incentives, budgeting and financial management classes, health and human service referral, and service coordination.

A handwritten signature in black ink, appearing to read 'Phil Steinhaus'.

Authorized by Phil Steinhaus, CEO

March 18, 2010

Date

MEMORANDUM OF UNDERSTANDING

July 1, 2010

This Memorandum of Understanding outlines the agreement between:

Rainbow House
1611 Towne Drive
Columbia, MO 65202


and

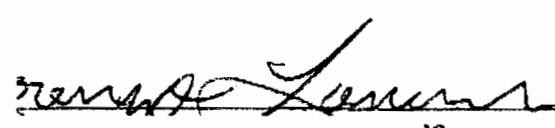
Youth Empowerment Zone


1204 E. Rogers Street
Columbia, MO 65201

This agreement is established to better serve abused/neglected, runaway, homeless, and otherwise "at-risk" youth in the Boone County area. We acknowledge that Rainbow House is seeking funds to provide emergency shelter to runaway, homeless youth. We also acknowledge that Youth Empowerment Zone currently provides job readiness training/placement; anger management/conflict resolution training and mentoring to local youth. Understanding the importance of collaboration and by signing this Memorandum of Understanding, we agree to the following:

- Refer clients to each other for services that will improve the client's quality of life.
- Accept qualified referrals from each other to the greatest extent possible within funding and staff constraints.


Lorenzi


[unclear]


Heather Windham, Rainbow House

Z-8 -dtJ/0
Date

7-0-d C/D
Date

iihr



DAVID H. HICKMAN HIGH SCHOOL

Home of the Kewpies

1104 North Providence Road Columbia, MO 55203

573-214-3000 Fax: 573-214-3057

Web: www.columbia.k12.mo.us/hhs

Dr. Tracey Conrad, Principal



Mr. Doug Mirts, Assistant Principal, Activities/Athletics
Ms. Denise Herndon, Assistant Principal, A-D
Mr. Mall Ross, Assistant Principal, E-K
Mr. Eric Johnson, Assistant Principal, L-R

"Excellence is not an accident"

Mr. Jerome Sally, Assistant Principal, S-Z
Ms. Susan McWilliams, Director of Guidance
Ms. Laurie Hoff, A+ Coordinator

Referral Service Agreement

December 10, 2013

To Whom It May Concern,

This letter documents the lineage agreement between Hickman high School and Rainbow House's Homeless Youth Program. We acknowledge the networking agreement, verbal agreement, and mutual understanding that exist between these two organizations. It is our belief that a strong network provides quality services without duplication to homeless and otherwise at-risk youth who face obstacles that could impair their functioning at home, school and work.

Our school agrees to refer appropriate students to the program in order for students to secure housing and other supportive services including: mentoring, life skills training, mental health services, case management services and 24 hour staff support for up to 18 months.

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I ~Ot!

Maria- Mcvlahon LPC
Guidance Outreach Counselor
Hickman High School

Isaiah Cummings
Outreach Counselor
Hickman High school



Mourl Oaley
491 Crescent Dr., Suite
St. Louis, MO 6312
office 314.487.4371
fax 314.487.1179
<http://Missouri.org/online/Job-Corps>

To Whom It May Concern:

This letter documents the linkage agreement between Missouri Job Corps and the Rainbow House Homeless Youth program. We acknowledge the networking agreement, verbal agreements, and mutual understanding that exist between these two organizations. It is our belief that a strong network provides quality services without duplication to homeless and otherwise at-risk youth who face obstacles that could impair their functioning at home, school, or work.

Our agency agrees to refer appropriate youth to Rainbow House's Teen Emergency Shelter, Transitional Living Program and Street Outreach Program in order for youth to receive housing and other supportive services including: case management, life skills training, mental health services, mentoring, and 24 hour staff support for up to 18 months.

Sincerely,

~C.~~

Deborah G. Atkinson

Job Corps Admissions Counselor

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director



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

October 6, 2014

Ms. Jan Stock, Executive Director
Rainbow House
1611 Towne Drive
Columbia, MO 65202
E-mail: jstock@rainbowhousecolumbia.org

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

Dear Ms. Stock:

Attached is a *Request for Additional Information #3*. Please complete the attached form, sign and submit with the requested information by 9:00 a.m., Tuesday, October 14, 2014 by email to mbobbitt@boonecountymo.org.

Your **interview** with you and Rainbow House’s entire board has been scheduled for:

October 16, 2014

Time: 11:30 – 12:30 p.m.

Location: Rainbow House, 1611 Towne Drive, Columbia, MO 65202

County Attendees:

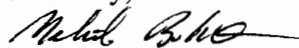
Kelly Wallis, Director, Community Services

JoAnne Nelson, Program Manager, Community Services

Melinda Bobbitt, Director of Purchasing

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

Sincerely,



Melinda Bobbitt, CPPO, CPPB, Director of Purchasing

cc: Proposal File / Attachment: Request for Additional Information

REQUEST FOR ADDITIONAL INFORMATION FORM #1

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

This Request for Additional Information #3 is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted on or before 9:00 a.m. Tuesday, October 14, 2014.

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-mail: _____



(Children’s Emergency Shelter)

- a. What unit cost is charged to other funders that provide funding for this same service? (ex. City of Columbia Social Services, Heart of Missouri United Way)
- b. Please provide an explanation on how “bed counts” are defined.
- c. What is the child to staff ratio?
- d. How will the agency ensure that Children’s Services Funds are only utilized for children and their families who reside in Boone County?
- e. How is it determined that a parent is “in crisis”? Please provide an explanation and rationale behind this definition.
- f. Please provide any MOUs the agency has with other agencies for services.
- g. Please provide a break out and an explanation on all the services provided in the unit cost. Are these costs all bundled into one rate?

- h. Is there a difference in unit cost if a child is in state custody?
- i. What is the unit cost the state provides per child?
- j. Are parents asked to pay anything when the children are brought to the program?
- k. How is the agency working towards getting more funding from the Missouri Department of Social Services?
- l. How is the agency working on stabilizing their long term funding issues?
- m. What is this agency's sustainability plan?

[REDACTED] (Homeless Youth Shelter)

- a. What unit cost is charged to other funders that provide funding for this same service? (ie. City of Columbia Social Services, Heart of Missouri United Way)
- b. Please provide an explanation on how "bed counts" are defined.
- c. What is the child to staff ratio?
- d. How will the agency ensure that Children's Services Funds are only utilized for children and their families who reside in Boone County?
- e. Please provide any MOUs the agency has with other agencies for services.
- f. What ages is the agency planning on providing services for? CSF can only pay for up to 19 years and 364 days.
- g. How is the agency working towards getting more funding from the Missouri Department of Social Services?
- h. How is the agency working on stabilizing their long term funding issues?
- i. What is this agency's sustainability plan?

27 JOJUN14
Children's Emergency Services

REQUEST FOR ADDITIONAL INFORMATION FORM #1

PROPOSAL: 27-JOJUN14 -Purchase of Service Contracts for Children's Services Fund

This Request for Additional Information is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted on or before 4:00p.m. Friday, July 25, 2014.

Company Name: Child Abuse & Neglect Emergency Shelter, Inc. dba Rainbow House

Address: 1611 Towne Drive, Columbia, MO 65202

Telephone: 573 474-6600 ^{EXT. 2116} Fax: 573 474-5992

Federal Tax ID (or Social Security#): ---43-1390192---

Print Name: Jan Stock Title: Executive Director

Signature: _____ Date: ---7/23/2014---

E-mail: jstock@rainbowhousecolumbia.org

Clarification: Please provide the statutorily eligible service that your proposal response includes for Homeless Youth Shelter and Children's Emergency Services. Select from the list below from the RFP, page 2. Overview, types of services that may be funded:

- up to thirty days of temporary shelter for abused, neglected, runaway, homeless or emotionally disturbed youth
- respite care services
- unmarried parent services
- outpatient chemical dependency and psychiatric treatment programs
- counseling and related services as a part of transitional living programs
- home-based and community-based family intervention programs
- prevention programs which promote healthy lifestyles among children and youth and strengthen families
- crisis intervention services, inclusive of telephone hotlines
- individual, group, or family professional counseling and therapy services
- psychological evaluations
- mental health screenings.

Rainbow House Response:

Proposal: *Homeless Youth Shelter*

Response:

- Up to thirty days of temporary shelter for abused, neglected, runaway or homeless youth
- Counseling and related services as a part of transitional living programs
- Individual, group, or family professional counseling and therapy services
- Mental health screenings

Proposal: *Children's Emergency Shelter Services*

Response:

- Up to thirty days of temporary shelter for abused, neglected, runaway or homeless youth
- Respite care services
- Individual, group, or family professional counseling and therapy services
- Mental health screenings

Rainbow House also provides parenting classes to over 100 families/year, and the Children's Shelter provides therapy and resources to the Crisis Care parents who are primarily single mothers.



Jan Stock, Executive Director
Rainbow House

July 23, 2014

Boone County Purchasing



Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

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

July 22, 2014

Rainbow House
Attn: Jan Stock, Executive Director
1611 Towne Drive
Columbia, MO 65202

E-mail: jstock@rainbowhousecolumbia.org

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

Dear Ms. Stock:

Attached is a Request for Additional Information. Please complete the attached form, sign, and submit with the requested information by **4:00 p.m., Friday, July 25, 2014** by e-mail to mbobbitt@boonecountymo.org.

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

Sincerely,



Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

cc: Proposal File

Attachments: Request for Additional Information

REQUEST FOR ADDITIONAL INFORMATION FORM #1

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

This Request for Additional Information is issued and incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this form must be acknowledged and submitted on or before 4:00 p.m. Friday, July 25, 2014.

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-mail: _____

Clarification: Please provide the statutorily eligible service that your proposal response includes for Homeless Youth Shelter and Children’s Emergency Services. Select from the list below from the RFP, page 2, *Overview*, types of services that may be funded:

- up to thirty days of temporary shelter for abused, neglected, runaway, homeless or emotionally disturbed youth
- respite care services
- unmarried parent services
- outpatient chemical dependency and psychiatric treatment programs
- counseling and related services as a part of transitional living programs
- home-based and community-based family intervention programs
- prevention programs which promote healthy lifestyles among children and youth and strengthen families
- crisis intervention services, inclusive of telephone hotlines
- individual, group, or family professional counseling and therapy services
- psychological evaluations
- mental health screenings.

Rainbow House Response:

Proposal: Homeless Youth Shelter
Response:

Proposal: Children’s Emergency Services
Response:



27-10-2014
Children's Emergency
Shelter

RAINBOW HOUSE MISSION STATEMENT

Our mission is to keep children safe and support families in crisis through prevention, assessment, and intervention in child abuse and neglect.

RAINBOW HOUSE VISION STATEMENT

Child Abuse and Neglect is an epidemic that cripples a child's ability to dream and fulfill their potential. Rainbow House recognizes that it is the responsibility of every individual and community as a whole to say, "ENOUGH!" and prevent child maltreatment. "There is always a moment in childhood when the door opens and lets the future in" (Chopra).

Rainbow House is that door, allowing children to have the opportunity for a bright future regardless of the hurtful experience they've had to endure. Rainbow House is maximizing our visibility, accessibility, expertise and commitment to quality care of children to be the child abuse and neglect resource in Mid-Missouri. Together with our community partners, we are the catalyst for change, forever reducing the impact of child maltreatment on children, families and communities.

RAINBOW HOUSE BOARD OF DIRECTORS 2014-2015

President

Melissa A. Faurot
3480 S. Bluestem Circle
Columbia, MO 65201
Home: 573-446-5413
Cell: 573-424-2929
mfaurot@lawmissouri.com
Race: Hispanic
Gender: Female

Harper, Evans, Wade & Netemeyer
401 Locust Street, Suite 401
Columbia, MO 65201
Work: 573 355-5172
First Term Ends: 2014
Nomination Date: 5/2011

Vice President

Drew Smith
808 Cutters Corner Lane
Columbia, MO 65203
Cell: 573-881-5624
Drew.Smith@CommerceBank.com
Race: Caucasian/White
Gender: Male

Commerce Bank
901 East Broadway
Columbia, MO
Work: 573-886-5624
Second Term Ends: 2014
Nomination Date: 07/16/08

Secretary

Jared Reynolds
4808 Shale Oaks Ave
Columbia, MO 65203
Home: 573-234-9699
Other: 573-673-7840
jared@wradvisors.com
Race: Caucasian/White
Gender: Male

Willkerson Reynolds Wealth Management
200 E. Southampton Dr., Ste. 101
Columbia, MO 65203
Work: 573-875-3939
Second Term Ends: 2015
Nomination Date: 3/18/09

Treasurer - Finance

Tom Schwarz
6607 Madison Creek Drive
Columbia, MO 65203
Home: 573-442-1196
TomSchwarz@landmarkbank.com
Race: Caucasian/White
Gender: Male

Vice President, Sales Manager
Landmark Bank
P.O. Box 1867
Columbia, MO 65205
Work: 573-441-2872
First Term Ends: 2014
Nomination Date: 4/11

Shawn Sutterer
P.O. Box 7478
Columbia, MO 65205
573-819-5072
ssutterer@ascllc.com

Owner
Automated Systems
2201 Chapel Plaza Ct.
Columbia, MO 65203
Work: 573-815-0200
First Term Ends: 2016
Nomination Date: 10/13

Allison Kleiber
2312 Redmond Court
Columbia, MO 65203
Home: 573 445-4916
Cell: 402 350-5725
AllisonKleiber@gmail.com
Race: Caucasian/White
Gender: Female

Biological Science Instructor
Moberly Area Community College
Columbia, MO 65201
First Term Ends: 2017
Nomination Date 3/2014

Virginia Pehle
25813 Highway KK
Mexico, MO 65265
howgin@ktis.net
Gender: Female
Race: Caucasian/White

Audrain County Recorder, Retired
Third Term Ends: 2016
Nomination Date: 9/25/07
Audrain County; United Way funding requirement

ADVISORY MEMBERS

Kathy Hughes
Founder, Rainbow House
7101 N. Sycamore
Rocheport, MO 65279
Home: 573-874-6740
mudrhughes@aol.com
Race: Caucasian/White
Gender: Female
Compensation: None

SUMMARY OF RAINBOW HOUSE PROGRAMS WITHIN BOONE COUNTY

CHILDREN'S EMERGENCY SHELTER

1986 – Founder, Kathy Hughes, had a vision to provide a safe, home-like environment where sibling groups could remain together and children could continue in their home schools

- Opened in a refurbished farm house on Oakland Gravel Road providing shelter for children through the Emergency Foster Care program
- Houses up to 12 children - birth to 18 years old
- Staffed 24/7 by house parents who provide schedules and routine, healthy meals, and loving attention

1992 – Expanded services to provide Crisis Care - a preventative program providing respite for a parent without involving other agencies

- Parents facing a major crisis including homelessness, unemployment, temporary mental instability or other major stressors are relieved of the added stress of parenting as they solve the crisis while their child is protected from potential abuse or neglect

REGIONAL CHILD ADVOCACY CENTER

1998 – Established by the Interagency Council on Abuse and Neglect (ICAN) and the Rainbow House Board of Directors

- Opened in a remodeled ranch-style house adjacent to the Children's Emergency Shelter on Oakland Gravel Road – initially served six counties
- Provided a child-friendly setting for children to come for forensic interviews following a sexual or serious physical abuse incident
- Utilized a multidisciplinary team approach working with investigative personnel from law enforcement, Children's Division, juvenile office and the Prosecuting attorney

2004 – Children's Emergency Shelter and Regional Child Advocacy Center move to a new home at 1611 Towne Drive in the newly constructed \$1.3 million, 12,000 square foot facility

- Children's Shelter accommodates up to 14 children in dormitory style rooms with two or three beds in each room; continues to offer Emergency Foster Placement and Crisis Care
- Regional Child Advocacy Center expands services to include nine counties; continues to offer forensic interviews and sexual abuse forensic exams (SAFEs)

HOMELESS YOUTH PROGRAM

2007 - Transitional Living Services (SOL House) is born.

- Youth ages 16 – 21 qualify for housing and life skills if homeless or at risk for homelessness and not currently in foster care
- Must adhere to rules and favorably participate in educational/vocational activities
- Receive supportive services such as counseling, life skills training, mentoring and linkage to partnering organizations
- Residence up to 18 months

2010 – Teen Emergency Shelter

- Youth ages 16 – 18 qualify for emergency shelter if homeless or at risk for homelessness not currently in foster care
- Goal is to obtain permanent living arrangements, when possible to reunify with parent or relative
- Receive supportive services such as counseling, life skills training, mentoring and linkage to other partnering organizations
- Shelter up to 6 weeks

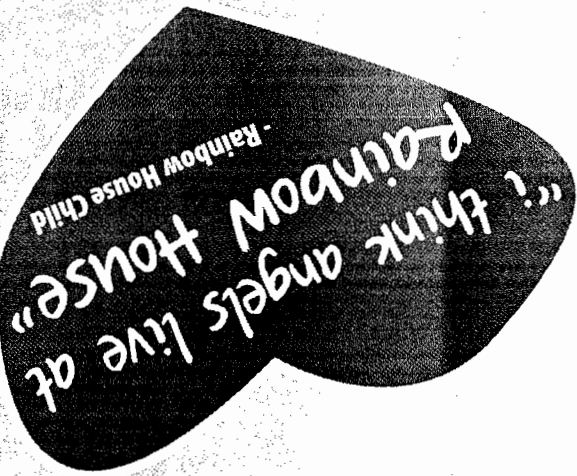
2014 – Homeless Youth Program plans to move into a building that contains four condo units and staff office space. Staff will be onsite 24/7. Our bed space will expand from 6 currently to 16 youth following the move in August.

CLINICAL PROGRAM

Rainbow House has offered therapy to children through the Children's Emergency Shelter and Regional Child Advocacy Center since the programs opened. This service is offered free of charge to those who do not have insurance and cannot afford to pay.

- The Emergency Children's Shelter offers therapy and resource assistance both while the child is in residence and after they leave our doorstep.
- The CAC provides therapy services and referrals to children and families post-forensic interview.
- Outpatient therapy for victims of sexual abuse (who have not had interviews at the CAC) is available on a limited and short-term basis for both individuals and families.
- Therapy is focused on abuse and trauma and can include court preparation support when needed.
- Play therapy, trauma-focused therapy, cognitive behavioral therapy and other approaches are used to assist a child or family in managing the disruption, and pain associated with sexual abuse.
- We also assist families in connecting with other qualified therapists for long-term and out-of-county counseling needs.

DONATE TODAY



HOW YOU CAN HELP

Your help is essential to carry out Rainbow House's mission. There are many ways that you can help.

Raise Funds

Organize a fundraiser with your company or group of friends.

Volunteer

Donate your time and skills to any of our programs. Volunteer opportunities include helping with homework in the Shelter, special outdoor projects in the children's playground, or mentoring youth at our Homeless Youth Program. These are just a few of the many ways to volunteer!

Donate

Donate your time. Donate your money. Donate your resources. Designate Rainbow House as the beneficiary of your will, deferred gifts or life insurance, or Heart of Missouri United Way.

Help make the difference in the life of a child today.

Visit www.rainbowhousecolumbia.org to find out more about our programs and services.



Rainbow House

1611 TOWNE DRIVE COLUMBIA, MO 65202
p. 573.474.6600 f. 573.474.5992

www.rainbowhousecolumbia.org

Rainbow House

CHILDREN'S EMERGENCY SHELTER
REGIONAL CHILD ADVOCACY CENTER
HOMELESS YOUTH PROGRAM

I would like to make a contribution in general support of Rainbow House.

My tax-deductible donation amount is:

\$25 — \$50 — \$100 — \$250 — \$(other)

Please charge my donation:

Name of Card Holder _____

Type of Credit Card |



Credit Card Number | _____

Expiration Date | ____/____ Security Number | _____

Amount to charge | \$ _____

Signature | _____

My check is enclosed. Make checks payable to: Rainbow House

Sign me up for email updates! Email address _____

CHILDREN'S EMERGENCY SHELTER

has been housing children for more than 20 years. Children (infant - 18 years old) come to Rainbow House due to circumstances beyond their control. They may be admitted by Children's Division because they have been removed from their home and will stay at Rainbow House until a foster placement can be found, or they may be admitted through our Crisis Care Program. This is truly a "prevention" service in that it gives the parent respite time to establish stability in their lives, possibly preventing abuse or neglect to the child. Through home-cooked meals, recreational outings and activities, and loving nurturing house parents, we hope to return the feeling of family and stability to each child at the Shelter. This safe environment allows them to put aside their troubling thoughts and just be kids again!



RAINBOW HOUSE PROGRAMS



REGIONAL CHILD ADVOCACY CENTER (CAC)

is a collaborative investigative partner of multidisciplinary teams from nine counties in the mid-Missouri area. Together with law enforcement, juvenile court, Children's Division, and prosecutors from Adair, Audrain, Boone, Callaway, Cole, Cooper, Howard, Macon and Randolph counties, we strive to provide a thorough investigation of child sexual and severe physical abuse cases, always putting the best interest of the child first. The CAC provides forensic interviews, Sexual Assault Forensic Exams, and advocacy for children and families.



HOMELESS YOUTH PROGRAM

is a transitional living program (for youth ages 16-21) and teen emergency shelter (for youth ages 16-18) who are homeless, or at risk for homelessness, due to unfavorable or abusive situations occurring in their current environment. The transitional living program and teen emergency shelter requires participation in educational or vocational situations and offers supportive services such as counseling, life skills training, mentoring, and linkage to partnering organizations.

CLINICAL PROGRAMS

provide individual, family and group therapy to the children who reside in the Children's Emergency Shelter, the Homeless Youth Program, and to referral clients from the Child Advocacy Center and the community. We are actively involved in community education through parenting classes and creating community awareness.



RAINBOW HOUSE MISSION

The mission of Rainbow House is to keep children safe and to support families in crisis through prevention, assessment and intervention in child abuse and neglect.



Rainbow House

CHILDREN'S EMERGENCY SHELTER

It is the goal of the Shelter to reduce the emotional trauma suffered by child victims of abuse, violence and neglect, in a safe and loving place. Through home-cooked meals, recreational outings and activities, and loving, nurturing house parents, we hope to return the feelings of family and stability to each child at the shelter.

www.rainbowhousecolumbia.org



HOW CAN WE HELP?

Provide a safe, stable loving home for children in crisis

- Keep sibling groups together
- Keep children in their home schools
- Work with families to address the crisis situation and strengthen parenting skills
- Provide counseling services to children and families
- Assist with children's clothing and other physical needs
- Be a support system and advocate for families and children in crisis

CRISIS CARE

The **Rainbow House Crisis Care** allows a parent to place his or her child at our shelter for a short period of time during a crisis.

Some crisis examples are:

- Medical & mental health emergencies
- Death in the family
- Parent participation in an alcohol or drug rehabilitation program
- Highly stressful home situation with little or no support
- Eviction
- Lack of food or utilities
- Domestic Violence

Rainbow House Crisis Care is open
24 hours a day, seven days a week.

For more information, call 573.474.6600

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

Agency Name: Rainbow House (Child Abuse & Neglect Emergency Shelter, Inc.)

Agency Address: 1611 Towne Drive, Columbia, MO 65202

Agency Phone Number: 573 474-6600

Primary Agency Contact (include title): Jan Stock, Executive Director

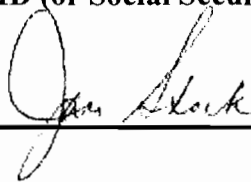
Email Address: jstock@rainbowhousecolumbia.org

Contact Phone Number: 573 474-6600 Ext. 2116

Amount Requested: \$196,976 (Children's Emergency Shelter)

Federal Tax ID (or Social Security #): 43-1390192

Signature:



Date: 7/10/2014

1. AGENCY AND SERVICE INFORMATION

a. Background Information:

- i. Attach a copy of your agency's Mission Statement.
- ii. Attach a list of your agency's Board of Directors.
- iii. Provide a summary of your agency's services within Boone County.
- iv. Provide agency and program brochures related to these services, if available.

b. Target Population:

- i. **Describe your agency's target population.** Rainbow House consists of a Children's Emergency Shelter, Regional Child Advocacy Center and Homeless Youth Program. Each of these programs provide a variety of services for a population that is primarily made up of: single parents who lack safe friends and family support to care for their children in an

emergency; homeless youth (16 to 21 years of age) and children whose parents are homeless; parents in crisis who are stressed and worried about harming their child if they do not have immediate respite care; mothers with children who are fleeing a domestic violence situation and need a safe place for their children to stay; parents who are incarcerated with no safe place for their children to stay during their brief incarceration; foster children referred by children's division prior to or in between foster placements; youth who are referred by high schools or other agencies who are aware that this young person is couch surfing or living in an abusive, inappropriate or unsafe environment; and children who are referred for forensic (fact-finding) interviews as part of an investigation of physical or sexual abuse. 99% of the families/children/youth served by Rainbow House live below the poverty level.

- ii. ***State the statutorily eligible service area(s) (see page 2) your target population falls within.*** Rainbow House Children's Emergency Shelter and Homeless Youth Program primarily serve youth who live in Boone County, but will occasionally get referrals of children from other counties. The Regional Child Advocacy Center serves ten counties surrounding Boone County, with a larger number of children served from Boone than any of the other counties. There are no statutes in Missouri that dictate or limit the population that may be served by our programs except for the Child Advocacy Center. The Child Advocacy Center serves an assigned

ten county area including: Adair, Audrain, Boone, Callaway, Cole, Cooper, Howard, Macon, Monroe and Randolph counties.

- iii. ***Within your target population, is there a segment of the population your agency is unable to serve? If so, please describe.*** Yes. In our Children's Emergency Shelter and our Homeless Youth Program, our agency is unable to serve children and youth who have acute mental, physical or developmental health issues that require specialized medical attention or monitoring; severe suicidal ideation, behavioral or aggression issues that would put the other children/youth or staff at risk of harm; children/youth with mental disorders that are untreated; children/youth with severe substance addictions that cannot be effectively managed by outpatient treatment; and children/youth who have been substantiated or convicted of sexual abuse or assault.
- iv. ***Describe any impediments your agency has in serving your target population.*** In the Children's Emergency Shelter and Homeless Youth Program there are a limited number of beds for children/youth: 14 and 6 respectively. At times the programs will meet capacity in bed space and are forced to turn away referrals of other children/youth in the community who also need our services. Additionally, at times the organization is unable to pay the extra cost of added staff when staff/child ratio (per Missouri licensure) reaches a number that would require second staff on each shift for extended periods of time (1-2 weeks), so children will be turned away until the emergent funding situation for the organization has

passed. In July, 2015 the child/staff ratio requirement for licensing is going to change reducing the number of children that can be managed by one staff person, and this will increase the number of staff we will need to employ in order to serve up to 14 children. Our goal is to employ two staff members on every shift which will decrease the number of children turned away.

c. Service Need:

- i. *Provide a detailed description of the unmet need in Boone County for your agency's services.*** Rainbow House Children's Emergency Shelter provides a unique service in our community – crisis care for children with caregivers who are experiencing an extremely stressful situation. When a parent/caregiver is in crisis it may impair their ability to adequately care for their children. Although child abuse and neglect can occur in a variety of families, researchers and policymakers have long recognized that children living in families with limited economic resources are at higher risk for maltreatment than children from higher socioeconomic strata. Rainbow House offers crisis emergency shelter which allows parents to place their children in a safe environment before they reach a stress level that could lead to abuse or neglect. Studies have revealed that up to 98% of parents utilizing emergency shelter that also completed evaluations reported a reduced risk of maltreatment in their families (Cole, Wehrmann, Dewar, Swinford, 2005). Studies also show that counties with emergency children's shelters showed a 13% decrease in incidents of child maltreatment as opposed to 0% reduction in

counties without this service during the same time period. (Cowen, Rainbow House served 139 unduplicated children last year, and unfortunately were forced to turn away 52 because of capacity or staffing issues. There is no alternative in Columbia to Rainbow House's services, so those parents were not able to access respite care from an agency, and those children may have been unsafe in their environment for a period of time.

- ii. ***Provide statistical data with cited sources regarding unmet need and the target population you propose to serve. As appropriate, use your own agency's data, outside data, needs assessment data and data from The Institute of Public Policy's Community Input Analysis & Needs Assessments Synthesis, which may be found at: www.showmeboone.com/communityservices/information.asp.***

The Institute of Public Policy's Community Input Analysis & Needs Assessments Synthesis reports "significant increases in the number of children in poverty between 2000 and 2008". In calendar year 2013, 65% of crisis care admissions to the Rainbow House Emergency Shelter were due to homelessness. In a study by ARCH National Respite Network of parents using crisis care who completed evaluations, 45% reported never or very seldom being able to access safe and reliable child care in a crisis. In the same study, 67% of parents reported that, if it were not for the availability of crisis care services, they would have kept their child with them in a situation that may be inappropriate for a child, kept the child with them in an environment where he/she may be exposed to danger, or left their child with someone that they did not feel comfortable with as a

caregiver (Baker, L., Firman, C., Johnson, N., Dr. Kirk, R., & Dr. Painter, J. 2007).

According to the Center for Disease Control and Prevention (2012), another risk factor strongly related to child abuse is parental stress. Parental stress includes negative parent-child interactions, hospitalization of a caregiver, caregiver incarceration, substance abuse/addiction, and mental health issues. In calendar year 2013, 35% of crisis care admissions to the Rainbow House Emergency Shelter were due to one of the above mentioned stress factors. In calendar year 2013, 85% of parents who used the Rainbow House Shelter for crisis care who also completed evaluations reported a decrease in their stress levels between their children's admission and discharge. These statistics support the research, "Like extended family members, the crisis nurseries provide non-judgmental support during crises when the family most needs the services and seem to be especially important in decreasing stress for single parents" (Cole & Hernandez, 2008). By providing an emergency safe place for these children, Rainbow House allows the caregivers to deal with their stress without the additional responsibility of managing their children. Reviewed research and Rainbow House parental discharge assessments indicate that the availability of the Children's Emergency Shelter reduces the occurrence of child abuse and neglect. By continuing to offer and improve shelter services, Rainbow House has the opportunity to keep

children safe and lessen the risk of abuse to children in mid-Missouri due to crises.

- iii. *State the purpose of your proposed service.*** The purpose of providing emergency shelter is to provide immediate safety to children who otherwise might not be safe. The Children's Emergency Shelter provides emergency shelter, basic needs and other services to foster children referred by Children's Division prior to placement in an appropriate foster home or between foster placements. Sibling groups may be kept together and children from Columbia may continue in their home school while at Rainbow House. The Shelter also provides crisis care services to children referred by parents/caregivers who are in crisis and are temporarily not able to ensure the safety of their children. Each child is provided with a number of services including: well-check physical examinations, developmental assessments, mental health assessments and counseling, conflict resolution skills, a structured environment, and frequent communication with school personnel and other professionals.
- iv. *State the goals of your proposed service.*** The goal of our service is to be a resource in the community for children's division workers and parents/caregivers, and to provide an immediate safe and supportive environment for children. It is also to provide referrals and resource lists of other agencies that may provide other needed services to the parents

to overcome the obstacles that are creating instability and stress in their lives.

- v. ***Describe the anticipated outcomes of your proposed service.*** Rainbow House Children's Emergency Shelter proposes to provide safe emergency shelter, basic needs and other support services to 150 children for approximately 2250 bed nights in 2015. Additionally, we propose to provide crisis care parents with advocacy, support and other services including referrals to organizations that can possibly assist them to overcome the obstacles in their lives that are preventing them from providing safety and loving support for their children.
- vi. ***Identify other providers of this proposed service in Boone County.*** Rainbow House is the only children's emergency shelter in Boone County that provides temporary emergency crisis care services to children referred by a parent or caregiver.
- vii. ***What agencies do you receive referrals from and to what agencies do you make referrals?*** Rainbow House Children's Shelter receives referrals from Children's Division, Juvenile Office, case managers as well as parents/caregivers in the community who are in crisis. We refer parents/caregivers to a variety of other organizations including, but not limited to, the following: Central Missouri Food Bank, Columbia Housing Authority, Harbor House, Love, Inc., Burrell Behavioral Health, True North, Voluntary Action Center, Phoenix Programs, First

Chance for Children, and others depending on the needs of the parent/caregiver.

viii. Please provide a copy any Memorandums of Understanding you may have with other agencies which are relevant to this proposal.

2. EVALUATION

a. Performance Information:

i. Attach a Program Performance Measures Worksheet (see Attachment A).

b. Outcomes:

i. Describe your service outcomes (outcomes need to be measurable and time specific). The Children's Emergency Shelter aims to achieve the following outcomes as a result of providing Emergency Shelter to children:

- The outcomes for the Children's Emergency Shelter include improving the well-being of children in Boone County, MO by providing 24 hour per day, 365 day per year, safe, temporary shelter and basic needs for children.
- The Children's Emergency Shelter will decrease parental stress by providing referrals and resources to crisis care families who bring their children to the shelter.
- The Children's Emergency Shelter aims to improve the knowledge and skills that the children in shelter have to positively and successfully resolve conflict.

c. Indicators:

i. ***Identify and describe the indicators which will measure your service outcomes.*** (See response below in question ii).

ii. ***Identify your agency's performance target of these indicators.***

The following indicators will measure the effectiveness of the proposed outcomes as well as the target of these indicators:

- 100% of children in the shelter will be provided with safe shelter
- 85% of caregivers will report decreased parental stress
- 85% of caregivers will report increased knowledge of community resources
- 90% of children ages 5 and older will report increased ability to successfully handle conflict resolution

d. **Measurement:**

i. ***Discuss who will be responsible for the accomplishment of each of the outcomes.*** During the admission process the parent completes a packet of forms required by State Licensure, as well as an Everyday Stress Index which rates the amount of stress they are feeling at that particular time. They are asked to answer questions about each child including the foods they like or don't like or that they may be allergic to; how well they get along with other children and adults; any particular behavioral or developmental issue the child may have; what their bedtime and preparation for school routine is; and other questions to help the Youth Specialists to get to know the child better. Parents are given a list of community resources. If possible, the Shelter Clinical Coordinator or therapist meets with the parent just after the child is admitted to the children's shelter, but at the very least speaks with the parent via phone

shortly after the child is admitted. The goal is to meet with the parent and begin to establish rapport, to further discuss what their immediate needs are, and to let them know more about the structure at the shelter. The Clinical Coordinator informs the parent/caregiver that they will be meeting with the child regularly, and that they will keep the parent updated on the child's health, behaviors, attitudes, etc. During therapy visits with the child, if the therapist assesses a need for the child and the parent to meet together, they will call the parent and attempt to schedule a time when the parent, child and therapist can meet. When the parent feels comfortable and supported by the Shelter Director and the Shelter Clinical Coordinator, he/she is more likely to call and ask for resources or help even after the child is no longer in residence at the children's shelter. The Shelter Clinical Coordinator documents therapy sessions, therapy notes, and contacts with parents in a confidential file. When the child is discharged, the parent completes a post-test Everyday Stress Index identical to the one filled out when the child was admitted. The stress test results are entered into the data system. It is our hope that the parent's stress level decreases while the child is at the children's shelter and the parent has child-free time to work on their own personal stability. Decreased stress lowers the risk for abuse of a child by a parent. The overnight Youth Specialist updates the data system each night with the names of the children who are currently in the program so that we are able to create a report on bed nights and children served.

The Shelter Director oversees the data system, trains the Youth Specialists on the required data entry, works with the IT Company when questions need to be added to the system or when reports need to be created, and reports specific numbers and percentages required for grants and other documents.

ii. ***Discuss how the data will be collected.*** Rainbow House has an electronic data system specifically designed for our programs that is updated on a daily basis by Youth Specialists, Shelter Therapist or Shelter Director. Information contained in the data system includes: biographical information about the child and the parent including the poverty level, city/county of residence; bed nights; and other services the child has received from Rainbow House and the dates. Results of the Pre- and Post- Everyday Stress Index are entered at the time the child is admitted and at discharge of the child. Utilizing reports generated from the data system, we are able to easily count the number of children served, the bed nights, biographical information on the child and the parent, the results of the pre- and post- Everyday Stress Index, the resources given to crisis care parents, and other information which will be reported in mid-year and end-of-year reports for various funding sources.

iii. ***Identify your agency's timeline for each outcome.*** These services will be provided during the time frame in which the child is staying at Rainbow House.

iv. *Copies of evaluation tools* that include a sample pre- post-test Everyday Stressors index, ARCH Evaluation form, and pre-post-test for conflict resolution are provided in the attachment section of this proposal.

e. **Input**

i. **Clinical Expertise:**

- *Discuss the capacity of your agency to deliver the proposed service.* Rainbow House Shelter Director has a Master's degree in Social Work, and the Shelter Clinical Coordinator has a Master's degree in Counseling (and is close to obtaining licensure). They work closely to develop training modules for Youth Specialists who provide direct care for the children served. The Shelter Clinical Coordinator works one-on-one with the children, as well as with Youth Specialists to establish behavior charts and to specifically address problematic behaviors. Youth Specialists are required to complete CPR and Medical Technology Training prior to working a shift, and they are required to complete 40 hours of professional development training per year, including the topics required to be covered in our State Licensure.

ii. **Service Activity:**

- *Describe the interventions and/or activities that will be used to address the unmet need in Boone County.* Rainbow House distributes information about the Children's Emergency Shelter through the local health departments, emergency rooms and Green Meadows Clinic, to professionals who also deal with the at-risk population through meetings and emails, through social media and

awareness activities, and through brochures placed at other organizations that commonly serve the persons most likely to need our services. Children's Division, Juvenile Office and law enforcement personnel commonly tell families about our services when they come in contact with families they believe could benefit from our services.

- ***Identify and discuss the evidence-based practices that will be used and relevant research supporting the efficacy of the proposed interventions and/or activities.*** The Children's Emergency Shelter is unaware of any particular best-practice or evidence based model designed specifically for emergency shelters. However, when possible the shelter incorporates aspects of the Positive Youth Development philosophy. Positive Youth Development is an intentional, pro-social approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships and furnishing the support needed to build on their leadership strengths.
- ***If there is no research to support the efficacy of the proposed interventions and/or activities, please explain the rationale for utilizing the interventions and/or activities.*** The Children's

Emergency Shelter incorporates Positive Youth Development whenever possible and appropriate; however, we are unaware of any evidence based programs specifically designed for Children's Emergency Shelters.

f. Output:

- i. Service to be provided:* Emergency shelter, basic needs, counseling, well-check physical examinations, developmental assessments, mental health assessments, conflict resolution curriculum.
- ii. Unit measurement:* one bed night of shelter (24 hour)
- iii. Unit cost:* \$229.59
- iv. Amount requested:* \$196,976 per year for three years
- v. Number of individuals to be served:* 150
- vi. Average units of services per individual:* 15

3. BUDGET

a. Budget Worksheets to be Attached:

- i.* Agency Financial Worksheet (see Attachment B)
- ii.* Program Budget Worksheet (see Attachment C)

b. Budget Narrative

- i.* Please explain each line of the budget worksheets from Attachments B and C.

4. AGENCY ASSURANCE, CERTIFICATION, WORK AUTHORIZATION SHEETS, AND ADDENDUMS ATTACHED

Attachment A

Activity	Output(s)	Outcome(s)	Indicator(s)	Method of Measurement
Provide safe emergency shelter and basic needs for children	Safe, temporary shelter and basic needs for 14 to 30 days for up to 14 children at a time	To improve the safety and wellbeing of homeless children in Boone County, MO	-100% of children will be provided with safe shelter and basic needs will be met	Intake and discharge documentation

Provide support, resources, and referrals for caregivers of children in the crisis care program	-Approximately 25 caregivers/families will be provided resources and/or referrals annually -Clinical coordinator will attempt to meet with approximately 25 families to provide support annually	To decrease the parental stress	-85% of caregivers will report decreased parental stress -85% of caregivers will report increased knowledge of community resources	Everyday stressor index, ARCH Evaluation form; both completed by caregivers at intake and discharge
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Provide children and youth residing in shelter with conflict resolution programs	All children 5 years and older will participate in conflict resolution curriculum	To improve the knowledge and skills that the children in shelter have to positively and successfully resolve conflict	-90% of children ages 5 and older will report increased ability to successfully handle conflict resolution	Child/youth will complete a pre- and post-test regarding conflict resolution skills
--	---	---	--	---

Family ID _____ Care begin date: ____/____/____ Care end date: ____/____/____

1) What were the main reasons that you were seeking crisis care? Crisis related to:

- A Housing D Mental health G Caregiver/family medical J Legal
 B Employment E Parenting difficulties H Self care (rest, stress, etc.) K Education
 C Alcohol/drug F Domestic violence I Risk of abuse or neglect L Other

Describe "other" if applicable: _____

2) How long did you need crisis respite on this occasion before contacting us?

- A- Less than a day B- One to two days C- More than two days but less than a week D- More than a week, but less than a month E- More than a month

3a) Have you used our services before? YES NO 3b) If yes, how many times (estimate if necessary) _____

	Not at all stressed	Slightly stressed	Somewhat stressed	Moderately stressed	Quite stressed	Very stressed
4) When you brought your child or children to us for crisis care, how "stressed" were you in your role as a parent?	1	2	3	4	5	6
5) Now that you have had crisis care, how "stressed" are you in your role as a parent?	1	2	3	4	5	6
	Not at all	Slightly	Somewhat	Moderately	Quite a bit	Greatly
6) Did you feel that your child was safe and secure when receiving crisis care?	1	2	3	4	5	6
7) Did the crisis care you received help you to keep your child safe?	1	2	3	4	5	6
8) Do you feel that this program reduces risk of harm to children?	1	2	3	4	5	6
9) Now that you have received crisis care, do you think you will be able to more effectively parent your child?	1	2	3	4	5	6

10) If our program had not been available, what alternative plans would you have needed to make?

- A Missed school, work or job interview/opportunity.
 B Delay attending to my own or other family member's medical needs.
 C Kept child with me in a situation that may have been inappropriate for a child.
 D Left child with someone that I did not feel comfortable with as a caregiver for my child(ren).
 E Kept the child with me in an environment where he/she may have been exposed to danger.
 F Left child in the care of another child (if this were your alternative, age of caregiving child: ____).
 G Left child unattended.
 H Requested a foster care placement.
 I Other (describe) _____
 J I would prefer not to answer.

11) Did the care you received permit you to work on problems in any of the following areas? *If you checked "yes", please tell us how well you were able to resolve the problem.*

			Not at all	Slightly	Somewhat	Moderately	Quite a bit	Very
A. Housing	no	yes	1	2	3	4	5	6
B. Employment	no	yes	1	2	3	4	5	6
C. Alcohol/drug treatment	no	yes	1	2	3	4	5	6
D. Mental health	no	yes	1	2	3	4	5	6
E. Parenting	no	yes	1	2	3	4	5	6
F. Domestic violence	no	yes	1	2	3	4	5	6
G. Medical	no	yes	1	2	3	4	5	6
H. Self care (rest, etc)	no	yes	1	2	3	4	5	6
I. Risk of abuse or neglect	no	yes	1	2	3	4	5	6
J. Legal	no	yes	1	2	3	4	5	6
K. Education	no	yes	1	2	3	4	5	6
L. Other	no	yes	1	2	3	4	5	6

If "other", please describe:

	Not at all	Slightly	Somewhat	Moderately	Quite a bit	Very
12) Was the amount of time that your child spent in crisis care sufficient for you to deal with the issues that led you to need care?	1	2	3	4	5	6
	Highly Unlikely	Quite Unlikely	Somewhat Unlikely	Not Sure	Somewhat Likely	Quite Likely
13) If our program had not been available, how likely is it that your child might have been placed in foster care or some other form of out-of-home care?	1	2	3	4	5	6
	Never	Very Seldom	Occasionally	Half of the Time	Often	Most of the Time
14) Without services from this program, are you able to access safe and reliable child care in an emergency?	1	2	3	4	5	6

15) Do you think that you may use our services again in the future? YES NO MAYBE

Thank you for completing this questionnaire

Conflict Resolution Pre-test

How well do you currently resolve conflicts peacefully? (1=low / 10-high)

1 2 3 4 5 6 7 8 9 10

What do you do to calm down when you are angry?

- | | | |
|--|--|---|
| <input type="checkbox"/> Listen to music | <input type="checkbox"/> Prayer/meditation | <input type="checkbox"/> Play with a pet |
| <input type="checkbox"/> Journal | <input type="checkbox"/> Draw, paint, crafts | <input type="checkbox"/> Laugh/humor |
| <input type="checkbox"/> Go on a walk/exercise | <input type="checkbox"/> Talk to someone | <input type="checkbox"/> Play video games |
| <input type="checkbox"/> Take a hot bath or shower | <input type="checkbox"/> Scream in pillow | <input type="checkbox"/> Read a book |
| <input type="checkbox"/> Take a nap | <input type="checkbox"/> Imagery | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Muscle relaxation | <input type="checkbox"/> Count to 10 | <input type="checkbox"/> Walk away |
| <input type="checkbox"/> Think happy thoughts | <input type="checkbox"/> Other _____ | |

What skills do you use to resolve conflicts peacefully?

- | | | |
|---|--|---|
| <input type="checkbox"/> Apologize and accept apologies | <input type="checkbox"/> Non-threatening posture | <input type="checkbox"/> Use "I" statements |
| <input type="checkbox"/> Have an open mind | <input type="checkbox"/> Think before acting | <input type="checkbox"/> Remain calm |
| <input type="checkbox"/> Respect the feelings of others | <input type="checkbox"/> Compromise | <input type="checkbox"/> Use indoor voice |
| <input type="checkbox"/> Respect differences of opinion | <input type="checkbox"/> Take responsibility for your part | |
| <input type="checkbox"/> Avoid blaming the other person | <input type="checkbox"/> Other _____ | |

How do you show you are a good communicator?

- | | | |
|--|--|---|
| <input type="checkbox"/> Nodding your head | <input type="checkbox"/> Making eye contact | <input type="checkbox"/> Listening |
| <input type="checkbox"/> Making positive responses | <input type="checkbox"/> Asking questions | <input type="checkbox"/> Avoid sarcasm |
| <input type="checkbox"/> Non-intimidating language | <input type="checkbox"/> Respectful language | <input type="checkbox"/> Being truthful |
| <input type="checkbox"/> Allowing others to talk | <input type="checkbox"/> Other _____ | |

Everyday Stressors Index

ESIA

NOW I'M GOING TO ASK YOU SOME QUESTIONS ABOUT COMMON PROBLEMS WHICH MANY PEOPLE HAVE EVERYDAY. PLEASE TELL ME HOW MUCH THE FOLLOWING PROBLEMS WORRY, UPSET, OR BOTHER YOU FROM DAY TO DAY. ARE YOU (1) NOT AT ALL BOTHERED, (2) A LITTLE BOTHERED, (3) SOMEWHAT BOTHERED, OR (4) BOTHERED A GREAT DEAL BY THE FOLLOWING THINGS?

	NAA	AL	S	GD	DK
1. HAVING TOO MANY RESPONSIBILITIES.	1	2	3	4	___
2. TAKING CARE OF FAMILY MEMBERS OTHER THAN YOUR CHILD(REN).	1	2	3	4	___
3. OWING MONEY OR GETTING CREDIT.	1	2	3	4	___
4. PROBLEMS WITH YOUR CHILD(REN)'S BEHAVIOR.	1	2	3	4	___
5. NOT ENOUGH MONEY FOR BASIC NECESSITIES, SUCH AS CLOTHING, HOUSING, FOOD, AND HEALTH CARE	1	2	3	4	___
6. NOT ENOUGH TIME TO DO THE THINGS YOU WANT TO DO	1	2	3	4	___
7. PROBLEMS WITH TRANSPORTATION.	1	2	3	4	___
8. PROBLEMS WITH YOUR JOB OR WITH NOT HAVING A JOB.	1	2	3	4	___
9. DISAGREEMENTS WITH OTHERS OVER DISCIPLINE OF YOUR CHILD(REN).	1	2	3	4	___
10. PROBLEMS WITH HOUSING.	1	2	3	4	___
11. CONCERNS ABOUT THE HEALTH OF A FAMILY MEMBER (NOT INCLUDING YOUR CHILD(REN))	1	2	3	4	___
12. CONCERNS ABOUT HOW YOUR CHILD(REN) IS/ARE DOING IN SCHOOL/DAYCARE.	1	2	3	4	___
13. PROBLEMS WITH FRIENDS AND NEIGHBORS.	1	2	3	4	___
14. CONCERNS ABOUT YOUR CHILD(REN)'S HEALTH.	1	2	3	4	___
15. PROBLEMS GETTING ALONG WITH YOUR FAMILY.	1	2	3	4	___
16. PROBLEMS WITH BEING MARRIED/SINGLE	1	2	3	4	___
17. FEELING SAFE IN YOUR NEIGHBORHOOD	1	2	3	4	___
18. DIFFICULTIES WITH YOUR CHILD(REN)'S FATHER.	1	2	3	4	___
19. PROBLEMS HOLDING A JOB.	1	2	3	4	___
20. TROUBLE FINDING EMPLOYMENT.	1	2	3	4	___

ATTACHMENT B

AGENCY FINANCIAL INFORMATION

AGENCY NAME: Child Abuse & Neglect Emergency Shelter, Inc.

AGENCY REVENUE	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. DIRECT SUPPORT					
A. Heart of Missouri United Way	150,000	100,000	100,000	6%	0%
B. Other United Ways	6,715	5,000	6,500	0%	30%
C. Capital Campaigns	0	0	0	0%	#DIV/0!
D. Grants (non-governmental)	144,251	96,500	15,750	1%	-84%
E. Fund Raising & Other Direct Support	486,848	455,150	444,100	27%	-2%
TOTAL DIRECT SUPPORT (sub-totals)	787,814	656,650	566,350	34%	
2. GOVERNMENT CONTRACTS/SUPPORT:					
A. Boone County - Social Service Funding	15,954	15,954	15,954	1%	0%
B. Boone County - Other	0	0	323,213	19%	#DIV/0!
C. Other Counties	0	0	0	0%	#DIV/0!
D. City of Columbia - Social Service Funding	38,893	38,780	38,780	2%	0%
E. City of Columbia - Other	0	0	0	0%	#DIV/0!
F. Other Cities	0	0	0	0%	#DIV/0!
G. Federal (Medicaid, Title III, etc.)	224,763	443,801	425,754	26%	-4%
H. State (Purchase of Services, Grants, etc.)	307,368	290,700	296,250	18%	2%
I. Other (Schools, Courts, etc.)	0	0	0	0%	#DIV/0!
TOTAL GOV'T CONTRACTS/SUPPORT (sub-totals)	586,978	789,235	1,099,951	66%	
3. Program Service Fees	2,351	11,700	2,500	0%	-79%
4. Investment Income (realized & unrealized)	409	100	400	0%	300%
5. Other Revenue Items	207	250	200	0%	-20%
TOTAL AGENCY REVENUE	1,377,759.58	1,457,935.00	1,669,401.23		15%

AGENCY EXPENSES	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
Expenses for Program Services	1,085,864	1,232,071	1,410,073	84%	14%
Expenses for Management and General	161,426	179,580	210,728	13%	17%
Expenses for Fundraising	45,405	46,284	48,600	3%	5%
TOTAL AGENCY EXPENSES	1,292,695	1,457,935	1,669,401		15%
% of Management and Fundraising Expenses	16%	15%	16%		5%

NET ASSETS	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% CHANGE CURRENT TO PROPOSED
Net Assets, End of Year	1,149,704.97	\$1,186,325	1,571,325.01	32%

CASH FLOWS	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% CHANGE CURRENT TO PROPOSED
Cash, End of Year	72,565.91	\$28,400	28,400.00	0%

ATTACHMENT C

PROGRAM BUDGET WORKSHEET

PROGRAM NAME: Children's Emergency Shelter

TOTAL PROGRAM REVENUE	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. DIRECT SUPPORT					
A. Heart of Missouri United Way	75,000	47,748	50,000	10%	5%
B. Other United Ways	1,048	132	759	0%	475%
C. Capital Campaigns	0	0	0	0%	#DIV/0!
D. Grants (non-governmental)	117,176	55,670	1,898	0%	-97%
E. Fund Raising & Other Direct Support	239,227	231,630	148,522	29%	-36%
2. GOVERNMENT CONTRACTS/SUPPORT:					
A. Boone County - Social Service Funding	4,504	4,504	4,504	1%	0%
B. Boone County - Other	0	0	196,976	38%	#DIV/0!
C. Other Counties	0	0	0	0%	#DIV/0!
D. City of Columbia - Social Service Funding	13,601	13,601	13,601	3%	0%
E. City of Columbia - Other	0	0	0	0%	#DIV/0!
F. Other Cities	0	0	0	0%	#DIV/0!
G. Federal (Medicaid, Title III, etc.)	3,802	1,700	4,280	1%	152%
H. State (Purchase of Services, Grants, etc.)	103,634	95,000	95,000	18%	0%
I. Other (Schools, Courts, etc.)	0	0	0	0%	#DIV/0!
3. Program Service Fees	682	3,861	825	0%	-79%
4. Investment Income (realized & unrealized)	119	33	132	0%	300%
5. Other Revenue Items	65	83	66	0%	-20%
TOTAL PROGRAM REVENUE	\$558,858	\$453,961	\$516,562		

PROGRAM EXPENSES	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. Personnel	325,328	359,780	405,449	78%	13%
2. Non-Personnel	85,834	94,181	111,113	22%	18%
TOTAL PROGRAM EXPENSES	\$411,162	\$453,961	\$516,562		

NUMBER OF DIRECT PROGRAM STAFF (FTE)	ACTUAL	CURRENT	PROPOSED
<i>FTE = number of direct program service hours worked by employee per year/2080 (e.g. 1040/2080= .5 FTE)</i>	0.84	0.84	0.84

Attachment B

Agency Line Item Budget Narratives

Agency Name: Child Abuse & Neglect Emergency Shelter, Inc. (d.b.a. Rainbow House)

AGENCY REVENUE:

1. Direct Support

A. **Heart of Missouri United Way:** These are funds allocated to Rainbow House by the Heart of Missouri United Way in Columbia, Missouri. These funds are a promise but they are not guaranteed if United Way does not meet their goal for that year as in 2014.

B. **Other United Ways:** Rainbow House receives funding from other counties and out-of-state United Way agencies such as Audrain County, Colorado, Connecticut and so forth. These are not guaranteed funds.

C. **Capital Campaigns:** Rainbow House does not currently have any capital campaigns in progress.

D. **Grants (non-governmental):** Rainbow House applies for grants with many organizations and corporations; however, we are not guaranteed to receive all funds that are applied for. Most grants require a new project and the current main focus for Rainbow House in regards to funding is general support for maintenance and program operations.

E. **Fund Raising & Other Direct Support:** The funds in this category include all individual private donations, third party fundraiser donations and all donations brought in due to Rainbow House fundraising events.

2. Government Contracts/Support:

A. **Boone County – Social Service Funding:** Rainbow House currently receives \$15,954 per year from the County of Boone for social service services contract.

B. **Boone County – Other:** This account reflects the funding amount we are requesting from the Children's Services Commission for general support revenues.

C. **Other Counties:** Rainbow House does not currently receive any additional funding from other counties.

D. **City of Columbia – Social Service Funding:** Rainbow House currently receives \$38,780.00 per year from the City of Columbia.

E. **City of Columbia – Other:** Rainbow House does not currently receive any additional funding from the City of Columbia.

F. **Other Cities:** Rainbow House does not currently receive any additional funding from other cities.

G. **Federal (Medicaid, Title III, Etc.):** Rainbow House currently receives funding for the Transitional Living Program (Homeless Youth Program) from the federal government. We have not been awarded the Basic Center Program grant for the last cycle but have reapplied. The Children's Emergency Shelter does receive a small amount of FEMA funds for shelter.

H. **State (Purchase of Services, Grants, Etc.):** This line item in our budget includes Division of Social Service payments from the State of Missouri for children that stay in our Children's Emergency Shelter. It also includes the funding for the Child Advocacy Center from the State of Missouri.

I. **Other (Schools, Courts, Etc.):** Rainbow House does not receive funding from sources other than the above.

3. **Program Service Fees:** Rainbow House receives some donations for parenting classes and minimal payments for therapy services through Medicaid; however, many of the youth do not have any insurance.

4. **Investment Income:** This account includes any interest Rainbow House earns on the endowment account.

5. **Other Revenue Items:** Rainbow House receives funds from credit card points a few times per year. This account holds any income that cannot be placed in one of the other accounts.

Note: General income is first split between departments by percentages using a formula during the budget process; however, it is later split between the departments as needed to cover expenses.

AGENCY EXPENSES:

Expenses for Program Services: Expenses incurred that have a direct assistance or direct bearing on providing services to the children. This includes all activities and expenses incurred that directly benefit the children served. Examples include Youth Specialist salaries, groceries, rent/mortgage payments, utilities, clothing and personal expenses, insurance, and education expenses.

Expenses for Management and General: Rainbow House includes in this amount all expenses that are for administrative purposes and general marketing. A percentage of certain salaries are mainly administrative: Executive Director, Marketing Director, Development Director and the Office Manager. Expenses incurred for all departments as a whole are considered general expenses (i.e., postage not related to parenting classes or specific families or children, telephone expenses for general calls, and so forth).

Expenses for Fundraising: All expenses that are incurred for the Rainbow House fundraising events, third party fundraisers, mail campaigns, and the cost of specific mailings requesting funds are all included in this category.

Attachment C
Program Line Item Budget Narratives
Program Name: Children's Emergency Shelter

AGENCY REVENUE:

1. Direct Support

A. **Heart of Missouri United Way:** These are funds given to Rainbow House by the Heart of Missouri United Way in Columbia, Missouri. These funds are a promise but they are not guaranteed if United Way does not meet their goal for that year as in 2014. Currently the 2014 allotted funds were reduced \$10,000. The Children's Emergency Shelter is given \$40,000 of these funds.

B. **Other United Ways:** Rainbow House receives funding from other counties and out-of-state United Way agencies such as Audrain County, Colorado, Connecticut and so forth. These are not guaranteed funds. This general revenue is split between the departments as needed to cover expenses.

C. **Capital Campaigns:** Rainbow House does not currently have any capital campaigns in progress.

D. **Grants (non-governmental):** Rainbow House applies for grants with many organizations and corporations; however, we are not guaranteed to receive all funds that are applied for. Most grants require a new project and the current main focus for Rainbow House in regards to funding is general support for maintenance and program operations. Each department director is responsible for seeking out and completing grants opportunities for their respective departments.

E. **Fund Raising & Other Direct Support:** The funds in this category include all individual private donations, third party fundraiser donations and all donations brought in due to Rainbow House fundraising events.

2. Government Contracts/Support:

A. **Boone County – Social Service Funding:** Rainbow House Children's Emergency Shelter currently receives \$4,504.00 per year from the County of Boone for social service services contract.

B. **Boone County – Other:** This account holds the funding amount we are requesting from the Children Services Commission for general support revenues for the Children's Emergency Shelter (\$196,976.33).

C. **Other Counties:** Rainbow House does not currently receive any additional funding from other counties.

D. **City of Columbia – Social Service Funding:** Rainbow House Children's Emergency Shelter currently receives \$13,601.00 per year from the City of Columbia.

E. **City of Columbia – Other:** Rainbow House does not currently receive any additional funding from the City of Columbia.

F. **Other Cities:** Rainbow House does not currently receive any additional funding from other cities.

G. **Federal (Medicaid, Title III, Etc.):** Rainbow House Children's Emergency Shelter currently receives a small amount of FEMA funds for shelter (\$4,280.00 for 2014).

H. **State (Purchase of Services, Grants, Etc.):** This line item in our budget includes Division of Social Service payments from the State of Missouri for children that stay in our Children's Emergency Shelter.

I. **Other (Schools, Courts, Etc.):** Rainbow House does not receive funding from sources other than the above.

3. Program Service Fees: Rainbow House receives some donations for parenting classes and minimal payments for therapy services through Medicaid; however, many of the youth do not have any insurance.

4. Investment Income: This account holds any interest Rainbow House earns on the endowment account.

5. Other Revenue Items: Rainbow House receives funds from credit card points a few times per year. This account holds any income that cannot be placed in one of the other accounts.

Note: General income is first split between departments by percentages using a formula during the budget process; however, it is later split between the departments as needed to cover expenses.

AGENCY EXPENSES:

Personnel Expenses include a small percentage of administrative staff, split between departments, and the total number of staff assigned to the Children's Emergency Shelter. Currently, the staffing rate for this program is 6 full-time and 13 part-time and on call employees. The majority of staff consists of Youth Specialists that provide direct care to the youth. The Children's Emergency Shelter is staffed 24 hours per day and 7 days per week. The shelter is staffed year round and never closes. Employee benefits and payroll taxes are included in this amount.

Non-Personnel Expenses include all direct care expenses (groceries, medical costs, education, personal clothing, shoes, personal documents, meals, etc.), supplies, occupancy expenses, printing, travel, transportation, staff training as required by licensure, insurance, telephone expenses, postage, membership dues and equipment/computer maintenance.

ATTACHMENT D

2014 AGENCY ASSURANCE SHEET

(Please complete and return with Proposal Response)

I, the undersigned, certify that the statements in this request for funding proposal application are true and complete to the best of my knowledge, and accept, as to any funds awarded, the obligation to comply with the Boone County Children's Services Board (BCCSB) and any of the Boone County Children's Services Fund's conditions specified in the funding award and contract.

I, the undersigned, certify that in addition to the conditions mentioned above, will maintain accepted accounting procedures to provide for accurate and timely recording of receipt of funds, expenditures, and of unexpended balances. I, the undersigned, further certify I have and will make available, upon request, the following documentation for accuracy and validity:

- Proof of 501(c)(3)
- Certificate of Corporate Good Standing
- Most Recent 990 Federal Form
- Agency Strategic Plan
- Copies of Agency Accreditations
- Most Recent Agency Independent Audit
- Agency Policy of Non-Discrimination
- Agency Policy for Screening of Staff and Volunteers for Child Abuse and Neglect
- Agency Statement of Confidentiality
- Memorandums of Understanding (not currently needed for Contingency Funds Request)

Jan Stock
Printed Name - Agency Executive Director/President/CEO

6/3/14
Date

Jan Stock
Signature - Agency Executive Director/President/CEO

6/3/14
Date

William H. ...
Printed Name - Agency Board Chair

6/3/14
Date

William H. ...
Signature - Agency Board Chair

6/3/14
Date

ATTACHMENT E

(Please complete and return with Proposal Response)

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

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

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR
CERTIFICATION)**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Jan Stock Executive Director
Name and Title of Authorized Representative

Jan Stock 6/3/14
Signature Date

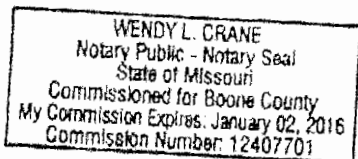
ATTACHMENT F

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

County of Boone)
)ss
State of Missouri)

My name is Jan Stock. I am an authorized agent of Rainbow House (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.



Jan Stock 6/6/14
Affiant Date
Jan Stock
Printed Name

Subscribed and sworn to before me this 6 day of June, 2014.

Wendy L. Crane
Notary Public

Attach to this form the *E-Verify Memorandum of Understanding* that you completed when enrolling.



THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION MEMORANDUM OF UNDERSTANDING

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and Child Abuse & Neglect Emergency Shelter, Inc. (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

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

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

Company ID Number: 183637

4. SSA agrees to provide a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility within 3 Federal Government work days of the initial inquiry.

5. SSA agrees to provide a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

B. RESPONSIBILITIES OF DHS

1. After SSA verifies the accuracy of SSA records for aliens through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct, to the extent authorized by this MOU:

- Automated verification checks on alien employees by electronic means, and
- Photo verification checks (when available) on employees.

2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to provide to the Employer a manual (the E-Verify User Manual) containing instructions on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify. DHS agrees to provide training materials on E-Verify.

4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.

5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by alien employees with DHS's database.

6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of alien employment eligibility and for evaluation of the E-Verify program, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security Numbers and employment eligibility, to enforce the Immigration and Nationality Act (INA) and Federal criminal laws, and to administer Federal contracting requirements.

7. DHS agrees to provide a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative



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nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.

8. DHS agrees to provide a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

C. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.

3. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries

A. The Employer agrees that all Employer representatives will take the refresher tutorials initiated by the E-Verify program as a condition of continued use of E-Verify, including any tutorials for Federal contractors if the Employer is a Federal contractor.

B. Failure to complete a refresher tutorial will prevent the Employer from continued use of the program.

5. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

- If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

- If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The employer will use the photocopy to verify the photo and to assist DHS with its review of photo non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.

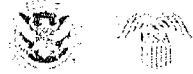
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6. The Employer understands that participation in E-Verify does not exempt the Employer from the responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in compliance with the terms and conditions of E-Verify; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ an employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any action taken in good faith based on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.

7. The Employer agrees to initiate E-Verify verification procedures for new employees within 3 Employer business days after each employee has been hired (but after both sections 1 and 2 of the Form I-9 have been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify User Manual. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability. In all cases, the Employer must use the SSA verification procedures first, and use DHS verification procedures and photo screening tool only after the SSA verification response has been given. Employers may initiate verification by notating the Form I-9 in circumstances where the employee has applied for a Social Security Number (SSN) from the SSA and is waiting to receive the SSN, provided that the Employer performs an E-Verify employment verification query using the employee's SSN as soon as the SSN becomes available.

8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use not authorized by this MOU. Employers must use E-Verify for all new employees, unless an Employer is a Federal contractor that qualifies for the exceptions described in Article II.D.1.c. Except as provided in Article II.D, the Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. The Employer understands that if the Employer uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its access to SSA and DHS information pursuant to this MOU.

9. The Employer agrees to follow appropriate procedures (see Article III. below) regarding tentative nonconfirmations, including notifying employees of the finding, providing written referral instructions to employees, allowing employees to contest the finding, and not taking



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adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

10. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo non-match, does not establish, and should not be interpreted as evidence, that the employee is not work authorized. In any of the cases listed above, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, refusing to assign the employee to a Federal contract or other assignment, or otherwise subjecting an employee to any assumption that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo non-match or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 or OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

11. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA by not discriminating unlawfully against any individual in hiring, firing, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the unfair immigration-related employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

12. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

13. The Employer agrees that it will use the information it receives from SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of employees as



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

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

15. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, including by permitting DHS and SSA, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a timely and accurate manner to DHS requests for information relating to their participation in E-Verify.

D. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. The Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801) in addition to verifying the employment eligibility of all other employees required to be verified under the FAR. Once an employee has been verified through E-Verify by the Employer, the Employer may not reverify the employee through E-Verify.

a. Federal contractors not enrolled at the time of contract award: An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to use E-Verify to initiate verification of employment eligibility of new hires of the Employer who are working in the United States, whether or not assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within 3 business days after the date of hire. Once enrolled in E-Verify as a Federal contractor, the Employer must initiate verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Federal contractors already enrolled at the time of a contract award: Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to initiate verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within 3 business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must initiate verification of each employee assigned to the

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contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Institutions of higher education, State, local and tribal governments and sureties: Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), State or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. The provisions of Article II.D, paragraphs 1.a and 1.b of this MOU providing timeframes for initiating employment verification of employees assigned to a contract apply to such institutions of higher education, State, local and tribal governments, and sureties.

d. Verification of all employees: Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to do so only in the manner designated by DHS and initiate E-Verify verification of all existing employees within 180 days after the election.

e. Form I-9 procedures for Federal contractors: The Employer may use a previously completed Form I-9 as the basis for initiating E-Verify verification of an employee assigned to a contract as long as that Form I-9 is complete (including the SSN), complies with Article II.C.5, the employee's work authorization has not expired, and the Employer has reviewed the information reflected in the Form I-9 either in person or in communications with the employee to ensure that the employee's stated basis in section 1 of the Form I-9 for work authorization has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen). If the Employer is unable to determine that the Form I-9 complies with Article II.C.5, if the employee's basis for work authorization as attested in section 1 has expired or changed, or if the Form I-9 contains no SSN or is otherwise incomplete, the Employer shall complete a new I-9 consistent with Article II.C.5, or update the previous I-9 to provide the necessary information. If section 1 of the Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired subsequent to completion of the Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.C.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual. Nothing in this section shall be construed to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU, or to authorize verification of any existing employee by any Employer that is not a Federal contractor.

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

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.

2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a system-generated referral letter and instruct the employee to visit an SSA office within 8 Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.

2. If the Employer finds a photo non-match for an employee who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible

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after the Employer receives it.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within 8 Federal Government work days.

5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

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

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

7. The Employer understands that if it cannot determine whether there is a photo match/non-match, the Employer is required to forward the employee's documentation to DHS by scanning and uploading, or by sending the document as described in the preceding paragraph, and resolving the case as specified by the Immigration Services Verifier at DHS who will determine the photo match or non-match.

ARTICLE IV

SERVICE PROVISIONS

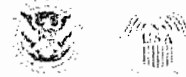
SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access the E-Verify System, an Employer will need a personal computer with Internet access

ARTICLE V

PARTIES

A. This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take

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mandatory refresher tutorials. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such a circumstance, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, that Employer will remain a participant in the E-Verify program, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

B. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect its performance of its contractual responsibilities.

C. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as they may determine necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

D. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

E. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

F. The Employer understands that the fact of its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

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

H. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

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

Employer Child Abuse & Neglect Emergency Shelter, Inc.

Wendy Crane

Director
Signature

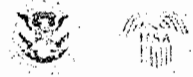
Wendy Crane
Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Director
Signature

Wendy Crane
Date



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Information Required for the E-Verify Program

Information relating to your Company:

Company Name (Full Name, including any suffix or division)

Company Number (if applicable, such as EIN)

Telephone No. (415)

Company Website
Full name (including suffix)

Telephone No. (415)

Company Address (Street)

Company City, State and Zip
Company (415)

Company Website (URL)
State (including District)
Country

Parent Company

Number of employees

Number of Sites Verifying
for

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

- MISSOURI 2 site(s)



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

Name: Wendy L Crane
Telephone Number: (573) 474 - 6600 ext. 203 Fax Number: (573) 474 - 5992
E-mail Address: wcrane@rainbowhousecolumbia.org

Name: Heather Windham
Telephone Number: (573) 449 - 0182 Fax Number: (573) 474 - 5992
E-mail Address: hwindham@rainbowhousecolumbia.org

Name: Ashley Turner
Telephone Number: (573) 474 - 6600 ext. 212212 Fax Number: (573) 474 - 5992
E-mail Address: aturner@rainbowhousecolumbia.org



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #1 - Issued May 23, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

I. If any Offeror is interested in obtaining a copy of the RFP in Word format and the Budget Worksheets in Excel, please e-mail request to info@boonecountymissouri.org.

II. The County has received the following questions and is providing a response:

1. What is the timeline of the funding? Is it one year? Has a definitive start date and end date of the funding been established yet?

Response: The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.

2. How many times can organizations re-apply? Annual basis? If you receive funding one year, can you submit renewals annually or is there a limit?

Response: The renewal periods will be negotiated as part of the RFP process.

3. Can an organization apply for the pilot program and the purchase for services contracts? Or are you only allowed to submit to one?

Response: Organizations may apply for both the pilot program and purchase of services contracts.

4. Can an organization submit more than one pilot program?

Response: Yes.

5. What is the funding cap request per proposal for the pilot program? What is the funding cap request for the purchase for services contract? Is it a set amount or is it variable?

Response: There is no funding cap established at this time for either the pilot program or purchase of services contracts.

6. If a new non-profit organization has applied for their 501(3)(c) designation but it is still pending by the deadline date of the grant, will some consideration be given to the non-profits as long as they can document their application for 501(3)(c)?

Response: Consideration may be given to a non-profit organization that has not yet obtained a 501(c)(3) designations; however, an organization must have obtained the 501(c)(3) designations prior to entering into a contract.

7. Does the general liability insurance requirement and worker's compensation insurance requirement need to be in place before applying for the grant? Can this be an allowed expenditure in the budget of the request for funding proposal or is this at the expense of the organization? Do applicants need to provide an indemnity clause with their application, or only if selected for an award?

Response: Insurance certificate does not have to be provided to submit a proposal response. It will be required at contract execution. The Offeror has discretion as to whether to itemize this expense or include it in their overall unit pricing. Indemnity clause may be provided with application or after selected for award.

8. Is there a list of "allowable expenditures" of what can be requested for the proposal? Or a list of things that are "not allowable"? That would be helpful to have if it is available.

Response: There is not currently a list of "allowable" or "not allowable" expenditures.

9. For the pilot program, can participants/subjects in the research pilot be paid for their participation for completing surveys, classes, etc. as part of the funding? For example, "each participant who completes the pre- and post surveys and the classes on advocacy will have their name entered into a drawing to win a \$100.00 gift card to _____."

Response: All requests for funds will be considered, provided they follow statutory guidelines and comply with the Boone County Community Services Board's (BCCSB) Funding Policy.

10. If a new non-profit has just been certified the state and Jason Kander's office sent a letter stating that their independent audit is not due to the state until August of 2015, is this letter allowable to present in lieu of doing an independent audit prior to submission as required by the grant?

Response: Yes.

11. Are there stipulations about minimum wage and paying employees in the pilot program hourly? Or can a stipend be paid to them per 3 month intervals?

Response: All applicable state and federal labor laws must be followed.

12. Will we be allowed to ask questions at the conference on Friday, May 23?

Response: Yes.

13. Can our organization apply as a lead organization with community collaborations as long as MOU's are in place?

Response: **Preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies. The contracting agency must comply with terms for entering into subcontracts with other agencies.**

14. Is there a limit on the number of programs our organizations can apply for contracts?

- a. If the answer is more than one program, does our organization need to submit a separate application for each program or can we submit one set of standard uniform information and then separate sections for each individual program?

Response: **There is no limit on the submission of applications. Please submit a separate application for each proposed service your agency is requesting funding, including the standard uniform information.**

- b. If our organization can apply for multiple service contracts for separate programs, are there funding restrictions for each program? Ceiling on how much the organization can ask for total?

Response: **Parameters around level of funding have not been established at this time.**

15. Will evidence-based program training be funded under both of the RFP's?

Response: **Evidence-based program training may be considered for funding, provided the program training complies with the BCCSB's Funding Policy and the parameters established for funding by the Request For Proposal.**

- a. Are there any restrictions on the % of training costs?

Response: **No restrictions have been established at this time.**

- b. Are there any restrictions on the % of administration costs?

Response: **For the Purchase of Service Contract there is not a restriction on the percentage of administrative costs, however, the administrative costs should be included in the overall unit cost to provide the proposed service.**

19. Can funding be used for rent or the purchase of a physical building (i.e. a community center) in either RFP?

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy. For Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

20. Can you clarify what specifically you are seeking in the anticipated outcomes, outcomes, indicators, and measurement sections (or how these differ)? Some of this information seems repetitive - is that okay?

Response: **There are excellent resources available on-line that provide detailed explanations of these terms. One resource to find this information is <http://www.cdc.gov/cvaf/resources/index.htm>.**

21. May we submit letters of support with our proposals?

Response: **Letters of support are not required. Letters of support will be considered as part of the application narrative. Consideration should be given to page limitations outlined in the Request for Proposals.**

22. Are the awarded contracts going to be fee for services (we get reimbursed for the services we provide) or cost-based? If they are fee for service, how are the rates determined?

Response: **Agencies will be reimbursed based on the unit cost provided in the Output section of the Application and detailed in the Budget Narratives.**

23. Attachment B - Our fiscal year runs from July to June. With that in mind, here is how I feel the years should run: Prior Year- July 2012- June 2013, Current Year July 2013-June 2014, and Proposed Year July 2014-June 2015. Is this correct? If so, our July 2013- June 2014 information will be incomplete (missing May and June numbers), should we project those numbers to show 12 months? Our agency wide budget is not completed for the upcoming year (July 2014-June 2015). Should we provide a preliminary budget?

Response: **As the contract term has not yet been established, agencies may use the agency's fiscal year budget to fill out the worksheets. Agencies should project for a full fiscal year for the current year. When an agency budget has not been completed for the proposed year a preliminary or anticipated budget should be provided. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

24. Attachment B - In regards to Attachment B; is this full agency budget or Boone County specific? (we cover 8 counties and our funding isn't designated by County)

Response: **Agencies may use their full agency budget for Attachment B. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

25. Attachment C - Where do we include the funding we are requesting from the Children's Service Funds?

Response: **The amount requested from the Children's Services Fund should not be included on Attachment C.**

26. Attachment C - In the bottom box, what is the difference between "Actual" and "Current"?

Response: **The bottom box should read from left to right, "Prior Actual Year", "Current Year", and "Proposed Year". An amended Attachment C is attached.**

27. Attachment C - I could not find any comments related to administrative or indirect cost. Are such costs allowable costs in the regular services RFP? If so, are there limitations?

Response: **Administrative and indirect costs are allowable, however, for Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

28. Under this funding, can a provider provide contracted services to adult clients if deemed beneficial to their children? For example, when a family starts receiving services from Children's Division if a mental health screening or assessment were completed quickly it may help the child maintain placement in their biological home or return sooner. We often cannot provide services for biological parents of children in care because they lack insurance and funds. We have tried accepting CTS funds but that has not been successful.

Response: **All requests for funds will be considered, provided the request follows statutory guidelines and complies with the BCCSB's Funding Policy. The BCCSB's Funding Policy outlines who the beneficiaries of the fund are and addresses maximization of funding. The BCCSB's Funding Policy may be found at**

<http://www.showmeboone.com/communitieservices/policies.asp>.

29. If a provider submits a proposal that addresses two of the identified needs on page 2 of the RFP, can the applicant combine both identified service needs in one proposal and are two proposals required?

Response: **Separate applications are required for each proposed service your agency is requesting funding. The proposed service may address one or more statutorily eligible service areas as outlined on page 2 of the Purchase of Service Request for Proposal.**

30. Can funding be used toward offsetting the family's cost of obtaining services? For example, if a family has health insurance with a large deductible (\$2500). If they want us to provide services that cost \$1000, the family will still pay the entire fee out of pocket, due to the high deductible, which is a significant barrier to services for many families. Can funding be used to pay for the services we deliver in this case?

Response: **Please review the section titled "Maximization of Funding," in the BCCSB's Funding Policy.**

31. Attachment D, Agency Assurance Sheet: MU has a different governance structure than most nonprofits. Our authorized research signer always signs assurances on behalf of The Curators of the University of Missouri. We plan to have her sign on the CEO line. Should we just draw through the Agency Board chair line since it does not apply?

Response: **Yes.**

32. Attachment B Agency Financial Information: MU is a large institution with hundreds of different funding streams, departments, and programs. Should we fill out this form at the department or program levels?

Response: **For the University of Missouri, Attachment B should be filled out at the Department level and Attachment C should be filled out at the program level.**

33. Do we receive funding up front or reimbursement?

Response: **Agencies will receive funding through reimbursement.**

34. Reporting requirements, how often and include what? Quantitative vs. Qualitative?

Response: **Reporting requirements will be established during contract negotiation. It is anticipated that reporting terms will be at the most on a quarterly basis and at a minimum a biannual basis. Reporting requirements will include both quantitative and qualitative information depending on how agency outcomes and indicators are measured.**

35. We have a federally negotiated indirect rate. How do we account for this in the application?

Response: **Administrative and indirect costs are allowable, however, for Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

36. Can you elaborate on the local match and preferences given to those offerors?

Response: **Further information regarding match funding may be found in the BCCSB's Funding Policy. Offerors that provide the Board with an opportunity to match funds will be given preference.**

37. What is the maximum amount of funds that can be requested for each RFP?

Response: **There is no funding cap established at this time for either the pilot program or purchase of services contracts.**

38. Can funding be used to support services, or supportive services/wrap-around services to children and youth who are currently enrolled in a residential chemical dependency program?

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy.**

39. Should all proposals be for a twelve month period? I see that there is the option for negotiation to renew funded proposals, but in our original design for programming, should we limit programming to twelve months?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. Agencies should define proposed program terms in the application and budget narratives.**

40. What will technically be considered a "Collaborative Program"

Response: **"Collaborative Program" is not a term used in the Requests for Proposals. Preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.**

- o Will "Collaborative Programs" mentioned be required to provide authentic proof/memorandum of collaborative or partnership agreements with proposal submission.

Response: **Substantive and ongoing collaboration with other agencies must be demonstrated.**

41. Can "match funding" requirements be furthered clarified.

Response: **Further information regarding match funding may be found in the BCCSB's Funding Policy. The BCCSB's Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.**

- o Which funding sources/agencies will be deemed appropriate for fund matching?

Response: **Consideration will be given to all match funding opportunities.**

- o Is there a (minimum or maximum) in which match funds will be restricted.

Response: **No.**

42. Define "healthy lifestyles" and what is expected of prevention programs that fall within this effort.

Response: **The Board will evaluate proposals for prevention programs which promote healthy lifestyles based on the information and description of the Offeror. It is expected that agencies provide meaningful services to children, youth and families.**

- o What will be considered "Health"?

Response: **The offeror should define what they consider health to be in their proposal.**

- o Will preference be given to single-focused/targeted programs (ex. obesity prevention for children)

Response: **No.**

- o Will proposals that focus on multi-faceted prevention efforts be considered as viable candidates?

Response: **Yes.**

43. How many times can organizations re-apply? Is it on an Annual basis? If you receive funding one year, can you submit renewals annually or is there a limit?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.**

44. Section I - Overview:

Must offerors submit proposals providing services throughout Boone County, or may proposals focus on certain geographic areas such as the City of Columbia?

Response: Please reference the "Beneficiaries and Outcomes" section of the BCCSB's Funding Policy.

45. Attachment C Program Budget Worksheet

- a. Because Section VII - Term; Termination of Contract Agreement indicates that the initial term of contract will be negotiated, should the offeror assume that the Program Budget Worksheet is to be filled out on a calendar year basis?

Response: As the contract term has not yet been established, agencies may use the agency's fiscal year budget to fill out the worksheets. Agencies should project for a full fiscal year for the current year. When an agency budget has not been completed for the proposed year a preliminary or anticipated budget should be provided. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.

- b. The Worksheet requires Program Revenue and Expenses for Prior (2013), Current (2014), and Proposed Year (2015). Because revenue from certain sources (such as United Way) are contractually committed on calendar year basis, some revenue shown for Current year may not be available for Proposed Year. How should offerors treat this type of revenue on Exhibit C?

Response: See above.

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

OFFEROR has examined copy of Addendum #1 to Request for Proposal 27-10JUN14 - Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application receipt of which is hereby acknowledged:

Company Name: Rainbow House
 Address: 1611 Towne Drive
 Phone Number: 573 474 6600 Fax Number: 573 474-5992
 E-mail: jstock@rainbowhousecolumbia.org
 Authorized Representative Signature: Jan Stock Date: 7/9/14
 Authorized Representative Printed Name: Jan Stock



BOONE COUNTY, MISSOURI
Request for Proposal #: 27-10JUN14 - Purchase of Service Contracts for Boone
County Community Children's Services - 2014 Application

ADDENDUM #2 - Issued May 28, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- I. Change Bid Due Date and Opening Date to the following:

Response Submission Deadline: July 10, 2014, 1:15 p.m. Central Time
Proposal Opening: July 10, 2014, 1:30 p.m. Central Time

- II. Attached for informational purpose are the pre-proposal conference sign-in sheets from the conferences that were held on May 23, 2014.
- III. Provided for informational purpose is the evaluation weighted criteria that will be used by the Children's Services Board to evaluate the proposal responses received.

Agency and Service Information	15%
Evaluation	50%
Budget	35%

- IV. The County has received the following questions and is providing a response.

1. May the 15-page limitation on the application narrative be exceeded (under section V Application)?

Response: Every effort should be made to stay within the 15-page limitation. Should Offeror have pertinent information that exceeds 15 pages, additional pages may be submitted.

2. Do you want the entire regional budget within the entire state budget?

Response: The budget submitted should be consistent with the agency's annual independent financial audit.

3. Section IV. Funding Available, in the RFP, states that indirect costs are not allowed. Addendum #1 states indirect costs are allowed. Which is correct?

Response: The RFP states *additional* indirect costs will not be allowed. As stated in Addendum #1, administrative and indirect costs are allowable; however, for Purchase of

Service proposals, expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.

4. Is it acceptable to define outcomes as short-term, intermediate, and long term?

Response: Yes. Please stay within the format of Attachment A.

5. How will billing occur?

Response: It is anticipated agencies will be reimbursed for services provided through contract. The agency will provide the service at a unit cost and invoice Children's Services.

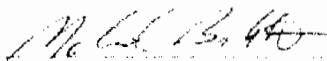
6. Can letters of support be used in lieu of Memorandums of Understanding to demonstrate collaboration with other agencies?

Response: Yes.

7. Regarding Attachment B - Agency Financial Information, we do see the "other revenue" line, but we would like for individual lines to be added to this form for private insurance and private pay.

Response: There will not be additional lines added for private insurance and private pay at this time. Please provide a detailed description of the agency's revenue in the budget narrative.

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFICER has examined copy of Addendum #2 to Request for Proposal 27-10JUN14 - Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application receipt of which is hereby acknowledged:

Company Name: Rainbow House

Address: 1611 Towne Drive

Phone Number: 573 474-6600 Fax Number: 573 474 5992

E-mail: jstock@rainbowhousecolumbia.org

Authorized Representative Signature: Jan Stock Date: 7/9/14

Authorized Representative Printed Name: Jan Stock



BOONE COUNTY, MISSOURI
Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children's Services – 2014 Application

ADDENDUM #3 - Issued June 2, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

The County has received the following questions and is providing a response:

1. If "payment" is after services are rendered on a reimbursement basis, how will billing be handled and how frequently will these transactions occur? With what sort of delay in receipt of funds?

Response: Billing frequency will be determined as part of the RFP negotiation process. It is anticipated that receipt of funds will occur not more than 30 days after invoicing.

2. Some of the documents listed in the attachments seem to be irrelevant. For example, we are not expending federal money and my organization does not otherwise receive any federal money, so why should we have to provide the certification indicated in the attachment? Additionally, I am informed by our accountant (who prepares our 990) that a full audit is not required by the IRS for organizations with annual budgets less than \$50,000; do you really expect us to conduct an audit for BCCBS purposes?

Response: All attachments are relevant; if an attachment does not apply to your organization, please explain this in the Application Narrative. Additionally, if your organization is not required or is exempt from conducting an annual independent financial audit, please explain this in your Application Narrative as well.

3. Please define "purchase of service" and "pilot project" as intended for this RFP

Response: Please reference the "Examples of Types of Funding Classifications Envisioned" section of the BCCSB's Funding Policy. This section further defines the Purchase of Services and Pilot Project programs. The BCCSB's Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.

4. I do not think our organization is required to have any sort of accreditation, so do we need some sort of paperwork stating same?

Response: If your organization is not required to have any sort of accreditation, please explain this in your Application Narrative.

5. If the extended deadlines are July 10 at 1:15 for hard copy – when would you like electronic submissions?

Response: **Please submit the electronic copy after 1:30 p.m. and before 5:00 p.m. on July 10.**

6. If a proposal expands a present program in order to serve a population that cannot access services due to federal eligibility requirements, how should Attachment C be completed? For example, if additional staff will be required does that go under Program Expenses on Form C or does that information go into the Budget Narrative?

Response: **The proposed program expenses should be included on Attachment C under Program Expenses. Each line of Attachment C should be explained in the Budget Narrative as requested in section 3.b. of the Application Narrative.**

7. Given your answer to the above question #6, please answer the question below. Also how is #1 and #2 in Program Expenses different from Number of Direct Program Staff?

Response: **Personnel and Non-Personnel under Program Expenses are costs for personnel and non-personnel – this would be a dollar figure. The figures to include in the Number of Direct Program Staff are the number of full/part time staff the budget supports.**

8. Regarding the format of vendor responses, may a cover letter be attached and if so, does that count towards the page limit?

Response: **A cover letter may be attached and will count toward the page limit.**

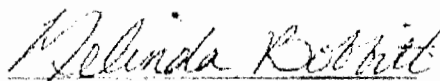
9. Regarding the format of vendor responses, is the budget narrative considered an attachment to the vendor response or is it also included in the page limit?

Response: **The Budget Narrative is part of the Application Narrative and is included in the page limitation.**

10. Regarding the format of vendor responses, if information is provided in a chart format, must the chart be double spaced?

Response: **A chart included in the body of the Application Narrative does not need to be double-spaced.**

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

AR

OFFEROR has examined copy of Addendum #3 to Request for Proposal 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application receipt of which is hereby acknowledged:

Company Name: Rainbow House

Address: 1611 Towne Drive

Phone Number: 573 474-6600 Fax Number: 573 474-5992

E-mail: jstock@rainbowhousecd.com

Authorized Representative Signature: Jan Stock Date: 7/9/14

Authorized Representative Printed Name: Jan Stock



BOONE COUNTY, MISSOURI
Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application

ADDENDUM #4 - Issued June 16, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- I. Last date to submit questions is June 27, 2014 at 12:00 p.m.
- II. The County has received the following questions and is providing a response:
 1. Can you provide more of a definition for what is considered a “prevention” program?

Response: The Board will evaluate proposals for prevention programs based on the information and description of the Offeror. The offerer should define what they consider “prevention” to be in their proposal. It is expected that agencies provide meaningful services to children, youth, and families.

2. RFP Section 1 – *Agency and Service Information, Item C, viii*, States, “Please provide a copy of any Memorandums of Understanding you may have with other agencies which are relevant to this proposal.” If contractors are currently operating without any formal agreement (MOU) with other agencies, should they ignore this request or should they formalize any verbal agreements and include them with the proposal?

Response: Memorandums of Understanding (MOU) between agencies are used as a reference when showing collaboration. Agencies are encouraged to either develop a MOU with collaborating agencies or a letter of support may be used in lieu of the MOU. As stated in the RFP, preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.

3. We do not propose to use funding for residential treatment services (consistent with the RFP), but we do propose to provide an additional service to youth in residential treatment. Youth in residential treatment are enrolled in Boone County schools for the duration of their care. Does the tax board consider those youth “residents” of the County for the duration of their treatment; or, is residency based on their parents’/guardians’ address?

Response: In general, the board will follow the statutory guidelines set forth in RSMo §1.020 (14) which defines “Place of residence” as the place where the family of any person permanently resides in this state, and the place where any person having no family generally lodges.

4. The RFP indicates that the County may check the offeror's references, yet I do not see a place where these are requested. Should the offeror include a references page?

Response: References are not required to be submitted with the proposal, references may be requested during contract negotiation. Offerer's references will not be checked until the contract negotiation portion of awarding funds.

5. If agencies are submitting more than one proposal in response to an RFP, does the agency need to submit Attachments D-F with each proposal?

Response: Yes, please provide Attachments D-F for each program proposal.

6. We carry Comprehensive General Liability Insurance for \$1,000,000. To increase our coverage to \$2,000,000.00, would be an increase in our annual budget. Is this a non-negotiable requirement?

Response: The Commercial General Liability Insurance requirements have been reduced to \$1,000,000.000. Please be replace the Insurance Requirements that were in the original RFP with the attached.

7. We carry Commercial Automobile Liability for \$1,000,000.00. To increase our coverage to \$2,000,000.00 would be an increase to our annual budget. Is this a non-negotiable requirement?

Response: The Business Automobile Liability Insurance requirements have been reduced to \$1,000,000.000. Please replace the Insurance Requirements that were in the original RFP with the attached.

8. For the MOUs that we have in place--should they be addressed to our organization or to Kelly Wallis?

Response: A Memorandum of Understanding (MOU) should be between the agencies that are entering into the MOU. The Purchase of Service RFP requires a copy of any MOU's that may have any relevance to the proposal.

9. One of the required attachments is a Certificate of Good Standing from the Missouri Secretary of State's office. May we attach a screen shot of the MO SOS webpage that shows our organization's standing or are you requiring an official Certificate?

Response: A Certificate of Good Standing is not a required attachment; please do not attach it to your proposal. Attachment D, 2014 Agency Assurance Sheet, states: "I, the undersigned, further certify I have and will make available, upon request, of the following documents...."

10. Our 501 (c) 3 status is for more than one entity in mid Missouri. Is it alright to have a DBA as well as our official nonprofit legal entity?

Response: Yes

11. Our A-133 audit is for our entire system - 18 hospitals across four states. Is this alright? Our 990s are independent.

Response: If an entity has a single audit, then it is likely the entity is getting a financial statement audit as well. The offerer should ensure that their single audit is in conjunction

with a full financial statement audit which is a minimum eligibility requirement to receive funding.

12. On page 3 it states Agencies must refrain from "discrimination" on, among other things, sexual orientation. The Boy Scouts of America serves all youth under the age of 19 without regard to sexual orientation. So there is no discrimination with who we provide services to. However, for our Adult volunteers there is a leadership standard that does not allow avowed homosexuals to serve as Leaders. Do we meet the minimum criteria to be eligible for funding?

Response: **No, agencies must refrain from discrimination on the basis of sexual orientation to meet minimum eligibility requirements.**

13. Do the following count towards the 15 page limit:
- o Copy of Mission Statement (1a-i)
 - o List of Board of Directors (1a-ii)
 - o Brochures (1a-iv)
 - o Copies of the evaluation tools (2d-iv)

Response: **These items do not count towards the 15 page limit.**

14. Is there a limit of funding you can request?

Response: **There is no limit of funding that may be requested at this time for the Purchase of Service contracts.**

15. Can funding for staff position (ex. 2 Full Time Program FTE and .5 program support position (clerical) be included?

Response: **Purchase of Service proposals expenses will be evaluated by the overall unit cost. The costs for the staff positions should be included in the overall unit cost for the Purchase of Services proposals. The Budget Narrative should provide a detailed explanation of the overall unit cost for service.**

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #4 to Request for Proposal 27-10JUN14 - Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application receipt of which is hereby acknowledged:

Company Name:

Rainbow House

Address:

1611 Towne Drive, Columbia

Phone Number:

573 474-6600

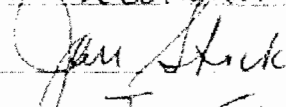
Fax Number:

573 474-5992

E-mail:

jstock@rainbowhousecolumbia.org

Authorized Representative Signature:



Date: 7/9/14

Authorized Representative Printed Name:

Jan Stock

Insurance Requirements: The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County

nor shall the Contractor allow any subcontractor to commence work on their subcontract until all of the insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

Employers Liability and Workers Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits or provide evidence of monopolistic state coverage. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

Commercial General Liability Insurance - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

Business Automobile Liability - The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.

Subcontractors: Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.

Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The

Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

INDEMNITY AGREEMENT: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.



BOONE COUNTY, MISSOURI
Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application

ADDENDUM #5 - Issued June 27, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

1. The County has received the following questions and is providing a response:

1. Attachments B and C ask for information on our funding sources (agency wide) and our revenues spent on programs respectively, but I see no options for submitting a budget breakdown for the project we are proposing. In # 3 BUDGET, I see request for information about proposed salaries related to the proposed project. I do not see an option to submit a detailed budget for the project -- is this correct?

Response: Attachment C should include information on the budget for the project. Please provide detailed information in the Budget Narrative that explains the Budget Worksheet (Attachment C).

2. Am I correct in understanding staffing for the proposed project may not exceed 15 % of the total project request? For example, if the total project were \$1000, \$150 would be the maximum allowable for personnel.

Response: The Purchase of Service RFP will be evaluated by unit cost. Personnel cost should be figured into the Unit Cost.

3. The question is in regards to measurement in both RFP's. "Include copies of any evaluation tools you will be using". Some of the materials we will be proposing have not been purchased, some are quite lengthy and several use multiple methods. How should we approach these issues? We can easily include why we are using these tools as opposed to others and if it would be satisfactory I would be happy to put together a description of any evaluation tool we have not purchased or is overwhelming in length. And just to verify these evaluation tools do NOT count towards are page limit, correct?

Response: Copies of the evaluation tools do not count towards the page limit. If there are no examples of the evaluation tools, please just provide a description of the evaluation tool and why it will be utilized.

4. In a fee for service contract, payment is reimbursed based upon the bid price for a unit of service. How will start-up costs be reimbursed? Do we need to build start-up costs into

the unit price and explain any costs in the budget narrative? Will we be unable to be paid until we have completed our first unit of service?

Response: Start up costs should be built into the Unit Cost with a detailed description included in the Budget Narrative. Invoicing will be determined during contract negotiation.

5. We were planning to submit a 3 year budget. The first year our unit rate would be more because of the startup costs. Year 2 is where you truly see things fully operational and "cheaper" because you don't have the startup costs. How should we show this on the budget sheets?

Response: The budget worksheets should only reflect the proposed Year One unit cost. Please provide detailed information on the Year One unit cost and then provide information on the Year 2 and Year 3 unit cost in the Budget Narrative.

6. In both of the above referenced RFPs there is a statement "Revenues collected and deposited in the children's services fund **may not be expended** . . . or, for transportation services".

While we do not intend to propose a transportation service per se in serving youth in the County's bedroom communities there will be expenses incurred in staff reaching out to them and transporting participants to proposed services and activities. Are these costs in anyway allowable? Can expenses incurred while using existing vehicles for gas, insurance and maintenance be included in the unit cost? How about mileage reimbursement for proposed staff?

Response: All expenses incurred by staff in providing services are allowed and should be included in the unit cost. However, the costs of transporting participants cannot be reimbursed through the Children's Services Fund.

7. Will the 15% administration percentage be based on the "Personnel Costs" line on the budget or strictly just the salary portion of that line?

Response: The 15% administration percentage does not apply to the Purchase of Service RFP.

8. What is included in Personnel expenses? Wages, payroll taxes, health insurance, and retirement are included but how about unemployment, work comp, and staff training?

Response: Personnel expenses should include wages, payroll taxes, health insurance, retirement, unemployment, worker's comp and staff training when figuring out the unit cost. Please provide a detailed explanation in the Budget Narrative.

9. On 1cV of the RFP do the anticipated outcomes of the "service to be delivered" need to be measurable or are they overarching long term outcomes?

Response: The Service Need section (1.c.) of the RFP should be a narrative description of what will be offered and the overarching long term outcomes, if appropriate. In the Outcomes section (2.b.), the outcomes need to be measurable and time specific.

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

OFFEROR has examined copy of Addendum #5 to Request for Proposal 27-10JUN14 - Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application receipt of which is hereby acknowledged:

Company Name: Rainbow House

Address: 1611 Towne Drive, Columbia

Phone Number: 573 474-6600 Fax Number: 573 474-5992

E-mail: jstock@rainbowhouse.columbia.mo.gov

Authorized Representative Signature: Jan Stock Date: 7/9/14

Authorized Representative Printed Name: Jan Stock



BOONE COUNTY, MISSOURI
Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application

ADDENDUM #6 - Issued June 27, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

I. The County has received the following questions and is providing a response:

1. We have not found within the BCCSB Funding Policy a specific reference to income eligibility. Are there income guidelines regarding the provision of service to individuals or families? Are the dollars intended to support services specifically for low-income children/youth?

Response: The Maximization of Funding in the BCCSB Funding Policy encourages agencies, to the greatest extent possible, to maximize funding from all sources before utilizing the Children’s Services Fund. This may include, but is not limited to private insurance, Medicaid, and all other funders listed in the Maximization of Funding section. The BCCSB Funding Policy states that, “funding decisions for children, youth and families are made in a fair and equitable way,” and “to provide meaningful services to children, youth and families.” Support services may be provided to all Boone County eligible children, youth and families.

2. Can “sample” mou’s with partnering agencies be included in the proposal rather than actual signed MOU’s? It speaks to what the partner plans to contribute to the project without binding them legally. I have done that in the past on State grants. It just prevents having a signed MOU for something that is unfunded. It also allows more time to hammer out each organization’s legal requirements.

Response: Letters of Support/Agreement may be used in place of a formal MOU. This letter can then show support for the project and how the agencies plan to collaborate.

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

OFFEROR has examined copy of Addendum #6 to Request for Proposal 27-10JUN14 - Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application receipt of which is hereby acknowledged:

Company Name: Rainbow House

Address: 1611 Towne Drive, Columbia

Phone Number: 573 474-6600 Fax Number: 573 474-5992

E-mail: jstock@rainbowhousecolumbia.org

Authorized Representative Signature: Jean Stock Date: 7/9/14

Authorized Representative Printed Name: Jean Stock



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #6 - Issued June 27, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

I. The County has received the following questions and is providing a response:

1. We have not found within the BCCSB Funding Policy a specific reference to income eligibility. Are there income guidelines regarding the provision of service to individuals or families? Are the dollars intended to support services specifically for low-income children/youth?

Response: The Maximization of Funding in the BCCSB Funding Policy encourages agencies, to the greatest extent possible, to maximize funding from all sources before utilizing the Children’s Services Fund. This may include, but is not limited to private insurance, Medicaid, and all other funders listed in the Maximization of Funding section. The BCCSB Funding Policy states that, “funding decisions for children, youth and families are made in a fair and equitable way,” and “to provide meaningful services to children, youth and families.” Support services may be provided to all Boone County eligible children, youth and families.

2. Can “sample” mou’s with partnering agencies be included in the proposal rather than actual signed MOU’s? It speaks to what the partner plans to contribute to the project without binding them legally. I have done that in the past on State grants. It just prevents having a signed MOU for something that is unfunded. It also allows more time to hammer out each organization’s legal requirements.

Response: Letters of Support/Agreement may be used in place of a formal MOU. This letter can then show support for the project and how the agencies plan to collaborate.

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

OFFEROR has examined copy of Addendum #6 to Request for Proposal *27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application* receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #5 - Issued June 24, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

I. The County has received the following questions and is providing a response:

1. Attachments B and C ask for information on our funding sources (agency wide) and our revenues spent on programs respectively, but I see no options for submitting a budget breakdown for the project we are proposing. In # 3 BUDGET, I see request for information about proposed salaries related to the proposed project. I do not see an option to submit a detailed budget for the project -- is this correct?

Response: Attachment C should include information on the budget for the project. Please provide detailed information in the Budget Narrative that explains the Budget Worksheet (Attachment C).

2. Am I correct in understanding staffing for the proposed project may not exceed 15 % of the total project request? For example, if the total project were \$1000, \$150 would be the maximum allowable for personnel.

Response: The Purchase of Service RFP will be evaluated by unit cost. Personnel cost should be figured into the Unit Cost.

3. The question is in regards to measurement in both RFP’s. “Include copies of any evaluation tools you will be using”. Some of the materials we will be proposing have not been purchased, some are quite lengthy and several use multiple methods. How should we approach these issues? We can easily include why we are using these tools as opposed to others and if it would be satisfactory I would be happy to put together a description of any evaluation tool we have not purchased or is overwhelming in length. And just to verify these evaluation tools do NOT count towards are page limit, correct?

Response: Copies of the evaluation tools do not count towards the page limit. If there are no examples of the evaluation tools, please just provide a description of the evaluation tool and why it will be utilized.

4. In a fee for service contract, payment is reimbursed based upon the bid price for a unit of service. How will start-up costs be reimbursed? Do we need to build start-up costs into

the unit price and explain any costs in the budget narrative? Will we be unable to be paid until we have completed our first unit of service?

Response: Start up costs should be built into the Unit Cost with a detailed description included in the Budget Narrative. Invoicing will be determined during contract negotiation.

5. We were planning to submit a 3 year budget. The first year our unit rate would be more because of the startup costs. Year 2 is where you truly see things fully operational and “cheaper” because you don’t have the startup costs. How should we show this on the budget sheets?

Response: The budget worksheets should only reflect the proposed Year One unit cost. Please provide detailed information on the Year One unit cost and then provide information on the Year 2 and Year 3 unit cost in the Budget Narrative.

6. In both of the above referenced RFPs there is a statement “Revenues collected and deposited in the children’s services fund **may not be expended** . . . or, for transportation services”.

While we do not intend to propose a transportation service per se in serving youth in the County’s bedroom communities there will be expenses incurred in staff reaching out to them and transporting participants to proposed services and activities. Are these costs in anyway allowable? Can expenses incurred while using existing vehicles for gas, insurance and maintenance be included in the unit cost? How about mileage reimbursement for proposed staff?

Response: All expenses incurred by staff in providing services are allowed and should be included in the unit cost. However, the costs of transporting participants cannot be reimbursed through the Children’s Services Fund.

7. Will the 15% administration percentage be based on the “Personnel Costs” line on the budget or strictly just the salary portion of that line?

Response: The 15% administration percentage does not apply to the Purchase of Service RFP.

8. What is included in Personnel expenses? Wages, payroll taxes, health insurance, and retirement are included but how about unemployment, work comp, and staff training?

Response: Personnel expenses should include wages, payroll taxes, health insurance, retirement, unemployment, worker’s comp and staff training when figuring out the unit cost. Please provide a detailed explanation in the Budget Narrative.

9. On 1cV of the RFP do the anticipated outcomes of the “service to be delivered” need to be measurable or are they overarching long term outcomes?

Response: The Service Need section (1.c.) of the RFP should be a narrative description of what will be offered and the overarching long term outcomes, if appropriate. In the Outcomes section (2.b.), the outcomes need to be measurable and time specific.

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

OFFEROR has examined copy of Addendum #5 to Request for Proposal 27-10JUN14 – *Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application* receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI
Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application

ADDENDUM #4 - Issued June 16, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- I. Last date to submit questions is June 27, 2014 at 12:00 p.m.
- II. The County has received the following questions and is providing a response:
 1. Can you provide more of a definition for what is considered a “prevention” program?

Response: The Board will evaluate proposals for prevention programs based on the information and description of the Offeror. The offerer should define what they consider “prevention” to be in their proposal. It is expected that agencies provide meaningful services to children, youth, and families.

2. RFP Section 1. *Agency and Service Information, Item C. viii.* States, “Please provide a copy of any Memorandums of Understanding you may have with other agencies which are relevant to this proposal.” If contractors are currently operating without any formal agreement (MOU) with other agencies, should they ignore this request or should they formalize any verbal agreements and include them with the proposal?

Response: Memorandums of Understanding (MOU) between agencies are used as a reference when showing collaboration. Agencies are encouraged to either develop a MOU with collaborating agencies or a letter of support may be used in lieu of the MOU. As stated in the RFP, preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.

3. We do not propose to use funding for residential treatment services (consistent with the RFP), but we do propose to provide an additional service to youth in residential treatment. Youth in residential treatment are enrolled in Boone County schools for the duration of their care. Does the tax board consider those youth “residents” of the County for the duration of their treatment; or, is residency based on their parents’/guardians’ address?

Response: In general, the board will follow the statutory guidelines set forth in RSMo §1.020 (14) which defines “Place of residence” as the place where the family of any person permanently resides in this state, and the place where any person having no family generally lodges.

4. The RFP indicates that the County may check the offeror's references, yet I do not see a place where these are requested. Should the offeror include a references page?

Response: References are not required to be submitted with the proposal, references may be requested during contract negotiation. Offerer's references will not be checked until the contract negotiation portion of awarding funds.

5. If agencies are submitting more than one proposal in response to an RFP, does the agency need to submit Attachments D-F with each proposal?

Response: Yes, please provide Attachments D-F for each program proposal.

6. We carry Comprehensive General Liability Insurance for \$1,000,000. To increase our coverage to \$2,000,000.00, would be an increase in our annual budget. Is this a non-negotiable requirement?

Response: The Commercial General Liability Insurance requirements have been reduced to \$1,000,000.000. Please be replace the Insurance Requirements that were in the original RFP with the attached.

7. We carry Commercial Automobile Liability for \$1,000,000.00. To increase our coverage to \$2,000,000.00 would be an increase to our annual budget. Is this a non-negotiable requirement?

Response: The Business Automobile Liability Insurance requirements have been reduced to \$1,000,000.000. Please replace the Insurance Requirements that were in the original RFP with the attached.

8. For the MOUs that we have in place--should they be addressed to our organization or to Kelly Wallis?

Response: A Memorandum of Understanding (MOU) should be between the agencies that are entering into the MOU. The Purchase of Service RFP requires a copy of any MOU's that may have any relevance to the proposal.

9. One of the required attachments is a Certificate of Good Standing from the Missouri Secretary of State's office. May we attach a screen shot of the MO SOS webpage that shows our organization's standing or are you requiring an official Certificate?

Response: A Certificate of Good Standing is not a required attachment; please do not attach it to your proposal. Attachment D, 2014 Agency Assurance Sheet, states: "I, the undersigned, further certify I have and will make available, upon request, of the following documents...."

10. Our 501 (c) 3 status is for more than one entity in mid Missouri. Is it alright to have a DBA as well as our official nonprofit legal entity?

Response: Yes

11. Our A-133 audit is for our entire system – 18 hospitals across four states. Is this alright? Our 990s are independent.

Response: If an entity has a single audit, then it is likely the entity is getting a financial statement audit as well. The offerer should ensure that their single audit is in conjunction

with a full financial statement audit which is a minimum eligibility requirement to receive funding.

12. On page 3 it states Agencies must refrain from "discrimination" on, among other things, sexual orientation. The Boy Scouts of America serves all youth under the age of 19 without regard to sexual orientation. So there is no discrimination with who we provide services to. However, for our Adult volunteers there is a leadership standard that does not allow avowed homosexuals to serve as Leaders. Do we meet the minimum criteria to be eligible for funding?

Response: No, agencies must refrain from discrimination on the basis of sexual orientation to meet minimum eligibility requirements.

13. Do the following count towards the 15 page limit:
- o Copy of Mission Statement (1a-i)
 - o List of Board of Directors (1a-ii)
 - o Brochures (1a-iv)
 - o Copies of the evaluation tools (2d-iv)

Response: These items do not count towards the 15 page limit.

14. Is there a limit of funding you can request?

Response: There is no limit of funding that may be requested at this time for the Purchase of Service contracts.

15. Can funding for staff position (ex. 2 Full Time Program FTE and .5 program support position (clerical) be included?

Response: Purchase of Service proposals expenses will be evaluated by the overall unit cost. The costs for the staff positions should be included in the overall unit cost for the Purchase of Services proposals. The Budget Narrative should provide a detailed explanation of the overall unit cost for service.

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

OFFEROR has examined copy of Addendum #4 to Request for Proposal 27-10JUN14 – *Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application* receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

Insurance Requirements: The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County,

nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

Employers Liability and Workers Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits or provide evidence of monopolistic state coverage. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

Commercial General Liability Insurance - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

Business Automobile Liability - The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.

Subcontractors: Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.

Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The

Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

INDEMNITY AGREEMENT: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #3 - Issued June 2, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

The County has received the following questions and is providing a response:

1. If "payment" is after services are rendered on a reimbursement basis, how will billing be handled and how frequently will these transactions occur? With what sort of delay in receipt of funds?

Response: Billing frequency will be determined as part of the RFP negotiation process. It is anticipated that receipt of funds will occur not more than 30 days after invoicing.

2. Some of the documents listed in the attachments seem to be irrelevant. For example, we are not expending federal money and my organization does not otherwise receive any federal money, so why should we have to provide the certification indicated in the attachment? Additionally, I am informed by our accountant (who prepares our 990) that a full audit is not required by the IRS for organizations with annual budgets less than \$50,000; do you really expect us to conduct an audit for BCCBS purposes?

Response: All attachments are relevant; if an attachment does not apply to your organization, please explain this in the Application Narrative. Additionally, if your organization is not required or is exempt from conducting an annual independent financial audit, please explain this in your Application Narrative as well.

3. Please define "purchase of service" and "pilot project" as intended for this RFP.

Response: Please reference the “Examples of Types of Funding Classifications Envisioned” section of the BCCSB’s Funding Policy. This section further defines the Purchase of Services and Pilot Project programs. The BCCSB’s Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.

4. I do not think our organization is required to have any sort of accreditation, so do we need some sort of paperwork stating same?

Response: If your organization is not required to have any sort of accreditation, please explain this in your Application Narrative.

5. If the extended deadlines are July 10 at 1:15 for hard copy – when would you like electronic submissions?

Response: **Please submit the electronic copy after 1:30 p.m. and before 5:00 p.m. on July 10.**

6. If a proposal expands a present program in order to serve a population that cannot access services due to federal eligibility requirements, how should Attachment C be completed? For example, if additional staff will be required does that go under Program Expenses on Form C or does that information go into the Budget Narrative?

Response: **The proposed program expenses should be included on Attachment C under Program Expenses. Each line of Attachment C should be explained in the Budget Narrative as requested in section 3.b. of the Application Narrative.**

7. Given your answer to the above question #6, please answer the question below. Also how is #1 and #2 in Program Expenses different from Number of Direct Program Staff?

Response: **Personnel and Non-Personnel under Program Expenses are costs for personnel and non-personnel – this would be a dollar figure. The figures to include in the Number of Direct Program Staff are the number of full/part time staff the budget supports.**

8. Regarding the format of vendor responses, may a cover letter be attached and if so, does that count towards the page limit?

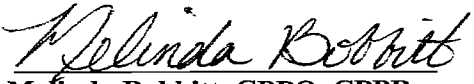

Response: **A cover letter may be attached and will count toward the page limit.**

9. Regarding the format of vendor responses, is the budget narrative considered an attachment to the vendor response or is it also included in the page limit?

Response: **The Budget Narrative is part of the Application Narrative and is included in the page limitation.**

10. Regarding the format of vendor responses, if information is provided in a chart format, must the chart be double spaced?

Response: **A chart included in the body of the Application Narrative does not need to be double-spaced.**

By: 
Melinda Bobbitt, CPPO, CPPB 
Director of Purchasing

OFFEROR has examined copy of Addendum #3 to Request for Proposal **27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application** receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI
Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application

ADDENDUM #2 - Issued May 28, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- I. Change Bid Due Date and Opening Date to the following:

Response Submission Deadline: July 10, 2014, 1:15 p.m. Central Time
Proposal Opening: July 10, 2014, 1:30 p.m. Central Time

- II. Attached for informational purpose are the pre-proposal conference sign-in sheets from the conferences that were held on May 23, 2014.
- III. Provided for informational purpose is the evaluation weighted criteria that will be used by the Children’s Services Board to evaluate the proposal responses received.

Agency and Service Information	15%
Evaluation	50%
Budget	35%

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

1. May the 15-page limitation on the application narrative be exceeded (under section V. Application)?

Response: Every effort should be made to stay within the 15-page limitation. Should Offeror have pertinent information that exceeds 15 pages, additional pages may be submitted.

2. Do you want the entire regional budget within the entire state budget?

Response: The budget submitted should be consistent with the agency’s annual independent financial audit.

3. Section IV. Funding Available, in the RFP, states that indirect costs are not allowed. Addendum #1 states indirect costs are allowed. Which is correct?

Response: The RFP states *additional* indirect costs will not be allowed. As stated in Addendum #1, administrative and indirect costs are allowable; however, for Purchase of

Service proposals, expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.

4. Is it acceptable to define outcomes as short-term, intermediate, and long term?

Response: **Yes. Please stay within the format of Attachment A.**

5. How will billing occur?

Response: **It is anticipated agencies will be reimbursed for services provided through contract. The agency will provide the service at a unit cost and invoice Children's Services.**

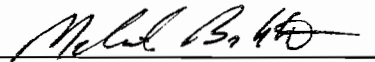
6. Can letters of support be used in lieu of Memorandums of Understanding to demonstrate collaboration with other agencies?

Response: **Yes.**

7. Regarding Attachment B – Agency Financial Information, we do see the “other revenue” line, but we would like for individual lines to be added to this form for private insurance and private pay.

Response: **There will not be additional lines added for private insurance and private pay at this time. Please provide a detailed description of the agency's revenue in the budget narrative.**

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #2 to Request for Proposal 27-10JUN14 – *Purchase of Service Contracts for Boone County Community Children's Services – 2014 Application* receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI
**Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone
County Community Children’s Services – 2014 Application**

ADDENDUM #1 - Issued May 23, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- I. If any Offeror is interested in obtaining a copy of the RFP in Word format and the Budget Worksheets in Excel, please e-mail request to mbobbitt@boonecountymo.org.
- II. The County has received the following questions and is providing a response:
 1. What is the timeline of the funding? Is it one year? Has a definitive start date and end date of the funding been established yet?

Response: The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.

2. How many times can organizations re-apply? Annual basis? If you receive funding one year, can you submit renewals annually or is there a limit?

Response: The renewal periods will be negotiated as part of the RFP process.

3. Can an organization apply for the pilot program and the purchase for services contracts? Or are you only allowed to submit to one?

Response: Organizations may apply for both the pilot program and purchase of services contracts.

4. Can an organization submit more than one pilot program?

Response: Yes.

5. What is the funding cap request per proposal for the pilot program? What is the funding cap request for the purchase for services contract? Is it a set amount or is it variable?

Response: There is no funding cap established at this time for either the pilot program or purchase of services contracts.

6. If a new non-profit organization has applied for their 501(3)(c) designation but it is still pending by the deadline date of the grant, will some consideration be given to the non-profits as long as they can document their application for 501(3)(c)?

Response: **Consideration may be given to a non-profit organization that has not yet obtained a 501(c)(3) designations; however, an organization must have obtained the 501(c)(3) designations prior to entering into a contract.**

7. Does the general liability insurance requirement and worker's compensation insurance requirement need to be in place before applying for the grant? Can this be an allowed expenditure in the budget of the request for funding proposal or is this at the expense of the organization? Do applicants need to provide an indemnity clause with their application, or only if selected for an award?

Response: **Insurance certificate does not have to be provided to submit a proposal response. It will be required at contract execution. The Offeror has discretion as to whether to itemize this expense or include it in their overall unit pricing. Indemnity clause may be provided with application or after selected for award.**

8. Is there a list of "allowable expenditures" of what can be requested for the proposal? Or a list of things that are "not allowable"? That would be helpful to have if it is available.

Response: **There is not currently a list of "allowable" or "not allowable" expenditures.**

9. For the pilot program, can participants/subjects in the research pilot be paid for their participation for completing surveys, classes, etc. as part of the funding? For example, "each participant who completes the pre- and post surveys and the classes on advocacy will have their name entered into a drawing to win a \$100.00 gift card to _____."

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the Boone County Community Services Board's (BCCSB) Funding Policy.**

10. If a new non-profit has just been certified the state and Jason Kander's office sent a letter stating that their independent audit is not due to the state until August of 2015, is this letter allowable to present in lieu of doing an independent audit prior to submission as required by the grant?

Response: **Yes.**

11. Are there stipulations about minimum wage and paying employees in the pilot program hourly? Or can a stipend be paid to them per 3 month intervals?

Response: **All applicable state and federal labor laws must be followed.**

12. Will we be allowed to ask questions at the conference on Friday, May 23?

Response: **Yes.**

13. Can our organization apply as a lead organization with community collaborations as long as MOU's are in place?

Response: **Preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies. The contracting agency must comply with terms for entering into subcontracts with other agencies.**

14. Is there a limit on the number of programs our organizations can apply for contracts?

- a. If the answer is more than one program, does our organization need to submit a separate application for each program or can we submit one set of standard uniform information and then separate sections for each individual program?

Response: **There is no limit on the submission of applications. Please submit a separate application for each proposed service your agency is requesting funding, including the standard uniform information.**

- b. If our organization can apply for multiple service contracts for separate programs, are there funding restrictions for each program? Ceiling on how much the organization can ask for total?

Response: **Parameters around level of funding have not been established at this time.**

15. Will evidence-based program training be funded under both of the RFP's?

Response: **Evidence-based program training may be considered for funding, provided the program training complies with the BCCSB's Funding Policy and the parameters established for funding by the Request For Proposal.**

- a. Are there any restrictions on the % of training costs?

Response: **No restrictions have been established at this time.**

- b. Are there any restrictions on the % of administration costs?

Response: **For the Purchase of Service Contract there is not a restriction on the percentage of administrative costs, however, the administrative costs should be included in the overall unit cost to provide the proposed service.**

19. Can funding be used for rent or the purchase of a physical building (i.e. a community center) in either RFP?

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy. For Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

20. Can you clarify what specifically you are seeking in the anticipated outcomes, outcomes, indicators, and measurement sections (or how these differ)? Some of this information seems repetitive – is that okay?

Response: **There are excellent resources available on-line that provide detailed explanations of these terms. One resource to find this information is <http://www.cdc.gov/eval/resources/index.htm>.**

21. May we submit letters of support with our proposals?

Response: **Letters of support are not required. Letters of support will be considered as part of the application narrative. Consideration should be given to page limitations outlined in the Request for Proposals.**

22. Are the awarded contracts going to be fee for services (we get reimbursed for the services we provide) or cost-based? If they are fee for service, how are the rates determined?

Response: **Agencies will be reimbursed based on the unit cost provided in the Output section of the Application and detailed in the Budget Narratives.**

23. Attachment B - Our fiscal year runs from July to June. With that in mind, here is how I feel the years should run: Prior Year- July 2012- June 2013, Current Year July 2013-June 2014, and Proposed Year July 2014-June 2015. Is this correct? If so, our July 2013- June 2014 information will be incomplete (missing May and June numbers), should we project those numbers to show 12 months? Our agency wide budget is not completed for the upcoming year (July 2014-June 2015). Should we provide a preliminary budget?

Response: **As the contract term has not yet been established, agencies may use the agency's fiscal year budget to fill out the worksheets. Agencies should project for a full fiscal year for the current year. When an agency budget has not been completed for the proposed year a preliminary or anticipated budget should be provided. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

24. Attachment B - In regards to Attachment B; is this full agency budget or Boone County specific? (we cover 8 counties and our funding isn't designated by County)

Response: **Agencies may use their full agency budget for Attachment B. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

25. Attachment C - Where do we include the funding we are requesting from the Children's Service Funds?

Response: **The amount requested from the Children's Services Fund should not be included on Attachment C.**

26. Attachment C - In the bottom box, what is the difference between "Actual" and "Current"?

Response: **The bottom box should read from left to right, "Prior Actual Year", "Current Year", and "Proposed Year". An amended Attachment C is attached.**

27. Attachment C - I could not find any comments related to administrative or indirect cost. Are such costs allowable costs in the regular services RFP? If so, are there limitations?

Response: **Administrative and indirect costs are allowable, however, for Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

28. Under this funding, can a provider provide contracted services to adult clients if deemed beneficial to their child/ren? For example, when a family starts receiving services from Children's Division if a mental health screening or assessment were completed quickly it may help the child maintain placement in their biological home or return sooner. We often cannot provide services for biological parents of children in care because they lack insurance and funds. We have tried accepting CTS funds but that has not been successful.

Response: **All requests for funds will be considered, provided the request follows statutory guidelines and complies with the BCCSB's Funding Policy. The BCCSB's Funding Policy outlines who the beneficiaries of the fund are and addresses maximization of funding. The BCCSB's Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.**

29. If a provider submits a proposal that addresses two of the identified needs on page 2 of the RFP, can the applicant combine both identified service needs in one proposal and are two proposals required?

Response: **Separate applications are required for each proposed service your agency is requesting funding. The proposed service may address one or more statutorily eligible service areas as outlined on page 2 of the Purchase of Service Request for Proposal.**

30. Can funding be used toward offsetting the family's cost of obtaining services? For example, if a family has health insurance with a large deductible (\$2500). If they want us to provide services that cost \$1000, the family will still pay the entire fee out of pocket, due to the high deductible, which is a significant barrier to services for many families. Can funding be used to pay for the services we deliver in this case?

Response: **Please review the section titled "Maximization of Funding," in the BCCSB's Funding Policy.**

31. Attachment D, Agency Assurance Sheet: MU has a different governance structure than most nonprofits. Our authorized research signer always signs assurances on behalf of The Curators of the University of Missouri. We plan to have her sign on the CEO line. Should we just draw through the Agency Board chair line since it does not apply?

Response: **Yes.**

32. Attachment B Agency Financial Information: MU is a large institution with hundreds of different funding streams, departments, and programs. Should we fill out this form at the department or program levels?

Response: **For the University of Missouri, Attachment B should be filled out at the Department level and Attachment C should be filled out at the program level.**

33. Do we receive funding up front or reimbursement?

Response: **Agencies will receive funding through reimbursement.**

34. Reporting requirements, how often and include what? Quantitative vs. Qualitative?

Response: **Reporting requirements will be established during contract negotiation. It is anticipated that reporting terms will be at the most on a quarterly basis and at a minimum a biannual basis. Reporting requirements will include both quantitative and qualitative information depending on how agency outcomes and indicators are measured.**

35. We have a federally negotiated indirect rate. How do we account for this in the application?

Response: **Administrative and indirect costs are allowable, however, for Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

36. Can you elaborate on the local match and preferences given to those offerors?

Response: **Further information regarding match funding may be found in the BCCSB's Funding Policy. Offerors that provide the Board with an opportunity to match funds will be given preference.**

37. What is the maximum amount of funds that can be requested for each RFP?

Response: **There is no funding cap established at this time for either the pilot program or purchase of services contracts.**

38. Can funding be used to support services, or supportive services/wrap-around services to children and youth who are currently enrolled in a residential chemical dependency program?

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy.**

39. Should all proposals be for a twelve month period? I see that there is the option for negotiation to renew funded proposals, but in our original design for programming, should we limit programming to twelve months?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. Agencies should define proposed program terms in the application and budget narratives.**

40. What will technically be considered a "Collaborative Program"

Response: **"Collaborative Program" is not a term used in the Requests for Proposals. Preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.**

- Will "Collaborative Programs" mentioned be required to provide authentic proof/memorandum of collaborative or partnership agreements with proposal submission.

Response: **Substantive and ongoing collaboration with other agencies must be demonstrated.**

41. Can "match funding" requirements be furthered clarified.

Response: **Further information regarding match funding may be found in the BCCSB's Funding Policy. The BCCSB's Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.**

- Which funding sources/agencies will be deemed appropriate for fund matching?

Response: **Consideration will be given to all match funding opportunities.**

- Is there a (minimum or maximum) in which match funds will be restricted.

Response: **No.**

42. Define "healthy lifestyles" and what is expected of prevention programs that fall within this effort.

Response: **The Board will evaluate proposals for prevention programs which promote healthy lifestyles based on the information and description of the Offeror. It is expected that agencies provide meaningful services to children, youth and families.**

- What will be considered "Health"?

Response: **The offeror should define what they consider health to be in their proposal.**

- Will preference be given to single-focused/targeted programs (ex. obesity prevention for children)

Response: **No.**

- Will proposals that focus on multi-faceted prevention efforts be considered as viable candidates?

Response: **Yes.**

43. How many times can organizations re-apply? Is it on an Annual basis? If you receive funding one year, can you submit renewals annually or is there a limit?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.**

44. Section I - Overview:

Must offerors submit proposals providing services throughout Boone County, or may proposals focus on certain geographic areas such as the City of Columbia?

Response: **Please reference the "Beneficiaries and Outcomes" section of the BCCSB's Funding Policy.**

45. Attachment C Program Budget Worksheet

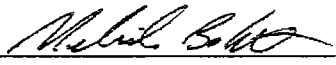
- a. Because Section VII - Term; Termination of Contract Agreement indicates that the initial term of contract will be negotiated, should the offeror assume that the Program Budget Worksheet is to be filled out on a calendar year basis?

Response: **As the contract term has not yet been established, agencies may use the agency's fiscal year budget to fill out the worksheets. Agencies should project for a full fiscal year for the current year. When an agency budget has not been completed for the proposed year a preliminary or anticipated budget should be provided. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

- b. The Worksheet requires Program Revenue and Expenses for Prior (2013), Current (2014), and Proposed Year (2015). Because revenue from certain sources (such as United Way) are contractually committed on calendar year basis, some revenue shown for Current year may not be available for Proposed Year. How should offerors treat this type of revenue on Exhibit C?

Response: **See above.**

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Proposal 27-10JUN14 - *Purchase of Service Contracts for Boone County Community Children's Services - 2014 Application* receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



COUNTY OF BOONE - MISSOURI

REQUEST FOR PROPOSAL (RFP) #: 27-10JUN14

Purchase of Service Contracts

Boone County Children's Services Fund

2014 Application

BOONE COUNTY CHILDREN'S SERVICES BOARD MISSION:

*To improve the lives of children, youth and families in Boone County
by strategically investing in the creation and maintenance of integrated systems
that deliver effective and quality services for children and families in need.*

RFP TIMELINE:

Important Events	Location	Dates
Issue - Release Date	Boone County Purchasing 613 E. Ash St, Room 110 Columbia, MO 65201	May 9, 2014
Written Questions Due By	mbobbitt@boonecountymmo.org	May 21, 2014 12:00 p.m. Central Time
Pre-Proposal Conference - Information Session	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	May 23, 2014. 10:00 a.m. Central Time
Response Submission Deadline	Boone County Purchasing 613 E. Ash St, Room 110 Columbia, MO 65201	June 10, 2014 9:15 a.m. Central Time
Proposal Opening – Names of Offerors Read Aloud	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	June 10, 2014 9:30 a.m. Central Time

CONTACT INFORMATION:

Boone County Purchasing
Boone County Annex
613 E. Ash, Rm. 110, Columbia, MO 65201

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
Phone: (573) 886-4391 Fax: (573) 886-4390
Email: mbobbitt@boonecountymmo.org

I. Overview

On November 6, 2012, the citizens of Boone County passed County of Boone Proposition 1, which created a Children's Services Fund for children and youth nineteen years of age or less in Boone County. The Boone County Children's Services Board (BCCSB) has been appointed by the County Commission and entrusted to oversee this Fund. The Fund is created pursuant to RSMo §67.1775, RSMo §210.861, and the ballot language presented to the voters on November 6, 2012. RSMo §210.861 specifies the types of services that may be funded by the BCCSB. By statute, funds may be invested to address the following needs:

- up to thirty days of temporary shelter for abused, neglected, runaway, homeless or emotionally disturbed youth
- respite care services
- unmarried parent services
- outpatient chemical dependency and psychiatric treatment programs
- counseling and related services as a part of transitional living programs
- home-based and community-based family intervention programs
- prevention programs which promote healthy lifestyles among children and youth and strengthen families
- crisis intervention services, inclusive of telephone hotlines
- individual, group, or family professional counseling and therapy services
- psychological evaluations
- mental health screenings.

Revenues collected and deposited in the community children's services fund **may not** be expended for inpatient medical, psychiatric, and chemical dependency services, or for transportation services.

II. Funding Goals

The Board believes that it should invest in meaningful services to children, youth and families in a way that utilizes multiple effective strategies. To that end, the Board intends to invest its funding *appropriated for services* in the following general categories:

- Pilot programs that provide innovative services
- Purchase of service programs
- Match funding opportunities
- Strategic opportunities
- Contingency reserve to support other programs with circumstances requiring immediate attention

This RFP seeks applications for purchase of service programs. Preference will be given to programs which provide an opportunity for the BCCSB to partner with other funding sources in providing match funding for procurement of services to maximize the ability to reach and serve children, youth and families in need in Boone County. Preference will also be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.

III. Minimum Eligibility Criteria

Agencies must, at a minimum, meet the following criteria to be eligible for funding:

- Any tax-exempt, not organized for profit agency or governmental entity
- Be in good standing with the state of Missouri
- Conduct an annual independent financial audit
- File a Federal 990 annually
- Be certified, accredited or licensed in the services for which funds are requested
- Require annual background checks, including child abuse and neglect screenings on all employees and volunteers
- Refrain from discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, genetic information, and familial status and comply with all applicable provisions of Federal and State laws which prohibit discrimination in employment and the delivery of services
- Comply with RSMo §285.530 in that they shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri

IV. Funding Available

Applications for funding will be accepted to provide services to children and youth nineteen years of age or less and their families in all service areas fundable pursuant to statute, additional indirect costs will not be allowed.

V. Application

Submit a separate application for each proposed service your agency is requesting funding.

The Application Narrative cannot exceed 15 double-spaced pages, on standard white paper, with at least 12-point font and one-inch margins, excluding required attachments.

Please submit two original copies to:

Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
Boone County Annex
613 E. Ash, Rm. 110
Columbia, MO 65201

Paper copies must be sealed in an envelope with RFP # and name of Offeror on the outside of the envelope. Proposals MUST be delivered no later than 9:15 a.m. central time, June 10, 2014. Proposals will not be accepted after this date and time and the County will return such late proposals to the Offeror.

Please submit an electronic copy after 9:30 a.m. central time June 10, 2014 and before 11:30 a.m. June 10 in Microsoft Word or PDF format to: mbobbitt@boonecountymmo.org. Please do not submit the electronic copy prior to 9:30 a.m. central time, June 10, 2014.

VI. Contracting Agency Requirements

Boone County Insurance Requirements: The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide.

- **Compensation Insurance:** The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor.
- Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 policy limit.
- **Comprehensive General Liability Insurance:** The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than

\$2,000,000.00 per limit for any one occurrence covering both bodily injury and property damage, including accidental death. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included. **Proof of Coverage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name **the County of Boone – Missouri as additional insured** in an amount as required in this contract and requiring a thirty (30) day mandatory written cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.

- The Contractor shall provide the County with proof of General Liability and Property Damage Insurance with the County as additional insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum limit of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply. Coverage wording shall include hold harmless agreement as written below, subrogation waiver and protection against third party suits to further protect Boone County from liability belonging to the Contractor.
- The Contractor is required to carry Professional Liability Insurance with a limit of no less than \$2,000,000.00 and naming Boone County as additional insured.
- **Commercial Automobile Liability:** The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

Indemnity Agreement: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by Contractor, or of anyone for whose acts the Contractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Subcontracts : The Contractor may enter into subcontracts for components of the consulting service as the Contractor deems necessary to comply with the terms of the contract. All such subcontracts require the prior written approval of the County or their designated representative.

In performing all services under the resulting contract agreement, the Contractor shall comply with all local, state and federal laws.

VII. Instructions and General Conditions

Delivery of Proposals: Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.
- The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.
- No negotiations, decisions, or actions shall be initiated by any agency as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Boone County reserves the right to select the Offeror which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.

Ambiguity, Conflict, or Other Errors in the RFP:

- If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, they shall immediately notify the Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.
- The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.
- Implied Requirements: Products and services that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Offeror, shall be included in the proposal.
- The County will not be liable in any way for any costs incurred by any Offeror in the preparation of their proposal in response to this RFP, nor for the presentation of their proposal and/or participation in any discussions or negotiations.

Rejection of Proposals: The right is reserved to accept or reject in whole or in part any or all proposals submitted, to waive technicalities, and to accept the offer the County considers the most advantageous to the County. Further, the County shall reject the proposal of any Offeror that is determined to be non-responsive. The unreasonable failure of an Offeror to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.

Acceptance of Proposals: The County will accept for evaluation all proposals that are submitted properly. However, the County reserves the right to request clarifications or corrections to proposals.

Requests for Clarification of Proposals: Requests by the Purchasing Department for clarification of proposals shall be in writing.

Validity of Proposals: Offeror should state how many days or months proposals remain valid beyond the 120 days minimum.

Receipt and Opening of Advertised, Sealed Proposals: The Offeror(s) and public are invited, but not required, to attend the formal opening of proposals. Offeror(s) names only will be read aloud to the public. No decisions related to an award of a contract or creation of any contractual or lease relationship, or purchase order will be made at the opening.

- Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful firm's proposal will become public record after its acceptance by the County Commission. All proposals and tabulation sheets are kept by the County for a period of time established by regulation or statutes after the award is made and are available for inspection at any time during regular working hours.
- Offeror's names will be read aloud during the Boone County Commission meeting in the Boone County Commission Chambers, 801 E. Walnut Street, Columbia, MO 65201, Tuesday, June 10, 2014 at 9:30 a.m. Central Time. RFP opening listing proposer's names will be posted on the County web page following the opening at www.showmeboone.com. Select "Purchasing", then "2014 Bid Tabulations".
- Proposal responses are due by Tuesday, June 10, 2014 at 9:15 a.m. No late proposals will be accepted.

Withdrawal of Proposals: Proposals may be withdrawn without prejudice any time before the deadline for receipt of proposals. If a mistake or error is discovered by the Offeror or by the County after the proposal opening, the County has the right to call this error to the Offeror's

attention and request verifications of the proposal. If the Offeror acknowledges the mistake and requests relief, the County will proceed in the following manner:

- **Withdrawal:** Permission to allow an Offeror to withdraw their proposal without prejudice may be given when clear and convincing evidence supports the existence of an error. If there is a significant and obvious disparity between the prices of the lowest Offeror and of the other Offerors, an Offeror may be permitted to withdraw without prejudice, upon submission of evidence that a non-intentional error occurred.

Guidelines for Written Questions: All questions regarding this Request for Proposal should be submitted in writing, prior to the pre-proposal conference, no later than 12:00 p.m., May 21, 2014. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPO, CPPB, and Director of Purchasing. All such questions will be discussed at the pre-proposal conference and answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet.

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201
Phone: (573) 886-4391 Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymmo.org

Pre-Proposal Conference: To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference has been scheduled for May 23, 2014 at 10:00 a.m. central time in the Boone County Commission Chambers, 801 E. Walnut Street, Columbia, Missouri 65201.

- All potential Offerors are **strongly** encouraged to attend this conference in order to ask questions and provide comment on the Request for Proposal. Attendance is not mandatory to submit a response; however, Offerors are encouraged to attend since information relating to this RFP will be discussed in detail. Minutes of the pre-proposal conference will not be recorded or published. Offerors should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference.
- Offerors are strongly encouraged to advise the Purchasing Department of Boone County within five (5) days of the scheduled pre-proposal conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.

Term; Termination of Contract Agreement:

- The initial term of the resulting contract agreement from this Purchase of Services Request for Proposal will be negotiated. The negotiated contract may have an option for renewal.
- The resulting contract agreement may be terminated by the County upon 15 days prior written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In addition, the contract agreement may be terminated at will by the County upon at least 60 days prior written notice to the Contractor.

Competitive Negotiation of Proposals: The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

- Negotiations may be conducted in person, in writing, or by telephone.
- Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.
- Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.
- The County may request presentations or interviews by Offerors, and carry out negotiations for the purpose of obtaining best and final offers. Attendance cost for presentations/interviews at the Boone County designated location shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.
- The County reserves the right to contact any and all references to obtain without limitation, information regarding the Offeror's performance on previous projects. A uniform sample of references may be checked for each short-listed Offeror.

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

Agency Name:

Agency Address:

Agency Phone Number:

Primary Agency Contact (include title):

Email Address:

Contact Phone Number:

Amount Requested:

Federal Tax ID (or Social Security #):

Signature:

Date:

1. AGENCY AND SERVICE INFORMATION

a. Background Information:

- i.** Attach a copy of your agency's Mission Statement.
- ii.** Attach a list of your agency's Board of Directors.
- iii.** Provide a summary of your agency's services within Boone County.
- iv.** Provide agency and program brochures related to these services, if available.

b. Target Population:

- i.** Describe your agency's target population(s).
- ii.** State the statutorily eligible service area(s) (see page 2) your target population falls within.
- iii.** Within your target population, is there a segment of the population your agency is unable to serve? If so, please describe.
- iv.** Describe any impediments your agency has in serving your target population.

c. Service Need:

- i. Provide a detailed description of the unmet need in Boone County for your agency's services.
- ii. Provide statistical data with cited sources regarding unmet need and the target population you propose to serve. As appropriate, use your own agency's data, outside data, needs assessment data and data from *The Institute of Public Policy's Community Input Analysis & Needs Assessments Synthesis*, which may be found at: www.showmeboone.com/communityservices/information.asp.
- iii. State the purpose of your proposed service.
- iv. State the goals of your proposed service.
- v. Describe the anticipated outcomes of your proposed service.
- vi. Identify other providers of this proposed service in Boone County.
- vii. What agencies do you receive referrals from and to what agencies do you make referrals?
- viii. Please provide a copy any Memorandums of Understanding you may have with other agencies which are relevant to this proposal.

2. EVALUATION

a. Performance Information:

- i. Attach a Program Performance Measures Worksheet (see Attachment A).

b. Outcomes:

- i. Describe your service outcomes (outcomes need to be measurable and time specific).

c. Indicators:

- i. Identify and describe the indicators which will measure your service outcomes.
- ii. Identify your agency's performance target of these indicators.

d. Measurement:

- i. Discuss who will be responsible for the accomplishment of each of the outcomes.
- ii. Discuss how the data will be collected.
- iii. Identify your agency's timeline for each outcome.
- iv. Include copies of any evaluation tools you will be using and provide a description of why you are using these tools compared to other tools.

- e. **Input**
 - i. **Clinical Expertise:**
 - 1. Discuss the capacity of your agency to deliver the proposed service.
 - ii. **Service Activity:**
 - 1. Describe the interventions and/or activities that will be used to address the unmet need in Boone County.
 - 2. Identify and discuss the evidence-based practices that will be used and relevant research supporting the efficacy of the proposed interventions and/or activities.
 - 3. If there is no research to support the efficacy of the proposed interventions and/or activities, please explain the rationale for utilizing the interventions and/or activities.
- f. **Output:**
 - i. Service to be provided
 - ii. Unit measurement
 - iii. Unit cost
 - iv. Amount requested
 - v. Number of individuals to be served
 - vi. Average units of services per individual

3. **BUDGET**

- a. **Budget Worksheets to be Attached:**
 - i. Agency Financial Worksheet (see Attachment B)
 - ii. Program Budget Worksheet (see Attachment C)
- b. **Budget Narrative**
 - i. Please explain each line of the budget worksheets from Attachments B and C.

4. **AGENCY ASSURANCE, CERTIFICATION, AND WORK AUTHORIZATION SHEETS**

Please review, sign, and return the Agency Assurance Sheet (see Attachment D), the Certification Sheet (See Attachment E), and the Work Authorization Sheet (see Attachment F) with the proposal. The sheets outline the expectations and requirements for any agencies requesting and/or receiving funds through the Boone County Children's Services Fund.

ATTACHMENT A

Program Performance Measures Information Worksheet

The following synonyms, definitions, and examples may help you completing the required program performance measures information:

	Activity	Output	Outcome	Indicator	Method of Measurement
Synonyms	<i>Activity = Service</i>	<i>Output = Product</i>	<i>Outcome = Change</i>	<i>Indicator = Measure</i>	<i>Method of Measurement = Information gathering instrument or technique</i>
Definitions	An <i>Activity</i> is the program service or sub service being provided	An <i>Output</i> is expressed as the NUMBER of things produced by an activity and the number people for whom it is provided	An <i>Outcome</i> describes a beneficial CHANGE in people	An <i>Indicator</i> is the specific item of information by which a program's LEVEL OF SUCCESS is measured	A <i>Method Of Measurement</i> is the instrument or technique used to gather the information needed to measure the program's success.
Example	Activity= Before/after school youth enrichment programming Sub-Activity=Tutoring	150 hours of tutoring sessions for 30 children	Child's academic performance improves	Number and percent of participants who receive better grades following participation in program as compared to period prior to participation	Utilize school report card data pre and post participation in the program.

Activity	Output(s)	Outcome(s)	Indicator(s)	Method of Measurement

--	--	--	--	--

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ATTACHMENT B

AGENCY FINANCIAL INFORMATION

AGENCY NAME:

AGENCY REVENUE	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. DIRECT SUPPORT					
A. Heart of Missouri United Way					
B. Other United Ways					
C. Capital Campaigns					
D. Grants (non-governmental)					
E. Fund Raising & Other Direct Support					
TOTAL DIRECT SUPPORT (sub-totals)					
2. GOVERNMENT CONTRACTS/SUPPORT:					
A. Boone County - Social Service Funding					
B. Boone County - Other					
C. Other Counties					
D. City of Columbia - Social Service Funding					
E. City of Columbia - Other					
F. Other Cities					
G. Federal (Medicaid, Title III, etc.)					
H. State (Purchase of Services, Grants, etc.)					
I. Other (Schools, Courts, etc.)					
TOTAL GOV'T CONTRACTS/SUPPORT (sub-totals)					
3. Program Service Fees					
4. Investment Income (realized & unrealized)					
5. Other Revenue Items					
TOTAL AGENCY REVENUE					
AGENCY EXPENSES	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
Expenses for Program Services					
Expenses for Management and General					
Expenses for Fundraising					
TOTAL AGENCY EXPENSES					
% of Management and Fundraising Expenses					
NET ASSETS	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	CURRENT YEAR TO PROPOSED	%
Net Assets, End of Year					
CASH FLOWS	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	CURRENT YEAR TO PROPOSED	%
Cash, End of Year					

ATTACHMENT C

PROGRAM BUDGET WORKSHEET

PROGRAM NAME:

TOTAL PROGRAM REVENUE	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. DIRECT SUPPORT					
A. Heart of Missouri United Way					
B. Other United Ways					
C. Capital Campaigns					
D. Grants (non-governmental)					
E. Fund Raising & Other Direct Support					
2. GOVERNMENT CONTRACTS/SUPPORT:					
A. Boone County - Social Service Funding					
B. Boone County - Other					
C. Other Counties					
D. City of Columbia - Social Service Funding					
E. City of Columbia - Other					
F. Other Cities					
G. Federal (Medicaid, Title III, etc.)					
H. State (Purchase of Services, Grants, etc.)					
I. Other (Schools, Courts, etc.)					
3. Program Service Fees					
4. Investment Income (realized & unrealized)					
5. Other Revenue Items					
TOTAL PROGRAM REVENUE	\$0	\$0	\$0		

PROGRAM EXPENSES	PRIOR YEAR ACTUAL	CURRENT YEAR	PROPOSED YEAR	% OF PROPOSED TOTAL	% CHANGE CURRENT TO PROPOSED
1. Personnel					
2. Non-Personnel					
TOTAL PROGRAM EXPENSES	\$0	\$0	\$0		

NUMBER OF DIRECT PROGRAM STAFF (FTE)	ACTUAL	CURRENT	PROPOSED
<i>FTE = number of direct program service hours worked by employee per year/2080 (e.g. 1040/2080= .5 FTE)</i>			

ATTACHMENT D

2014 AGENCY ASSURANCE SHEET

(Please complete and return with Proposal Response)

I, the undersigned, certify that the statements in this request for funding proposal application are true and complete to the best of my knowledge, and accept, as to any funds awarded, the obligation to comply with the Boone County Children's Services Board (BCCSB) and any of the Boone County Children's Services Fund's conditions specified in the funding award and contract.

I, the undersigned, certify that in addition to the conditions mentioned above, will maintain accepted accounting procedures to provide for accurate and timely recording of receipt of funds, expenditures, and of unexpended balances. I, the undersigned, further certify I have and will make available, upon request, the following documentation for accuracy and validity:

- Proof of 501(c)(3)
- Certificate of Corporate Good Standing
- Most Recent 990 Federal Form
- Agency Strategic Plan
- Copies of Agency Accreditations
- Most Recent Agency Independent Audit
- Agency Policy of Non-Discrimination
- Agency Policy for Screening of Staff and Volunteers for Child Abuse and Neglect
- Agency Statement of Confidentiality
- Memorandums of Understanding (not currently needed for Contingency Funds Request)

Printed Name - Agency Executive Director/President/CEO

Date

Signature - Agency Executive Director/President/CEO

Date

Printed Name - Agency Board Chair

Date

Signature - Agency Board Chair

Date

ATTACHMENT E

(Please complete and return with Proposal Response)

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR
CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

USER NAME PASSWORD

[Forgot Username?](#) [Forgot Password?](#)

[Create an Account](#)

Entity Dashboard

Child Abuse & Neglect Emergency Shelter, Inc.
 DUNS: 618072441 CAGE Code: 4C6B4
 Status: Active

1611 TOWNE DR
 COLUMBIA, MO, 65202-2339 ,
 UNITED STATES

Expiration Date: 02/26/2015

Purpose of Registration: Federal Assistance Awards Only

[Entity Overview](#)

[Entity Record](#)

[Core Data](#)

[Assertions](#)

[Reps & Certs](#)

[POCs](#)

[Reports](#)

[Service Contract Report](#)

[BioPreferred Report](#)

[Exclusions](#)

[Active Exclusions](#)

[Inactive Exclusions](#)

[Excluded Family Members](#)

[RETURN TO SEARCH](#)

Entity Overview

Entity Information

Name: Child Abuse & Neglect Emergency Shelter, Inc.
Doing Business As: Rainbow House
Business Type: Business or Organization
POC Name: Wendy Crane
Registration Status: Active
Activation Date: 02/28/2014
Expiration Date: 02/26/2015

Exclusions

Active Exclusion Records? No

SAM | System for Award Management 1.0

IBM v1.P.23.20141126-1047

WWW4

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





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/07/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Insurance Group, Inc. 200 East Southampton Drive Columbia, MO 65203 Charles W. Digges, Jr., CIC	CONTACT NAME: Bridgette Bigelow PHONE (A/C, No, Ext): 573-875-4800 E-MAIL ADDRESS: bbigelow@theinsurancegrp.com	FAX (A/C, No): 573-875-4514
	INSURER(S) AFFORDING COVERAGE	
INSURED Child Abuse & Neglect Emergency Shelter, Inc. DBA The Rainbow House 1611 Towne Drive Columbia, MO 65202	INSURER A: Philadelphia Insurance Co.	
	INSURER B: Missouri Employers Mutual Ins	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		PHPK1204312	07/26/2014	07/26/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 3,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PHPK1204312	07/26/2014	07/26/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10000		PHUB467350	07/26/2014	07/26/2015	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	MEM102353406	07/11/2014	07/11/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is named as Additional Insured on the General Liability with a Waiver of Subrogation.

CERTIFICATE HOLDER

CANCELLATION

County of Boone - Missouri
 613 E. Ash, Room 110
 Columbia, MO 65201

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Bridgette Bigelow

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24 -2015

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 15

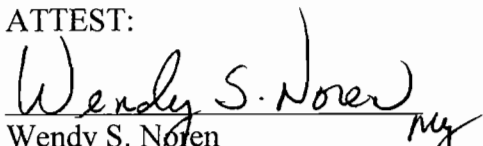
In the County Commission of said county, on the 22nd day of January 20 15

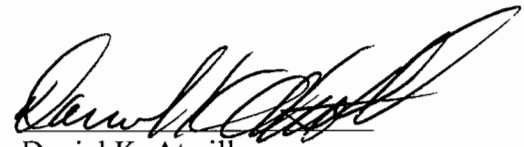
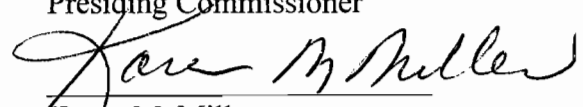
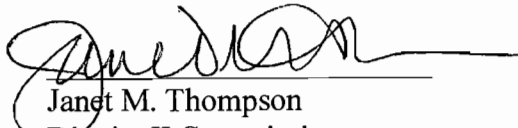
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the utilization of the Missouri Department of Transportation Cooperative Contract 3-140926TV – Light Duty Vehicles with Joe Machens Ford, Inc. of Columbia, MO to purchase one (1) Ford F150 4x4 Crew Cab Pickup Truck. The terms of the Cooperative Contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commission is hereby authorized to sign said Purchase Agreement.

Done this 22nd day of January, 2015.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
District I Commissioner

Janet M. Thompson
District II Commissioner

24-2015

Boone County Purchasing

Melinda Bobbitt, CPPO
Director of Purchasing



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

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPB
DATE: January 13, 2015
RE: Cooperative Contract: 3-140926TV – Ford F150 4X4 Crew Cab Pickup
Truck for Sheriff Department

Purchasing and the Sheriff Department request permission to utilize the Missouri Department of Transportation cooperative contract *3-140926TV – Light Duty Vehicles* with Joe Machens Ford, Inc. of Columbia, Missouri to purchase one (1) Ford F150 4x4 Crew Cab Pickup Truck.

Total cost of contract is \$31,684.00 and will be paid from department 2901 – Sheriff Operations LE Sales Tax, account 92400 – Replacement Auto / Trucks. \$211,906 was budgeted for vehicles.

cc: Chard Martin, Sheriff Dept.
Contract File

PURCHASE AGREEMENT
FOR
(1) New 2015 Ford F150 4x4 Crew Cab Pickup Truck
for the Boone County Sheriff Department

THIS AGREEMENT dated the 21st day of January 2015 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Joe Machens Ford, Inc.** herein "Vendor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for one (1) new 2015 Ford F150 4x4 Crew Cab Pickup Truck in compliance with all bid specifications and any addendum issued for the Missouri Department of Transportation Contract **3-140926TV**, quote dated January 1, 2015, Kelly Sells e-mail, and Boone County Standard Terms and Conditions. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Missouri Department of Transportation Contract **3-140926TV** and Boone County Standard Terms and Conditions shall prevail and control over the vendor's bid response.

2. **Purchase** - The County agrees to purchase from the Vendor and the Vendor agrees to supply the County with the following:

	<u>Unit Price</u>
2015 Ford F150 4x4 Crew Cab Pickup Truck (W1E)	\$24,628.00
<u>Optional Equipment from Contract 3-140926TV</u>	
99F/10D.1 – 5.0L V8 Engine	\$1,360.00
XL6/10K– 3.73 Limited Slip (Electronic Locking Rear Differential)	\$486.00
157/10I – Long Bed (6.5')	\$264.00
53A/10A – Tow Package	\$422.00
67T/10B – Trailer Brake Controller	\$234.00
18B/10G – Black Platform Running Boards (Full Length)	\$214.00
T7C/10M – 10 Ply Tires	\$0.00
<u>Optional Equipment included on quote dated January 1, 2015</u>	
XLT/301A – XLT Trim, 301A Package	\$3,735.00
76R – Reverse Sensing	\$234.00
UG – Cloth 40/Console/40 Seat	\$107.00
TOTAL	\$31,684.00

Exterior Color: Blue Jeans Metallic
Interior Color: Grey

24-2015

Equipment Included with Base Price: Crew Cab, 4 Wheel Drive, Automatic Transmission 6 Speed, Air Conditioning, LH & RH Manual Mirrors, Plus Spare Tire, Standard GVWR, 4 wheels brakes-ABS, Cruise Control and Tilt, Vinyl Flooring, 3 Sets of Keys

3. **Delivery** - Vendor agrees to deliver vehicle as set forth in the bid documents and within 16 weeks after receipt of order. Delivery shall be to Boone County Sheriff Department, Attn: Chad Martin, 2121 County Drive, Columbia, MO 65202.

4. **Title** - Title in the name of: Boone County Sheriff Department. Address: 613 E. Ash Street, Room 110, Columbia, MO 65201.

5. **Billing and Payment** - All billing shall be invoiced to the Boone County Sheriff Department, Attn: Leasa Quick, 2121 County Drive, Columbia, MO 65202 and billings may only include the prices listed herein. No additional fees for paper work processing, labor, or taxes shall be included as additional charges. The County agrees to pay all invoices within thirty days of receipt. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Vendor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

6. **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.

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.

JOE MACHENS FORD, INC.

by *Kelly Sells*
title *Fleet Manager*

BOONE COUNTY, MISSOURI

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

APPROVED AS TO FORM:

J. Boese
County Counselor

ATTEST:

Wendy S. Noren
Wendy S. Noren, County Clerk

STANDARD CONTRACT TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Prices shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
4. When products or materials of any particular producer or manufacturer are mentioned in our contracts, 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 billing, as law exempts the County from them.
6. The delivery date shall be stated in definite terms.
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 Contractor responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Contractor from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. 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.
12. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
13. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.

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

Melinda Bobbitt - RE: F150 for Boone County

From: "Kelly Sells" <ksells@machens.com>
To: "Melinda Bobbitt" <MBobbitt@boonecountymo.org>
Date: 1/7/2015 10:55 AM
Subject: RE: F150 for Boone County

Melinda,

The system says 12-16 weeks from order date. FYI...Wednesdays are the best ordering days!

Thank you.

Kelly Sells

Joe Machens Ford
Fleet Manager
1-800-745-4454

From: Melinda Bobbitt [mailto:MBobbitt@boonecountymo.org]
Sent: Wednesday, January 07, 2015 10:51 AM
To: Kelly Sells
Subject: RE: F150 for Boone County

Kelly,

How many days before we receive the vehicle after you receive our Purchase Order?

Thanks,
Melinda

>>> "Kelly Sells" <ksells@machens.com> 1/7/2015 10:49 AM >>>

Hi Melinda!

Yes, your correct, those are not on the contract.

Thank you.

Kelly Sells

Joe Machens Ford
Fleet Manager
1-800-745-4454

From: Melinda Bobbitt [<mailto:MBobbitt@boonecountymo.org>]
Sent: Wednesday, January 07, 2015 10:43 AM
To: ksells@machens.com
Cc: Chad Martin
Subject: F150 for Boone County

Kelly,

I'm working on the contract for the F150 for the Boone County Sheriff. I'm matching up your quote to the MODOT contract (see attached). I see that you gave us a better price for Option 10B - Trailer Brake Controller (\$234 vs. \$656)

For the following options, are these add-ons that are not on contract? Or is there a page of the contract that I'm missing?

\$3,735 - XLT/301A
\$234 - 76R
\$107 - UG

Thanks
Melinda

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
Boone County Purchasing
Annex Building
613 E. Ash St., Room 110
Columbia, MO 65201
Telephone: (573) 886-4391
Fax: (573) 886-4390
Email: mbobbitt@boonecountymo.org

For all the latest news from Boone County Government, subscribe to the Boone County News Listserv at WWW.SHOWMEBOONE.COM!

>>> <JBCanoniR5051@boonecountymo.org> 1/7/2015 10:36 AM >>>



Missouri Department of Transportation
Bid Tabulation of Request 3-140926TV Light Duty Vehicles
Multiple Award
ALL VENDORS ALLOW COOP PURCHASES

VENDOR INFORMATION

Name: Blue Springs Ford
Contact name: Mike Hilker
Address Line: 3200 S. Outer Road
Address Line: Blue Springs, MO 64015
Telephone #: 816-229-4400
Cellular Phone #: 816-896-1474
Email address: mhilker@bluespringsford.com

Name: Broadway Ford Truck Sales
Contact name: Terry Wojtowicz
Address Line: 1506 South 7th Street
Address Line: St. Louis, MO 63104
Telephone #: 314-206-3330
Cellular Phone #: 314-412-9140
Email address: twojtowicz@broadwaytruck.com

Name: Cable Dahmer Chevrolet, Inc.
Contact name: Bob James
Address Line: 1834 S. Noland Road
Address Line: Independence, MO 64055
Telephone #: 816-521-7589
Cellular Phone #: 816-835-0472
Email address: bjames@cabledahmer.com

Name: Capitol Chrysler Dodge Jeep Ram
Contact name: Jerry Dunn
Address Line: 3201 Missouri Blvd.
Address Line: Jefferson City, MO 65109
Telephone #: 573-893-5000
Cellular Phone #: 573-301-2245
Email address: jdunn@capitolcitycars.com

Name: Dave Sinclair Ford Inc.
Contact name: Les Williams
Address Line: 7466 S. Lindbergh
Address Line: St. Louis, MO 63125
Telephone #: 314-892-2600
Cellular Phone #: 314-540-5266
Email address: lwilliams@davesinclair.com

Name: Don Brown Chevrolet
Contact name: Dave Helterbrand
Address Line: 2244 S. Kingshighway
Address Line: St. Louis, MO 63110
Telephone #: 314-772-1400
Cellular Phone #: 314-333-6155
Email address: dave@donbrownchevrolet.com

Name: Gem City Ford
Contact name: Brian Frye
Address Line: 5101 Broadway
Address Line: Quincy, IL 62301
Telephone #: 800-647-5475
Cellular Phone #: 217-440-3266
Email address: bfrye@gemcityford.com

Name: Joe Machens Capital City Ford
Contact name: Mike Rogers
Address Line: 807 Southwest Blvd
Address Line: Jefferson City, MO 65109
Telephone #: 573-634-4444
Cellular Phone #: 573-694-1823
Email address: mrogers@machens.com

Name: Joe Machens Ford, Inc.
Contact name: Kelly Sells
Address Line: 1911 West Worley
Address Line: Columbia, MO 65203
Telephone #: 573-445-4411, ext. 119
Cellular Phone #: NA
Email address: ksells@machens.com

Name: Lou Fusz Chevrolet
Contact name: Brad Matheney
Address Line: 5120 N. Service Rd.
Address Line: St. Peter, MO 63376
Telephone #: 314-595-2780
Cellular Phone #: 314-565-0112
Email address: bradmatheney@fusz.com

Name: Lou Fusz Ford
Contact name: Andy Eldridge
Address Line: #2 Caprice Drive
Address Line: Chesterfield, MO 63005
Telephone #: 636-532-9955
Cellular Phone #: 314-662-0055
Email address: andyeldridge@fusz.com

Name: Lou Fusz GMC
Contact name: Brad Matheney
Address Line: 10950 Page Avenue
Address Line: St. Louis, MO 63132
Telephone #: 314-595-2780
Cellular Phone #: 314-565-0112
Email address: bradmatheney@fusz.com

Name: Midway Ford Truck Center, Inc.
Contact name: Kyle C. Mead
Address Line: 7601 NE 38th Street
Address Line: Kansas City, MO 64161
Telephone #: 816-455-3000
Cellular Phone #: 913-669-1987
Email address: kyle.mead@midwaytrucks.com

Name: Putnam Chevrolet
Contact name: Mike Nichols
Address Line: 500 W. Buchanan, P.O. Box 168
Address Line: California, MO 65018
Telephone #: 573-796-2131
Cellular Phone #: 573-301-2854
Email address: mike@putnamchevrolet.com



Missouri Department of Transportation
Bid Tabulation of Request 3-140926TV Light Duty Vehicles

% Discount off MSRP for all Data Book or Pricing Guide Options

Vendor	% MSRP Discount
Blue Springs Ford	10%
Broadway Ford Truck Sales	12%
Cable Dahmer Chevrolet, Inc.	0%
Capitol Chrysler Dodge Jeep Ram	5%
Dave Sinclair Ford, Inc.	10%
Don Brown Chevrolet	10%
Gem City Ford	5%
Joe Machens Capital City Ford	10%
Joe Machens Ford	10%
Lou Fusz Chevrolet	0%
Lou Fusz Ford	5%
Lou Fusz GMC	0%
Midway Ford Truck Center, Inc.	5%
Republic Ford, Inc.	NONE
Roberts Chevrolet, Inc.	10%
Putnam Chevrolet	10%
Shawnee Mission Ford, Inc.	10%

Manufacturer's Factory Warranties:

Dodge/Chrysler/Jeep: 3 Year/36,000 Mile Bumper to Bumper and 5 Year/100,000 Mile Powertrain
Chevrolet/GMC: 3 Year/36,000 Mile Bumper to Bumper and 5 Year/100,000 Mile Powertrain Warranty
Ford: 3 Year/36,000 Mile Bumper to Bumper and 5 Year/60,000 Mile Powertrain Warranty



Missouri Department of Transportation
Bid Tabulation of Request 3-140926TV Light Duty Vehicles
Multiple Award

**See each Bid Tab Item Page to see what options apply to that item.

ITEM # 10 - New standard equipped 2015 Half-Ton 4 x 4 Crew Cab Pickup Truck

All units must contain the following options:

1. Standard minimum V6 gas engine (Liters _____ Horsepower _____)
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. Automatic transmission (Speeds _____)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires: (4) manufacturer's standard all season, plus full size spare and wheel (Size) _____
7. Rubber flooring
8. Minimum GVWR 6,000 lbs.
9. Short Bed – 5 ½ ft.
10. Brakes, 4-wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Vinyl seats
13. 3 sets of keys

Optional Equipment

- Option 10A: Towing Package: Manufacturer's Standard to include heavy duty engine oil, and transmission cooling systems, Class III frame hitch / receiver and 7 pin trailer wiring connection**
- Option 10B: Factory installed Integrated Brake Control**
- Option 10C: Exterior color to be Federal Standard #595B "Highway Yellow"**
- Option 10D: Alternate larger V8 gasoline engine**
- Option 10E: Alternate diesel engine**
- Option 10F: Optional CNG/LP Package**
- Option 10G: 2 Full-length cab steps or running boards (One on Drivers Side, one on Passenger side)**
- Option 10H: Power Window and Door locks**
- Option 10I: Long Bed in lieu of the 5' 6" Bed**
- Option 10J: Optional Rear Axle Ratio**
- Option 10K: Limited Slip Rear Axle.**
- Option 10L: LT. 6 ply. tires in lieu of 4 ply. standard tires**
- Option 10M: 10 ply tires in lieu of 4 ply standard tires**
- Option 10N: Trailer type exterior mirrors in lieu of standard**
- Option 10O: Bluetooth Capability**

JOE MACHENS FORD LINCOLN

1911 W. Worley • Columbia, MO 65203 • (573) 445-4411 • (800) 745-4454 • www.machens.com

January 1, 2015

Contract # 3-140926TV

Boone County Sheriff's Department

Subject: Joe Machens Proposal on a 2015 Ford F150 Crew Cab 4x4, Item 10

To: Whom it May Concern;

As per the requested quote on a 2015 Ford F150, Joe Machens Ford proposes the following. This Ford F150 includes the factory standard options. This proposed unit also has the standard options from the state contract and others as noted below.

Item #10, Included Equipment

\$24,628 – W1E – 2015 Ford F150, XL Trim
Crew Cab
4 Wheel Drive
3.5L V6 Engine
Standard Rear Axle
Automatic Transmission 6 speed
Air Conditioning
LH & RH Manual Mirrors

All Season Tires plus spare
Standard GVWR
4 wheels brakes – ABS
Cruise control and Tilt
Vinyl Flooring
Vinyl Seats 40/20/40
Short Bed (5.5')
3 Sets of Keys

Optional equipment from state contract (Price – Dealer/Item Code – Option):

\$3,735 – XLT/301A – XLT Trim, 301A package
\$1,360 – 99F/10D.1 – 5.0L V8 Engine
\$486 – XL6/10K – 3.73 Limited Slip (Electronic Locking Rear Differential)
\$264 – 157/10I – Long Bed (6.5')
\$422 – 53A/10A – Tow Package
\$234 – 67T/10B – Trailer Brake Controller
\$214 – 18B/10G – Black Platform Running Boards (Full Length)
\$234 – 76R – Reverse Sensing
\$107 – UG – Cloth 40/Console/40 Seat
\$0 – T7C/10M – 10 Ply Tires
\$0 – Exterior Color – Blue Jeans Metallic
\$0 – Interior Color – Grey

Total
\$31,684

Joe Machens Ford appreciates your business and we look forward to servicing your needs in the future. Any questions should be directed to Kelly Sells, Fleet Department Manager.

Thanks,



Kelly Sells
Fleet Manager
Joe Machens Ford
573-445-4411
ksells@machens.com





ITEM # 10 - New standard equipped 2015 Half-Ton 4 x 4 Crew Cab Pickup Truck
Options A.O apply. See Options Tab for details.

Missouri Department of Transportation
Bid Evaluation of Request 3-140281V Light Duty Vehicles
Multiple Awards

VEHICLE	Base Pricing Ford Sales	Base Pricing Ford Truck Sales	Drive Shaft/4x4	Open City Ford Lease	Job Months - Capital City	Job Months Ford - Capital City	Lease Price Ford	Monthly Ford Truck Capital, Inc.	Repairs Ford, Inc.	Alternative Vehicle Ford
MAZDA/BUICK	FORD F-150 XL	FORD F-150	FORD F-150	FORD F-150 XL	FORD F-150	FORD F-150	FORD F-150	FORD F-150	FORD F-150	FORD F-150
QMW	6,150	7,050	6,350	6,350	6,350	6,350	6,350	6,350	6,350	6,350
4x4 STD CITY/INVT	TBD	16,722	TBD	TBD	TBD	TBD	N/A	N/A	TBD	TBD
FUEL CAP	23	23	23	23	23	23	N/A	23	23	23
GL CAP	6	6.2	6	7	6	7.7	N/A	7	TBD	6
4x4 Complete	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Base Price CITY/INVT	TBD	11,115	TBD	TBD	TBD	TBD	N/A	N/A	TBD	TBD
BASE PRICE	\$24,761	\$25,443	\$24,866	\$24,866	\$24,676	\$24,629	\$25,079	\$25,735.66	\$25,239	\$24,726
OPTION 1A Towing Pkg.	\$445	\$422	\$422	\$422	\$422	\$422	\$495	\$470.25	\$422	\$422
OPTION 1B Integrated Brake Control	\$247	\$234	\$234	\$234	\$234	\$234	\$275	\$261.25	\$234	\$234
OPTION 1C EBC Control "Highway Vehicle"	\$655	\$597	\$596	\$596	N/A	\$696	\$683	\$1,000	\$690	\$650
OPTION 1D All-terrain tires with wheel covers	\$1,435	\$1,360	\$1,360	\$1,360	\$1,360	\$1,360	\$1,565	\$1,565	\$1,360	\$1,360
OPTION 1E All-terrain tires	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
OPTION 1F Optional 4x4 Crew Cab	N/A	N/A	N/A	NO BID	N/A	CALL VENDOR	\$11,545	N/A	N/A	N/A
OPTION 1G Cab Seater Floor Boards	\$275	\$214	\$214	\$214	\$214	\$214	\$250	\$470.25	\$214	\$214
OPTION 1H Power Windows/Locks	\$1,153	\$827	\$996	\$996	\$996	\$996	\$1,170	\$1,111.25	\$996	\$996
OPTION 1I Short Bed in Bed 4' Bed	N/A	\$1,633	\$1,540	\$1,540	\$1,540	\$264	\$1,100	\$1,700	\$1,540	\$1,540
OPTION 1J Ox. Rear Axle Ratio	\$423	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
OPTION 1K Limited Slip Rear Axle	N/A	\$466	\$466	\$466	\$809 / \$2,183	\$466	\$420	\$570	\$466	\$466
OPTION 1L LT 4 Ply tires in bed 4' Ply	N/A	10-Ply STANDARD	N/A	AVAILABLE UPON REQUEST	\$100	N/A	N/A	N/A	N/A	N/A
OPTION 1M % Ply tires in bed 4' Ply	N/C	10-Ply STANDARD	N/C	AVAILABLE UPON REQUEST	\$100	N/C	N/C	N/A	N/A	N/C
OPTION 1N Rear 17" x 7" steel wheels	\$61	\$755	\$777 / \$496	AVAILABLE	\$1,659 / \$3,296	\$499 / \$1,936	\$90	\$370	N/A	\$777 / \$466
OPTION 1O Bluelight Capability	\$376	\$358	\$358	\$358	\$358	\$358	\$420	\$399	\$358	\$359
	90-120	90-120	90	120-130	6-12 WKS	PLEASE CALL - TBD	90-120	N/A	90-120	90-120

BID FORM

MAILING ADDRESS:
MISSOURI DEPARTMENT OF TRANSPORTATION
GENERAL SERVICES, P.O. BOX 270
JEFFERSON CITY, MO 65102

REQUEST NO.	3-140926TV
DATE	September 5, 2014

SEALED BIDS, SUBJECT TO THE ATTACHED CONDITIONS WILL BE RECEIVED AT THIS OFFICE UNTIL

2:00 pm., Local Time, September 26, 2014

AND THEN PUBLICLY OPENED AND READ FOR FURNISHING THE FOLLOWING EQUIPMENT.

BIDS TO BE BASED F.O.B. MISSOURI DEPARTMENT OF TRANSPORTATION

Submit net bid as cash discount stipulations will not be considered

Various End User Delivery Locations

DEFINITE DELIVERY DATE SHOULD BE SHOWN. THE BIDDER MUST SIGN AND RETURN BEFORE DATE AND TIME SET FOR OPENING.

BUYER: Tom Veasman
BUYER EMAIL:
tom.veasman@modot.mo.gov

BUYER TELEPHONE: 573-522-4404

LIGHT DUTY VEHICLES

This Request For Bid seeks bids from qualified organizations to provide vehicles in accordance with the following pages. MoDOT will receive bids at the following mailing address: P.O. Box 270, Jefferson City, MO 65102-0270, or hand-delivered in a sealed envelope to the following **physical address: General Services Procurement at 830 MoDOT Drive, Jefferson City, MO 65109** until 2:00 p.m., September 26, 2014. Bid forms and information may be obtained by contacting Tom Veasman at 573-522-4404, tom.veasman@modot.mo.gov, or electronically download them at: <http://www.modot.org/business/surplus/Fleet%20Buyers%20Web%20Page/LightDutyVehicles.htm>

Components of Agreement: The Agreement between MHTC and the successful Bidder(s) shall consist of: the RFB and any written amendments thereto, the "Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions" that are attached to this RFB and the bid submitted by the Bidder in response to the RFB. However, MHTC reserves the right to clarify any relationship in writing and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFB or the Bidder's bid. The Bidder is cautioned that its bid shall be subject to acceptance by MHTC without further clarification.

Return sealed bid to the address shown at the top of this page to the attention of the buyer. Submission of bids to the above mailing address must go through MoDOT's mail room and will require additional time to arrive at 830 MoDOT Drive.

(SEE ATTACHED FOR TERMS, CONDITIONS, AND INSTRUCTIONS)

In compliance with the above Request For Bid, and subject to all conditions thereof, the undersigned bidder agrees to furnish and deliver any or all the items on which prices were bid within the timeframe specified herein, after receipt of formal purchase order.

Date: _____
Telephone No.: _____
Fax No.: _____
Federal I.D. No. _____
Email Address: _____

Firm Name: _____
Address: _____
By (Signature): _____
Type/Print Name _____

Is your firm MBE certified? Yes No

Title:
Is your firm WBE certified? Yes No

1. INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction:

- 1.1.1 This Request for Bid (RFB) seeks bids from qualified organizations to provide light duty vehicles for the locations in the State of Missouri (See Section 2.3.2) through the end of the 2015 model year, to the Missouri Highways and Transportation Commission (MHTC) and Missouri Department of Transportation (MoDOT). Each bid must be in a sealed envelope, be mailed or delivered by courier to the RFB Coordinator at the below listed address, on or before the date and time listed herein for receipt of bids/proposals. All questions regarding the RFB shall be submitted to the RFB Coordinator. **Bids must be returned to the office of the RFB Coordinator no later than 2:00 p.m. Local Time, September 26, 2014.**

RFB COORDINATOR:

Tom Veasman, Senior General Services Specialist

MAILING ADDRESS:

**Missouri Department of Transportation
P. O. Box 270
Jefferson City, MO 65102
Attn: Tom Veasman**

PHYSICAL ADDRESS:

**Missouri Department of Transportation
General Services Division
830 MoDOT Drive
Jefferson City, MO 65109**

Note that submission of bids to the above **mailing address** must go through MoDOT's mail room and will require additional time to arrive at 830 MoDOT Drive.

PHONE: 573-522-4404

FAX: 573-526-6948

1.2 General Information:

- 1.2.1 This document constitutes an invitation for competitive, sealed bids for the procurement of light duty vehicles as set forth herein.
- 1.2.2 Organization: This RFB is divided into the following parts:
- 1) Introduction and General Information
 - 2) Scope of Work
 - 3) Bid Submission
 - 4) Pricing Page(s)
 - 5) Vendor Information and Preference Certification Form
 - 6) Notice Of Cooperative Purchasing
 - 7) Anti-Collusion Statement
 - 8) Terms and Conditions

2. SCOPE OF WORK

2.1 General Requirements:

- 2.1.1 The contractor shall provide light duty vehicles on an as needed, if needed basis for the MHTC and MoDOT, in accordance with the provisions and requirements stated herein.
- 2.1.2 The contractor shall provide all deliverables/services to the sole satisfaction of MoDOT.
- 2.1.3 MoDOT reserves the right to obtain "like or similar" products as specified herein from other manufacturers, exclusive of the contract, when use of such products is deemed in the best interest of MoDOT.
- 2.1.4 Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to provide the deliverables/services required herein.
- 2.1.5 MoDOT reserves the right to reject any or all bids, and to accept or reject any items thereon, and to waive technicalities. In case of error in the extension of prices in the bid/quote/proposal, unit prices will govern.
- 2.1.6 This work is to be performed under the general supervision and direction of MoDOT and, if awarded any portion of the work, the Contractor agrees to furnish at his own expense all labor and equipment required to complete the work, it being expressly understood that this solicitation is for completed work based upon the price(s) specified and is not a solicitation for rental of equipment or employment of labor by MoDOT, and MoDOT is to have no direction or control over the employees used by the Contractor in performance of the work.

2.2 Required Specifications:

All materials, equipment, and/or services bid upon must comply with the included MoDOT specifications and any other provisions outlined in the solicitation documents.

2.3 Delivery Requirements:

2.3.1 The following delivery requirements shall apply:

- a. Unless otherwise specified on the solicitation documents or purchase order, suppliers shall give at least 24 hours advance notice of each delivery. Delivery will only be received between the hours of 8:00 a.m. to 3:00 p.m., Monday through Friday. No vehicles will be received on Saturday, Sunday or state holidays.
- b. If the prices bid herein include the delivery cost of the material, the Contractor agrees to pay all transportation charges on the material as FOB - Destination. Freight costs must be included in the unit price bid and not listed as a separate line item.
- c. Any demurrage is to be paid by the Contractor direct to the railroad or carrier.

2.3.2 The contractor shall deliver the products specified herein to the following MoDOT locations:

- a. St. Joseph, Missouri 64502
- b. Macon, Missouri 63552
- c. Hannibal, Missouri 63401
- d. Lee's Summit, Missouri 64064-8002
- e. Jefferson City, Missouri 65102
- f. Chesterfield, Missouri 63017-5712
- g. Joplin, Missouri 64802
- h. Springfield, Missouri 65801
- i. Willow Springs, Missouri 65793
- j. Sikeston, Missouri 63801

2.4 Contract/Purchase Order:

2.4.1 The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the Contractor and the duly authorized representative of the MHTC, by a modified purchase order prior to the effective date of such modification. The Contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification

2.5 Invoicing and Payment Requirements:

2.5.1 The contractor shall submit an itemized invoice to the applicable requesting address for the completion of deliverables, as specified herein.

2.5.2 Each invoice should be itemized in accordance with items listed on the purchase order and/or contract. The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted must reference the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.

2.5.3 The contractor shall be paid in accordance with the firm, fixed prices stated on the pricing page of this document after completion of deliverables specified herein and acceptance by MoDOT.

2.5.4 Other than the payment specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever.

2.5.5 Unless otherwise provided for in the solicitation documents, payment for all equipment, supplies, and/or services required herein shall be made in arrears. The MHTC shall not make any advance deposits.

2.5.6 The MHTC assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any authorized quantity is subject to the MHTC's rejection and shall be returned at the contractor's expense.

2.5.7 The MHTC reserves the right to purchase goods and services using the state-purchasing card.

2.6 Other Contractual Requirements:

2.6.1 Contract Period - The contract shall commence from the date of award until the end of the model year with up to two (2) one-year renewal option periods, or any portion therein. If the option for renewal is exercised by MoDOT, the contractor shall agree to all terms and conditions of the RFB and all subsequent amendments. Renewal options are at the sole discretion of MoDOT.

2.6.2 Escalation Clause - In the event the contractor requests a price increase during the contract period, either the original contract period or any contract renewal period, the contractor must provide a written request and documentation justifying the need for a price increase, and the amount of such price increase. MoDOT will review the contractor's written request and documentation, and decide if a price increase is to be granted at that particular time. The contractor shall understand and agree that MoDOT's decision shall be final and without recourse. No price increase shall be granted during the first 3 months of the original contract period, or if applicable, first 3 months of a contract renewal period.

2.6.3 Inspection and Acceptance: MoDOT reserves the right to inspect the material at the point of manufacture, intermediate storage point, or at a destination which shall be at the discretion of MoDOT.

- a. No equipment, supplies, and/or services received by MoDOT pursuant to a contract shall be deemed accepted until MoDOT has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. The MHTC reserves the right to return any such rejected shipment at the Contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The MHTC's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the MHTC may have.

2.6.4 Net Delivered Price - the unit(s) shall be delivered complete and ready for use to the delivery destinations.

3. BID SUBMISSION

3.1 Bid Submission Information:

- 3.1.1 All bids must be received in a sealed envelope/package clearly marked “**3-140926TV Light Duty Vehicles**”.
- 3.1.2 All bids must be received at the office of the RFB Coordinator as outlined in Section 1. “INTRODUCTION AND GENERAL INFORMATION”.
- 3.1.3 The bidder may withdraw, modify or correct his/her bid after it has been deposited with MoDOT provided such request is submitted in writing and received at the location designated for the bid opening prior to the date and time specified for opening bids. Such a request received as specified will be attached to the bid and the bid will be considered to have been modified accordingly. No bid may be modified after the date and time specified for the opening of bids.
- 3.1.4 Open Competition / Request For Bid Document:
- a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise MoDOT if any language, specifications or requirements of an RFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from MoDOT, unless the RFB specifically refers the bidder to another contact. Such communication should be received at least three (3) working days prior to the official bid opening date.
 - b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the RFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the RFB, any questions received less than three (3) working days prior to the RFB opening date may not be answered.
 - c. Bidders are cautioned that the only official position of the MoDOT is that which is issued by MoDOT in the RFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
 - d. MoDOT monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- 3.1.5 Bid Review: Bids will be reviewed to determine if the bid complies with the mandatory requirements, and to determine the lowest and best bid.
- 3.1.6 Contract Award: This is a Multiple Award bid and there will be no 'one' bidder awarded each item within this bid. Each individual delivery destination will have sole responsibility for the discretion of all purchasing decisions. Criteria used to determine purchasing decisions are price, location of servicing dealers, past performance of servicing dealers, and past performance of different makes and models.
- a. Notification of award shall be at the time the tabulation is posted to the Internet. It is the sole responsibility for all bidders to check the website for bid results.

ITEM # 1 - New standard equipped 2015 Compact 4 X 2 Extended Cab

ACCEPTABLE MAKES AND MODELS:

Chevrolet Colorado / GMC Canyon

All units must contain the following options:

1. Standard 2.5 Liter minimum gasoline engine (Size _____ Horsepower _____)
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. Automatic transmission (Speeds ____)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires: (4) manufacturer's standard all season, plus compact spare wheel and tire (Size _____)
7. Rubber flooring
8. Minimum 5,400 lbs. GVWR
9. Bed: Minimum 6 Feet
10. Brakes, 4 wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Cloth seats
13. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 1

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

Option 1A. Towing Package: Manufacturer's Standard to include frame hitch / receiver and 7 pin trailer wiring connection

EACH \$ _____

Option 1B. Exterior color to be Federal Standard #595B "Highway Yellow"

EACH \$ _____

Option 1C. Alternate V6 Gas Engine (state size and horsepower) E-85 compatible? _____

EACH \$ _____ SIZE _____ HORSEPOWER _____

Option 1D. 2 Full-length factory cab steps or running boards (One on Drivers Side, one on Passenger side)

SET \$ _____

Option 1E. Power Windows and Door Locks

EACH \$ _____

OPTIONAL EQUIPMENT PRICES, Item # 1 continued

- Option 1F. Optional Rear Axle Ratio Axle Ratio _____**
EACH \$ _____
- Option 1G. Limited Slip Rear Axle Axle Ratio _____**
EACH \$ _____
- Option 1H. LT. 6 ply tires in lieu of 4 ply standard tires Size _____**
EACH \$ _____
- Option 1I. Bluetooth Capability**
EACH \$ _____

Please submit a complete parts list with detailed pricing information for each make/model your company would be willing to provide. Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 2 - New standard equipped 2015 Compact 4 X 2 Crew Cab

ACCEPTABLE MAKES AND MODELS:

Chevrolet Colorado / GMC Canyon

All units must contain the following options:

1. Standard 2.5 Liter minimum gasoline engine (Size _____ Horsepower _____)
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. Automatic transmission (Speeds _____)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires: (4) manufacturer's standard all season, plus compact spare wheel and tire (Size) _____
7. Rubber flooring
8. Minimum 5,500 lbs. GVWR
9. Bed: Minimum 6 Feet
10. Brakes, 4 wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Cloth seats
13. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 2

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

Option 2A. Towing Package: Manufacturer's Standard to include frame hitch / receiver and 7 pin trailer wiring connection

EACH \$ _____

Option 2B. Exterior color to be Federal Standard #595B "Highway Yellow"

EACH \$ _____

Option 2C. Alternate V6 Gas Engine (state size and horsepower) E-85 compatible? _____

EACH \$ _____ SIZE _____ HORSEPOWER _____

Option 2D. 2 Full-length factory cab steps or running boards (One on Drivers Side, one on Passenger side)

SET \$ _____

Option 2E. Power Windows and Door Locks

EACH \$ _____

OPTIONAL EQUIPMENT PRICES, Item # 2 continued

- Option 2F. Optional Rear Axle Ratio Axle Ratio _____**
EACH \$ _____
- Option 2G. Limited Slip Rear Axle Axle Ratio _____**
EACH \$ _____
- Option 2H. LT. 6 ply tires in lieu of 4 ply standard tires Size _____**
EACH \$ _____
- Option 2I. Bluetooth Capability**
EACH \$ _____

Please submit a complete parts list with detailed pricing information for each make/model your company would be willing to provide. Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 3 - New standard equipped 2015 Compact 4 X 4 Extended Cab

ACCEPTABLE MAKES AND MODELS:

Chevrolet Colorado / GMC Canyon

All units must contain the following options:

1. Standard 2.5 Liter minimum gasoline engine (Size _____ Horsepower _____)
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. Automatic transmission (Speeds _____)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires: (4) manufacturer's standard all season, plus compact spare wheel and tire (Size) _____
7. Rubber flooring
8. Minimum 5,700 lbs. GVWR
9. Bed: Minimum 6 Feet
10. Brakes, 4 wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Cloth seats
13. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 3

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

Option 3A. Towing Package: Manufacturer's Standard to include frame hitch / receiver and 7 pin trailer wiring connection

EACH \$ _____

Option 3B. Exterior color to be Federal Standard #595B "Highway Yellow"

EACH \$ _____

Option 3C. Alternate V6 Gas Engine (state size and horsepower) E-85 compatible? _____

EACH \$ _____ SIZE _____ HORSEPOWER _____

Option 3D. 2 Full-length factory cab steps or running boards (One on Drivers Side, one on Passenger side)

SET \$ _____

Option 3E. Power Windows and Door Locks

EACH \$ _____

OPTIONAL EQUIPMENT PRICES, Item # 3 continued

- Option 3F. Optional Rear Axle Ratio Axle Ratio _____**
EACH \$ _____
- Option 3G. Limited Slip Rear Axle Axle Ratio _____**
EACH \$ _____
- Option 3H. LT. 6 ply tires in lieu of 4 ply standard tires Size _____**
EACH \$ _____
- Option 3I. Bluetooth Capability**
EACH \$ _____

Please submit a complete parts list with detailed pricing information for each make/model your company would be willing to provide. Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 4 - New standard equipped 2015 Compact 4 X 4 Crew Cab

ACCEPTABLE MAKES AND MODELS:

Chevrolet Colorado / GMC Canyon

All units must contain the following options:

1. Standard 2.5 Liter minimum gasoline engine (Size _____ Horsepower _____)
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. Automatic transmission (Speeds _____)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires: (4) manufacturer's standard all season, plus compact spare wheel and tire (Size) _____
7. Rubber flooring
8. Minimum 5,800 lbs. GVWR
9. Bed: Minimum 6 Feet
10. Brakes, 4 wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Cloth seats
13. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 4

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

Option 4A. Towing Package: Manufacturer's Standard to include frame hitch / receiver and 7 pin trailer wiring connection

EACH \$ _____

Option 4B. Exterior color to be Federal Standard #595B "Highway Yellow"

EACH \$ _____

Option 4C. Alternate V6 Gas Engine (state size and horsepower) E-85 compatible? _____

EACH \$ _____ SIZE _____ HORSEPOWER _____

Option 4D. 2 Full-length factory cab steps or running boards (One on Drivers Side, one on Passenger side)

SET \$ _____

Option 4E. Power Windows and Door Locks

EACH \$ _____

OPTIONAL EQUIPMENT PRICES, Item # 4 continued

Option 4F. Optional Rear Axle Ratio Axle Ratio _____

EACH \$ _____

Option 4G. Limited Slip Rear Axle Axle Ratio _____

EACH \$ _____

Option 4H. LT. 6 ply tires in lieu of 4 ply standard tires Size _____

EACH \$ _____

Option 4I. Bluetooth Capability

EACH \$ _____

Please submit a complete parts list with detailed pricing information for each make/model your company would be willing to provide. Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 5 - New standard equipped 2015 Half-Ton 4 X 2 Regular Cab Pickup Truck

ACCEPTABLE MAKES AND MODELS:

Standard Ford F-150
Standard Chevrolet 1500 Silverado/GMC 1500 Sierra
Standard Dodge Ram 1500

All units must contain the following options:

1. Standard minimum V6 gas engine (Liters _____ Horsepower _____)
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. Automatic transmission (Speeds _____)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires:(4) manufacturer's standard all season, plus full size spare and wheel (Size)_____
7. Rubber flooring
8. Minimum GVWR 6,000 lbs.
9. Long Bed – 8ft.
10. Brakes, 4-wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Vinyl seats
13. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 5

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

Option 5A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 7 pin trailer wiring connection

EACH \$ _____

Option 5B. Factory installed Integrated Brake Control

EACH \$ _____

Option 5C. Exterior color to be Federal Standard #595B "Highway Yellow"

EACH \$ _____

Option 5D. Alternate larger V8 gasoline engine (state size and horsepower) E-85 compatible? _____

EACH \$ _____ SIZE _____ HORSEPOWER _____

OPTIONAL EQUIPMENT PRICES, Item #5 continued

- Option 5E.** **Alternate diesel engine (state size and horsepower) B-20 compatible? _____**
EACH \$ _____ **SIZE** _____ **HORSEPOWER** _____
DEF TANK SIZE _____ **FREQUENCY TO REFILL TANK** _____
- Option 5F.** **Optional CNG/LP Package (state engine size and horsepower)**
EACH \$ _____ **SIZE** _____ **HORSEPOWER** _____
CNG TANK: **GGE CAPACITY** _____ **TANK LOCATION** _____
- Option 5G.** **2 Full-length cab steps or running boards. (One on Drivers Side, one on Passenger side.)**
SET \$ _____
- Option 5H.** **Power Windows and Door Locks**
EACH \$ _____
- Option 5I.** **Short Bed in lieu of 8' bed**
EACH \$ _____ **State size** _____
- Option 5J.** **Optional Rear Axle Ratio Axle Ratio _____**
EACH \$ _____
- Option 5K.** **Limited Slip Rear Axle Axle Ratio _____**
EACH \$ _____
- Option 5L.** **LT. 6 ply tires in lieu of 4 ply standard tires Size _____**
EACH \$ _____
- Option 5M.** **10 ply tires in lieu of 4 ply standard tires Size _____**
EACH \$ _____
- Option 5N.** **Trailer type exterior mirrors in lieu of standard**
EACH \$ _____
- Option 5O.** **Bluetooth Capability**
EACH \$ _____

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 6 - New standard equipped 2015 Half-Ton 4 X 2 Extended Cab Pickup Truck

ACCEPTABLE MAKES AND MODELS:

Standard Ford F-150
Standard Chevrolet 1500 Silverado/GMC 1500 Sierra
Standard Dodge Ram 1500

All units must contain the following options:

1. Standard minimum V6 gas engine (Liters _____ Horsepower _____)
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. Automatic transmission (Speeds _____)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires:(4) manufacturer's standard all season, plus full size spare and wheel (Size) _____
7. Rubber flooring
8. Minimum GVWR 6,000 lbs.
9. Long Bed – 8ft.
10. Brakes, 4-wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Vinyl seats
13. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item #6

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

Option 6A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 7 pin trailer wiring connection

EACH \$ _____

Option 6B. Factory installed Integrated Brake Control

EACH \$ _____

Option 6C. Exterior color to be Federal Standard #595B "Highway Yellow"

EACH \$ _____

Option 6D. Alternate larger V8 gasoline engine (state size and horsepower) E-85 compatible? _____

EACH \$ _____ SIZE _____ HORSEPOWER _____

OPTIONAL EQUIPMENT PRICES, Item #6 continued

- Option 6E.** **Alternate diesel engine (state size and horsepower) B-20 compatible?_____**
EACH \$ _____ SIZE _____ HORSEPOWER _____
DEF TANK SIZE _____ FREQUENCY TO REFILL TANK _____
- Option 6F.** **Optional CNG/LP Package (state engine size and horsepower)**
EACH \$ _____ SIZE _____ HORSEPOWER _____
CNG TANK: GGE CAPACITY _____ TANK LOCATION _____
- Option 6G.** **2 Full-length cab steps or running boards. (One on Drivers Side, one on Passenger side.)**
SET \$ _____
- Option 6H.** **Power Windows and Door Locks**
EACH \$ _____
- Option 6I.** **Short Bed in lieu of 8' bed**
EACH \$ _____ State Size _____
- Option 6J.** **Optional Rear Axle Ratio Axle Ratio _____**
EACH \$ _____
- Option 6K.** **Limited Slip Rear Axle Axle Ratio _____**
EACH \$ _____
- Option 6L.** **LT. 6 ply tires in lieu of 4 ply standard tires Size _____**
EACH \$ _____
- Option 6M.** **10 ply tires in lieu of 4 ply standard tires Size _____**
EACH \$ _____
- Option 6N.** **Trailer type exterior mirrors in lieu of standard**
EACH \$ _____
- Option 6O.** **Bluetooth Capability**
EACH \$ _____

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM #7 - New standard equipped 2015 Half-Ton 4 X 2 Crew Cab Pickup Truck

ACCEPTABLE MAKES AND MODELS:

Standard Ford F-150
Standard Chevrolet 1500 Silverado/GMC Sierra
Standard Dodge Ram 1500

All units must contain the following options:

1. Standard minimum V6 gas engine (Liters _____ Horsepower _____)
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. Automatic transmission (Speeds _____)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires:(4) manufacturer's standard all season, plus full size spare and wheel (Size) _____
7. Rubber flooring
8. Minimum GVWR 6,000 lbs.
9. Long Bed – 5 ½ ft.
10. Brakes, 4-wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Vinyl seats
13. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 7

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

Option 7A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 7 pin trailer wiring connection

EACH \$ _____

Option 7B. Factory installed Integrated Brake Control

EACH \$ _____

Option 7C. Exterior color to be Federal Standard #595B "Highway Yellow"

EACH \$ _____

Option 7D. Alternate larger V8 gasoline engine (state size and horsepower) E-85 compatible? _____

EACH \$ _____ SIZE _____ HORSEPOWER _____

OPTIONAL EQUIPMENT PRICES, Item #7 continued

- Option 7E.** **Alternate diesel engine (state size and horsepower) B-20 compatible?_____**
EACH \$ _____ SIZE _____ HORSEPOWER _____
DEF TANK SIZE _____ FREQUENCY TO REFILL TANK _____
- Option 7F.** **Optional CNG/LP Package (state engine size and horsepower)**
EACH \$ _____ SIZE _____ HORSEPOWER _____
CNG TANK: GGE CAPACITY _____ TANK LOCATION _____
- Option 7G.** **2 Full-length cab steps or running boards. (One on Drivers Side, one on Passenger side.)**
SET \$ _____
- Option 7H.** **Power Windows and Door Locks**
EACH \$ _____
- Option 7I.** **Long Bed in lieu of the 5' 6" Bed**
EACH \$ _____ State size _____
- Option 7J.** **Optional Rear Axle Ratio Axle Ratio _____**
EACH \$ _____
- Option 7K.** **Limited Slip Rear Axle Axle Ratio _____**
EACH \$ _____
- Option 7L.** **LT. 6 ply tires in lieu of 4 ply standard tires Size _____**
EACH \$ _____
- Option 7M.** **10 ply tires in lieu of 4 ply standard tires Size _____**
EACH \$ _____
- Option 7N.** **Trailer type exterior mirrors in lieu of standard**
EACH \$ _____
- Option 7O.** **Bluetooth Capability**
EACH \$ _____

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 8 - New standard equipped 2015 Half-Ton 4 X 4, Regular Cab Pickup Truck

ACCEPTABLE MAKES AND MODELS:

Standard Ford F-150
Standard Chevrolet Silverado1500/GMC Sierra
Standard Dodge Ram 1500

All units must contain the following options:

1. Standard minimum V6 gas engine (Liters _____ Horsepower _____)
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. Automatic transmission (Speeds _____)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires:(4) manufacturer's standard all season, plus full size spare and wheel (Size) _____
7. Rubber flooring
8. Minimum GVWR 6000 lbs.
9. Auto locking hubs
10. Brakes 4-wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Long bed 8ft.
13. Vinyl seats
14. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 8

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

Option 8A. Towing Package: Manufacturer's Standard to include heavy duty engine oil, and transmission cooling systems, Class III frame hitch / receiver and 7 pin trailer wiring connection

EACH \$ _____

Option 8B. Factory installed Integrated Brake Control

EACH \$ _____

Option 8C. Exterior color to be Federal Standard #595B "Highway Yellow"

EACH \$ _____

Option 8D. Alternate larger V8 gasoline engine (state size and horsepower) E-85 compatible? _____

EACH \$ _____ SIZE _____ HORSEPOWER _____

OPTIONAL EQUIPMENT PRICES, Item # 8 continued

- Option 8E.** **Alternate diesel engine (state size and horsepower) B-20 compatible? _____**
EACH \$ _____ SIZE _____ HORSEPOWER _____
DEF TANK SIZE _____ FREQUENCY TO REFILL TANK _____
- Option 8F.** **Optional CNG/LP Package (state engine size and horsepower)**
EACH \$ _____ SIZE _____ HORSEPOWER _____
CNG TANK: GGE CAPACITY _____ TANK LOCATION _____
- Option 8G.** **2 Full-length cab steps or running boards (One on Drivers Side, one on Passenger side)**
SET \$ _____
- Option 8H.** **Power Window and Door locks**
EACH \$ _____
- Option 8I.** **Short Bed in lieu of the 8' Bed**
EACH \$ _____ State size _____
- Option 8J.** **Optional Rear Axle Ratio Axle Ratio _____**
EACH \$ _____
- Option 8K.** **Limited Slip Rear Axle. Axle Ratio _____**
EACH \$ _____
- Option 8L.** **LT. 6 ply. tires in lieu of 4 ply. standard tires Size _____**
EACH \$ _____
- Option 8M.** **10 ply tires in lieu of 4 ply standard tires Size _____**
EACH \$ _____
- Option 8N.** **Trailer type exterior mirrors in lieu of standard**
EACH \$ _____
- Option 8O.** **Bluetooth Capability**
EACH \$ _____

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 9 - New standard equipped 2015 Half-Ton 4 X 4 Extended Cab Pickup Truck

ACCEPTABLE MAKES AND MODELS:

Standard Ford F-150
Standard Chevrolet 1500 Silverado/GMC Sierra
Standard Dodge Ram 1500

All units must contain the following options:

1. Standard minimum V6 gas engine (Liters _____ Horsepower _____)
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. Automatic transmission (Speeds _____)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires:(4) manufacturer's standard all season, plus full size spare and wheel (Size) _____
7. Rubber flooring
8. Minimum GVWR 6,000 lbs.
9. Long Bed – 8ft.
10. Brakes, 4-wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Vinyl seats
13. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 9

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

Option 9A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 7 pin trailer wiring connection

EACH \$ _____

Option 9B. Factory installed Integrated Brake Control

EACH \$ _____

Option 9C. Exterior color to be Federal Standard #595B "Highway Yellow"

EACH \$ _____

Option 9D. Alternate larger V8 gasoline engine (state size and horsepower) E-85 compatible? _____

EACH \$ _____ SIZE _____ HORSEPOWER _____

OPTIONAL EQUIPMENT PRICES, Item #9 continued

- Option 9E.** Alternate diesel engine (state size and horsepower) B-20 compatible? _____
EACH \$ _____ SIZE _____ HORSEPOWER _____
DEF TANK SIZE _____ FREQUENCY TO REFILL TANK _____
- Option 9F.** Optional CNG/LP Package (state which engine and horsepower)
EACH \$ _____ SIZE _____ HORSEPOWER _____
CNG TANK: GGE CAPACITY _____ TANK LOCATION _____
- Option 9G.** 2 Full-length cab steps or running boards. (One on Drivers Side, one on Passenger side.)
SET \$ _____
- Option 9H.** Power Windows and Door Locks
EACH \$ _____
- Option 9I.** Short Bed in lieu of 8' bed
EACH \$ _____ State size _____
- Option 9J.** Optional Rear Axle Ratio Axle Ratio _____
EACH \$ _____
- Option 9K.** Limited Slip Rear Axle Axle Ratio _____
EACH \$ _____
- Option 9L.** LT. 6 ply tires in lieu of 4 ply standard tires Size _____
EACH \$ _____
- Option 9M.** 10 ply tires in lieu of 4 ply standard tires Size _____
EACH \$ _____
- Option 9N.** Trailer type exterior mirrors in lieu of standard
EACH \$ _____
- Option 9O.** Bluetooth Capability
EACH \$ _____

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 10 - New standard equipped 2015 Half-Ton 4 X 4 Crew Cab Pickup Truck

ACCEPTABLE MAKES AND MODELS:

Standard Ford F-150
Standard Chevrolet 1500 Silverado/GMC Sierra
Standard Dodge Ram 1500

All units must contain the following options:

1. Standard minimum V6 gas engine (Liters _____ Horsepower _____)
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. Automatic transmission (Speeds _____)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires:(4) manufacturer's standard all season, plus full size spare and wheel (Size) _____
7. Rubber flooring
8. Minimum GVWR 6,000 lbs.
9. Long Bed – 5 ½ ft.
10. Brakes, 4-wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Vinyl seats
13. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 10

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

Option 10A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 7 pin trailer wiring connection

EACH \$ _____

Option 10B. Factory installed Integrated Brake Control

EACH \$ _____

Option 10C. Exterior color to be Federal Standard #595B "Highway Yellow"

EACH \$ _____

Option 10D. Alternate larger V8 gasoline engine (state size and horsepower) E-85 compatible? _____

EACH \$ _____ SIZE _____ HORSEPOWER _____

OPTIONAL EQUIPMENT PRICES, Item # 10 continued

- Option 10E.** Alternat diesel engine (state size and horsepower) B-20 compatible? _____
EACH \$ _____ SIZE _____ HORSEPOWER _____
DEF TANK SIZE _____ FREQUENCY TO REFILL TANK _____
- Option 10F.** Optional CNG/LP Package (state engine size and horsepower)
EACH \$ _____ SIZE _____ HORSEPOWER _____
CNG TANK: GGE CAPACITY _____ TANK LOCATION _____
- Option 10G.** 2 Full-length factory cab steps or running boards. (One on Drivers Side, one on Passenger side.)
SET \$ _____
- Option 10H.** Power Windows and Door Locks
EACH \$ _____
- Option 10I.** Long Bed in lieu of the 5' 6" Bed
EACH \$ _____ State size _____
- Option 10J.** Optional Rear Axle Ratio Axle Ratio _____
EACH \$ _____
- Option 10K.** Limited Slip Rear Axle Axle Ratio _____
EACH \$ _____
- Option 10L.** LT. 6 ply tires in lieu of 4 ply standard tires Size _____
EACH \$ _____
- Option 10M.** 10 ply tires in lieu of 4 ply standard tires Size _____
EACH \$ _____
- Option 10N.** Trailer type exterior mirrors in lieu of standard
EACH \$ _____
- Option 10O.** Bluetooth Capability
EACH \$ _____

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 11 - New standard equipped 2015 (Compact) Sport Utility Vehicle 2WD

ACCEPTABLE MAKES AND MODELS:

Standard Ford Escape
Standard Jeep Patriot and Jeep Compass
Standard Chevrolet Equinox / GMC Terrain

All units must contain the following options:

1. Standard, 1.6L Turbo, 4 cylinder or 2.0L 4 cylinder minimum Gas Engine (Specify) (Size _____ Horsepower _____)
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. 4-speed automatic transmission
4. Air conditioning
5. LH & RH mirrors
6. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) _____
7. Rubber flooring
8. Brakes 4-wheel anti-lock braking system (ABS)
9. Speed control and tilt wheel
10. Auto locking hubs
11. Wheelbase minimum 103"
12. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 11

Indicate the additional cost or deduction for the below listed options. Prices should include all required options and special equipment.

Option 11A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 4 pin wiring installed plus wiring harness for 7 pin

EACH \$ _____

Option 11B. Engine V- 6, minimum 3.0 L or larger E-85 compatible? _____

EACH \$ _____ SIZE _____ HORSEPOWER _____

Option 11C. Power Windows and Door Locks

EACH \$ _____

Option 11D. Optional Rear Axle Ratio Axle Ratio _____

EACH \$ _____

Option 11E. Bluetooth Capability

EACH \$ _____

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 12 - New standard equipped 2015 (Compact) Sport Utility Vehicle 4WD or AWD

ACCEPTABLE MAKES AND MODELS:

Standard Ford Escape
Standard Jeep Patriot and Jeep Compass
Standard Chevrolet Equinox / GMC Terrain

All units must contain the following options:

1. Standard, 1.6L Turbo, 4 cylinder or 2.0L 4 cylinder minimum Gas Engine (**Specify**) (Size _____ Horsepower _____)
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. 4-speed automatic transmission
4. Air conditioning
5. LH & RH mirrors
6. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) _____
7. Rubber flooring
8. Brakes 4-wheel anti-lock braking system (ABS)
9. Speed control and tilt wheel
10. Auto locking hubs
11. Wheelbase minimum 103"
12. 3 sets of keys

DEALER COMPLETE IN DETAIL:

CIRCLE ONE: 4WD AWD

2015 MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 12

Indicate the additional cost or deduction for the below listed options. Prices should include all required options and special equipment.

Option 12A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 4 pin wiring installed plus wiring harness for 7 pin

EACH \$ _____

Option 12B. Engine V- 6, minimum 3.0 L or larger E-85 compatible? _____

EACH \$ _____ SIZE _____ HORSEPOWER _____

Option 12C. Power Windows and Door Locks

EACH \$ _____

Option 12D. Optional Rear Axle Ratio Axle Ratio _____

EACH \$ _____

Option 12E. Bluetooth Capability

EACH \$ _____

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 13 - New standard equipped 2015 (Full Size) Sport Utility Vehicle 2WD

ACCEPTABLE MAKES AND MODELS:

- Standard Ford Explorer
- Standard Ford Expedition
- Standard Chevrolet Tahoe
- Standard Chevrolet Traverse
- Standard Dodge Durango

All units must contain the following options:

1. Standard minimum 2.0L Turbo 4 cylinder, 3.6L V6 or 5.3L V8 gasoline engine (**Specify**) (Size _____ Horsepower _____)
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. Automatic transmission (Speeds ____)
4. LH & RH exterior mirrors
5. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) _____
6. Rubber flooring
7. Brakes 4-wheel anti-lock braking system (ABS)
8. Speed control and tilt wheel
9. Air Condition
10. Wheelbase 113" Minimum
11. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____

FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 13

Indicate the additional cost or deduction for the below listed options. Prices should include all required options and special equipment.

Option 13A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 4 pin wiring installed plus wiring harness for 7 pin

EACH \$ _____

Option 13B. Power Windows and Door Locks

EACH \$ _____

Option 13C. Optional Rear Axle Ratio Axle Ratio _____

EACH \$ _____

Option 13D. Alternate Gas Engine (Size) _____ (Horsepower) _____ E-85 compatible? _____

EACH \$ _____

Option 13E. Bluetooth Capability

EACH \$ _____

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 14 - New standard equipped 2015 (Full Size) Sport Utility Vehicle 4WD or AWD

ACCEPTABLE MAKES AND MODELS:

Standard Ford Explorer
Standard Ford Expedition
Standard Chevrolet Tahoe
Standard Chevrolet Traverse
Standard Dodge Durango

All units must contain the following options:

1. Standard minimum 3.5L V6, 3.6L V6 or 5.3L V8 gasoline engine (**Specify**) (Size _____ Horsepower _____)
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. Automatic transmission (Speeds _____)
4. LH & RH exterior mirrors
5. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) _____
6. Rubber flooring
7. Brakes 4-wheel anti-lock braking system (ABS)
8. Speed control and tilt wheel
9. Air Condition
10. Wheelbase 113" Minimum
11. 3 sets of keys

DEALER COMPLETE IN DETAIL:

CIRCLE ONE: 4WD AWD

2015 MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 14

Indicate the additional cost or deduction for the below listed options. Prices should include all required options and special equipment.

Option 14A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 4 pin wiring installed plus wiring harness for 7 pin

EACH \$ _____

Option 14B. Power Windows and Door Locks

EACH \$ _____

Option 14C. Optional Rear Axle Ratio Axle Ratio _____

EACH \$ _____

Option 14D. Alternate Gas Engine (Size) _____ (Horsepower) _____ E-85 compatible? _____

EACH \$ _____

Option 14E. Bluetooth Capability

EACH \$ _____

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 15 - New standard equipped 2015 or Newer 2WD Model Carryalls.

ACCEPTABLE MAKES AND MODELS:

Standard Chevrolet Suburban with 130.0" Wheelbase
Standard GMC Yukon XL with 130.0" Wheelbase
Standard Ford Expedition EL with 131.0" Wheelbase

All units bid must contain the following options:

1. Standard minimum V6 gasoline engine (Size _____ Horsepower _____)
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. Automatic Transmission (Speeds _____)
4. Front and rear heat/air conditioning
5. LH & RH manual mirrors
6. Tires:(4) manufacturer's standard all season, plus full size spare and wheel (Size _____)
7. Rubber flooring
8. Standard seating with second and third row bench seat
9. Minimum GVWR 7,300 lbs.
10. Brakes 4-wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Cloth seats
13. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 15

Indicate the additional cost or deduction for the below listed options. Prices should include all required options and special equipment.

Option 15A. Deep tinted windows EACH \$ _____

Option 15B. Heavy-duty, Class 4 with a Type III adapter trailer hitch. Special equipment which includes weight distributing hitch platform and wiring harness for a 7 pin commercial truck connector. EACH \$ _____

Option 15C. Exterior color to be Federal Standard #595B "Highway Yellow" EACH \$ _____

Option 15D. Delete 3rd row rear bench seat EACH \$ _____ (Deduct)

Option 15E. 2 Full length cab steps or running boards. (One on Drivers Side, one on Passenger side) SET \$ _____

Option 15F. Optional Rear Axle Ratio Axle Ratio _____ EACH \$ _____

OPTIONAL EQUIPMENT PRICES, Item # 15 continued

Option 15G. Limited Slip Rear Axle. Axle Ratio _____ EACH \$ _____

Option 15H. Vinyl seats in lieu of cloth. EACH \$ _____

Option 15I. Bluetooth Capability EACH \$ _____

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

% discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 16 - New standard equipped 2015 or Newer 4WD Model Carryalls.

ACCEPTABLE MAKES AND MODELS:

Standard Chevrolet Suburban with 130.0" Wheelbase
Standard GMC Yukon XL with 130.0" Wheelbase
Standard Ford Expedition EL with 131.0" Wheelbase

All units bid must contain the following options:

14. Standard minimum V6 gasoline engine (Size _____ Horsepower _____)
15. Manufacturer's standard rear end axle ratio (Ratio: _____)
16. Automatic Transmission (Speeds _____)
17. Front and rear heat/air conditioning
18. LH & RH manual mirrors
19. Tires:(4) manufacturer's standard all season, plus full size spare and wheel (Size _____)
20. Rubber flooring
21. Standard seating with second and third row bench seat
22. Minimum GVWR 7,300 lbs.
23. Brakes 4-wheel anti-lock braking system (ABS)
24. Speed control and tilt wheel
25. Cloth seats
26. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 16

Indicate the additional cost or deduction for the below listed options. Prices should include all required options and special equipment.

Option 16A. Deep tinted windows EACH \$ _____

Option 16B. Heavy-duty, Class 4 with a Type III adapter trailer hitch. Special equipment which includes weight distributing hitch platform and wiring harness for a 7 pin commercial truck connector. EACH \$ _____

Option 16C. Exterior color to be Federal Standard #595B "Highway Yellow" EACH \$ _____

Option 16D. Delete 3rd row rear bench seat EACH \$ _____ (Deduct)

Item #17– New standard equipped 2015 7- Passenger Extended Mini-Van, Alternative Fuel

ACCEPTABLE MAKES AND MODELS:

Standard Chrysler Town and Country
Standard Dodge Grand Caravan

All units must contain the following options:

1. Standard minimum 3.3 L 6 cylinder Flex Fuel E-85 engine (Size _____ Horsepower _____)
2. Automatic transmission (Speeds _____)
3. Factory installed front and rear heat/air conditioning
4. LH & RH mirrors
5. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) _____
6. 4 wheel anti-lock braking system (ABS)
7. Speed control and tilt wheel
8. Wheelbases 119" Minimum
9. Rubber floor mats that are deep tread with an upright outer ridge that keeps the mud and water on the mat
10. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 17

Indicate the additional cost or deduction for the below listed options. Prices should include all required options and special equipment.

Option 17A. Power windows and power door locks EACH \$ _____

Option 17B. Towing Package: Manufacturer's standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch and 4 pin wiring installed plus wiring harness for 7 pin. EACH \$ _____

Option 17C. Privacy Glass EACH \$ _____

Option 17D. Defroster Rear Window, Electric EACH \$ _____

OPTIONAL EQUIPMENT PRICES, Item # 17 continued

Option 17E. Rear Windshield Wiper EACH \$ _____

Option 17F. Bluetooth Capability EACH \$ _____

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

Item #18— New standard equipped 2015 Cargo Mini-Van

ACCEPTABLE MAKES AND MODELS:

Standard Chevrolet City Express
Standard Ford Transit Connect
Standard Dodge ProMaster Cargo Van

All units must contain the following options:

1. Standard minimum 4 cylinder gas engine (Size _____ Horsepower _____)
2. Automatic transmission (Speeds _____)
3. Factory installed front and rear heat/air conditioning
4. LH & RH mirrors
5. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) _____
6. 4 wheel anti-lock braking system (ABS)
7. Speed control and tilt wheel
8. Rubber floor mats that are deep tread with an upright outer ridge that keeps the mud and water on the mat
9. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 18

Indicate the additional cost or deduction for the below listed options. Prices should include all required options and special equipment.

- | | | |
|-------------|--|---------------|
| Option 18A. | Power windows and power door locks | EACH \$ _____ |
| Option 18B. | Towing Package: Manufacturer's standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch and 4 pin wiring installed plus wiring harness for 7 pin. | EACH \$ _____ |
| Option 18C. | Privacy Glass | EACH \$ _____ |
| Option 18D. | Defroster Rear Window, Electric | EACH \$ _____ |
| Option 18E. | Rear Windshield Wiper | EACH \$ _____ |
| Option 18F. | Bluetooth Capability | EACH \$ _____ |

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 19 - New standard equipped 2014 Small-Size 4-Door Sedan

ACCEPTABLE MAKES AND MODELS:

Standard Dodge Dart
Standard Ford Focus
Standard Chevrolet Cruze

All units must contain the following options:

1. Standard, minimum 4 cylinder gas engine (Size _____ Horsepower _____)
2. Automatic Transmission, (Speeds _____)
3. Air conditioning
4. LH & RH mirrors
5. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) _____
6. ABS Brakes 4 Wheel
7. Brakes, Hydraulic power, front and rear disc
8. Speed control and tilt wheel
9. Rubber floor mats that are deep tread with an upright outer ridge that keeps the mud and water on the mat
10. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 19

Indicate the additional cost or deduction for the below listed options, which should include all required options and special equipment.

Option 19A. Power windows and Door Locks EACH \$ _____

Option 19B. Defroster Rear Window electric EACH \$ _____

Option 19C. Alternate V6 or larger engine in lieu of 4 cylinder (Specify Size) _____ (Horsepower) _____
E-85 Compatible? _____ EACH \$ _____

Option 19D. Alternate Diesel engine (Specify Liter Size) _____ (Horsepower) _____
B-20 Compatible? _____ EACH \$ _____

Option 19E. Bluetooth Capability EACH \$ _____

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 20 - New standard equipped 2015 Mid-Size 4-Door Sedan, Alternative Fuel

ACCEPTABLE MAKES AND MODELS:

Standard Chrysler 200
Standard Dodge Avenger
Standard Chevrolet Malibu
Standard Ford Fusion

All units must contain the following options:

1. Standard, minimum 1.6L 4 cylinder Turbo or 4 cylinder 2.4 L flex-fuel engine (Specify Size) _____ Horsepower _____
2. Automatic Transmission, (Speeds ___)
3. Air conditioning
4. LH & RH mirrors
5. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) _____
6. ABS Brakes 4 Wheel
7. Brakes, Hydraulic power, front and rear disc
8. Speed control and tilt wheel
9. Rubber floor mats that are deep tread with an upright outer ridge that keeps the mud and water on the mat
10. Three (3) sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 20

Indicate the additional cost or deduction for the below listed options, which should include all required options and special equipment.

Option 20A. Power windows and Door Locks EACH \$ _____

Option 20B. Defroster Rear Window electric EACH \$ _____

Option 20C. Alternate V6 or larger engine in lieu of 4 cylinder (Specify) (Size) _____ (Horsepower) _____

E-85 Compatible? _____ EACH \$ _____

Option 20D. Bluetooth Capability EACH \$ _____

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 21 - New standard equipped 2015 Mid-Size 4-Door Sedan, Gas Engine

ACCEPTABLE MAKES AND MODELS:

Standard Chrysler 200
Standard Dodge Avenger
Standard Chevrolet Malibu
Standard Ford Fusion

All units must contain the following options:

1. Standard, minimum 4 cylinder engine (Size _____ Horsepower _____)
2. Automatic Transmission
3. Air conditioning
4. LH & RH mirrors
5. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) _____
6. ABS Brakes 4 Wheel
7. Brakes, Hydraulic power, front and rear disc
8. Speed control and tilt wheel
9. Rubber floor mats that are deep tread with an upright outer ridge that keeps the mud and water on the mat
10. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 21

Indicate the additional cost or deduction for the below listed options, which should include all required options and special equipment.

Option 21A. Power windows and Door Locks EACH \$ _____

Option 21B. Defroster Rear Window electric EACH \$ _____

Option 21C. Alternate V6 engine in lieu of 4 cylinder (Size) _____ (Horsepower) _____ EACH \$ _____

Option 21D. Bluetooth Capability EACH \$ _____

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 22 - New standard equipped 2015 Mid-Size 4-Door Sedan, Hybrid Engine

ACCEPTABLE MAKES AND MODELS:

Standard Ford Fusion

All units must contain the following options:

1. Hybrid engine (Size _____ Horsepower _____)
2. Automatic Transmission
3. Air conditioning
4. LH & RH mirrors
5. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) _____
6. ABS Brakes 4 Wheel
7. Brakes, Hydraulic power, front and rear disc
8. Speed control and tilt wheel
9. Rubber floor mats that are deep tread with an upright outer ridge that keeps the mud and water on the mat
10. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ EACH \$ _____

MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 22

Indicate the additional cost or deduction for the below listed options, which should include all required options and special equipment.

Option 22A. Power windows and Door Locks EACH \$ _____

Option 22B. Defroster Rear Window electric EACH \$ _____

Option 22C. Bluetooth Capability EACH \$ _____

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 23 - New standard equipped 2015 Full Size 4-Door Sedan, Alternative Fuel

ACCEPTABLE MAKES AND MODELS:

Standard Chevrolet Impala

All units must contain the following options:

1. 3.0 L 6, cylinder minimum flex fuel E-85 and gas engine. (Size _____ Horsepower _____)
2. Automatic, Transmission (Speeds _____)
3. Air conditioning
4. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) _____
5. Brakes, Power 4-Wheel ABS
6. Speed control and tilt wheel
7. Body Side Molding
8. Power windows and door locks
9. Rubber floor mats that are deep tread with an upright outer ridge that keeps the mud and water on the mat
10. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____

IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 23

Indicate the additional cost or deduction for the below listed options, which should include all required options and special equipment.

Option 23A. Defroster, Rear Window Electric EACH \$ _____

Option 23B. Head Curtain Side air Bags Front and Rear EACH \$ _____

Option 23C. Bluetooth Capability EACH \$ _____

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

ITEM # 24 - New standard equipped 2015 Full Size 4-Door Sedan, Gas Engine

ACCEPTABLE MAKES AND MODELS:

Standard Chevrolet Impala
Standard Ford Taurus

All units must contain the following options:

1. 6 cylinder gas engine. (Size _____ Horsepower _____)
2. Automatic, Transmission (Speeds _____)
3. Air conditioning
4. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) _____
5. Brakes, Power 4-Wheel ABS
6. Speed control and tilt wheel
7. Body Side Molding
8. Power windows and door locks
9. Rubber floor mats that are deep tread with an upright outer ridge that keeps the mud and water on the mat
10. 3 sets of keys

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 24

Indicate the additional cost or deduction for the below listed options, which should include all required options and special equipment.

Option 24A. Defroster, Rear Window Electric EACH \$ _____

Option 24B. Head Curtain Side air Bags Front and Rear EACH \$ _____

Option 24C. Bluetooth Capability EACH \$ _____

Option 24D. Optional 4 cylinder engine in lieu of standard 6 cylinder engine
State Liter Size _____ Horsepower _____ EACH \$ _____

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

VENDOR INFORMATION & PREFERENCE CERTIFICATION FORM

Vendor Information

All bidders must furnish ALL applicable information requested below

Vendor Name/Mailing Address: Email Address:	Vendor Contact Information (including area codes): Phone #: Cellular #: Fax #:									
Printed Name of Responsible Officer or Employee:	Signature:									
For Corporations - State in which incorporated:	For Others - State of domicile:									
If the address listed in the Vendor Name/Mailing Address block above is not located in the State of Missouri, list the address of Missouri offices or places of business: If additional space is required, please attach an additional sheet and identify it as <u>Addresses of Missouri Offices or Places of Business.</u>										
M/WBE INFORMATION: List all certified Minority or Women Business Enterprises (M/WBE) utilized in the fulfillment of this bid. Include <u>percentages</u> for subcontractors and identify the M/WBE certifying agency: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; border-bottom: 1px solid black;"><u>M/WBE Name</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Percentage of Contract</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>M/WBE Certifying Agency</u></th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> </tbody> </table> If additional space is required, please attach an additional sheet and identify it as <u>M/WBE Information</u>		<u>M/WBE Name</u>	<u>Percentage of Contract</u>	<u>M/WBE Certifying Agency</u>						
<u>M/WBE Name</u>	<u>Percentage of Contract</u>	<u>M/WBE Certifying Agency</u>								

Preference Certification

All bidders must furnish ALL applicable information requested below

GOODS/PRODUCTS MANUFACTURED OR PRODUCED IN USA: If any or all of the goods or products offered in the attached bid which the bidder proposes to supply to the MHTC are not manufactured or produced in the "United States", or imported in accordance with a qualifying treaty, law, agreement, or regulation, list below, by item or item number, the country other than the United States where each good or product is manufactured or produced.	
Item (or item number)	Location Where Item is Manufactured or Produced
If additional space is required, please attach an additional sheet and identify it as <u>Location Products are Manufactured or Produced.</u>	
MISSOURI SERVICE-DISABLED VETERAN BUSINESS: Please complete the following if applicable. Additional information may be requested if preference is applicable. See below definitions for qualification criteria: Service-Disabled Veteran is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs. Service-Disabled Veteran Business is defined as a business concern: <ol style="list-style-type: none"> a. Not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and b. The management and daily business operations of which are controlled by one or more service-disabled veterans. 	
<u>Veteran Information</u>	<u>Business Information</u>
Service-Disabled Veteran's Name (Please Print)	Service-Disabled Veteran Business Name
Service-Disabled Veteran's Signature	Missouri Address of Service Disabled Veteran Business

NOTICE OF COOPERATIVE PURCHASING

MODOT IS INTERESTED IN ASSISTING MISSOURI GOVERNMENTAL ENTITIES, ETC. IN PURCHASING EQUIPMENT, VARIOUS MATERIALS, AND SUPPLIES THAT MEET THE MISSOURI DEPARTMENT OF TRANSPORTATION SPECIFICATIONS.

Each bidder is asked to indicate below whether they would be willing to offer light duty vehicles listed in the attached "Request for Bid" for sale to these local political entities at the same bid price offered to MoDOT.

It is understood MoDOT will not issue purchase orders, accept delivery nor make payment for these items ordered by any of these agencies. It is further understood the price is based on the light duty vehicle meeting MoDOT specifications. Any added options, deletions, or extra freight costs would be negotiated between the local agency and the successful vendor.

Indicate below whether your company is willing to offer such cooperative purchasing for Missouri counties, cities or other political entities.

YES _____ NO _____

If the price varies throughout the state on MoDOT bids because of different delivery destinations, please indicate the price F.O.B. your location that would be offered as described.

F.O.B. Location _____

Indicate the deadline date that orders will be accepted. _____

COMPANY NAME _____

ADDRESS _____

E-MAIL _____

PHONE NUMBER _____

SIGNATURE _____

TITLE _____

DATE _____

ANTI-COLLUSION STATEMENT

STATE OF _____)

COUNTY OF _____)

SS.

_____ being first

duly sworn, deposes and says that he is _____

_____ Title of Person Signing

of _____

_____ Name of Bidder

that all statements made and facts set out in the bid for the above project are true and correct; and that the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid or any contract which may result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the above project.

By _____

By _____

By _____

Sworn to before me this _____ day of _____, 20_____.

_____ Notary Public

My Commission Expires _____

Missouri Highways and Transportation Commission
Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions

STANDARD SOLICITATION PROVISIONS

- a. The solicitation for the procurement of the supplies referenced therein, to which these "Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions" are attached, is being issued under, and governed by, the provisions of Title 7 – Missouri Department of Transportation, Division 10 – Missouri Highways and Transportation Commission, Chapter 11 – Procurement of Supplies, of the Code of State Regulations. The Missouri Highways and Transportation Commission (MHTC), acting by and through its operating arm, the Missouri Department of Transportation (MoDOT), draws the Bidder's attention to said 7 CSR 10-11 for all the provisions governing solicitation and receipt of bids/quotes and the award of the contract pursuant to this solicitation.
- b. All bids/quotes must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.

GENERAL TERMS AND CONDITIONS

Definitions

Capitalized terms as well as other terms used but not defined herein shall have the meaning assigned to them in section 7 CSR 10-11.010 Definition of Terms.

Nondiscrimination

- a. The Contractor shall comply with all state and federal statutes applicable to the Contractor relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the "Americans with Disabilities Act" (42 U.S.C. Section 12101, *et seq.*).
- b. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, MHTC shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - i. withholding of payments to the Contractor under the contract until the Contractor complies, and/or,
 - ii. cancellation, termination or suspension of the contract, in whole or in part.

Contract/Purchase Order

- a. By submitting a bid/quote, the Bidder agrees to furnish any and all equipment, supplies and/or services specified in the solicitation documents, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the solicitation documents, amendments thereto, and/or Best and Final Offer (BAFO) request(s) with any changes/additions, (2) the Contractor's bid response, and (3) the MHTC's acceptance of the bid by post-award contract or purchase order.
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the Contractor must receive a properly authorized notice to proceed and/or purchase order.

Applicable Laws and Regulations

- a. The contract shall be construed according to the laws of the State of Missouri. The Contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract. The exclusive venue for any legal proceeding relating to or arising, out of the contract shall be in the Circuit Court of Cole County, Missouri.
- b. The Contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri, Missouri Department of Revenue, and other regulatory agencies, as may be required by law or regulations. Prior to the issuance of a purchase order and/or notice to proceed, the Contractor may be required to submit to MHTC a copy of their current Authority Certificate from the Secretary of State of the State of Missouri and/or a copy of their Certificate of No Tax Due from the Missouri Department of Revenue.
- c. Prior to the issuance of a purchase order and/or notice to proceed, all **out-of-state** Contractors **providing services** within the state of Missouri must submit to MHTC a copy of their current Transient Employer Certificate from the Missouri Department of Revenue, in addition to a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.

Executive Order:

The Contractor shall comply with all the provisions of Executive Order 07-13, issued by the Honorable Matt Blunt, Governor of Missouri, on the sixth (6th) day of March, 2007. This Executive Order, which promulgates the State of Missouri's position to not tolerate persons who contract with the state engaging in or supporting illegal activities of employing individuals who are not eligible to work in the United States, is incorporated herein by reference and made a part of this Agreement.

- 1) "By signing this Agreement, the Contractor hereby certifies that any employee of the Contractor assigned to perform services under the contract is eligible and authorized to work in the United States in compliance with federal law."
- 2) In the event the Contractor fails to comply with the provisions of the Executive Order 07-13, or in the event the Commission has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Commission reserves the right to impose such contract sanctions as it may determine to be appropriate, including but not limited to contract cancellation, termination or suspension in whole or in part or both.
- 3) The Contractor shall include the provisions of this paragraph in every subcontract. The Contractor shall take such action with respect to any subcontract as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance.

Preferences

- a. In the evaluation of bids/quotes, preferences shall be applied in accordance with 7 CSR 10-11.020(7). Contractors should apply the same preferences in selecting subcontractors. The attached document entitled "**VENDOR INFORMATION AND PREFERENCE CERTIFICATION FORM**" must be completed and returned with the solicitation documents.
- b. Bidders are encouraged to obtain minority business enterprise (MBE) and women business enterprise (WBE) participation in this work through the use of subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful participation for M/WBEs. Bidders are encouraged to obtain 10% MBE and 5% WBE participation.

Missouri Highways and Transportation Commission
Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions

Cancellation of Contract

The MHTC may cancel the Contract at any time for a material breach of contractual obligations or for convenience by providing Contractor with written notice of cancellation. Should the MHTC exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Contractor.

Bankruptcy or Insolvency

Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntarily, or upon the appointment of a receiver, trustee, or assignee, for the benefit of creditors, the Commission reserves the right and sole discretion to either cancel the Agreement or affirm the Agreement and hold the Contractor responsible for damages.

Warranty

The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the MHTC, (2) be fit and sufficient for the purpose expressed in the solicitation documents, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.

Status of Independent Contractor

The Contractor represents itself to be an independent Contractor offering such services to the general public and shall not represent itself or its employees to be an employee of the MHTC. Therefore, the Contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save and hold the MHTC, its officers, agents and employees harmless from and against any and all losses (including attorney fees) and damage of any kind related to such matters.

Non-Waiver

If one of the parties agrees to waive its right to enforce any term of this Contract, that party does not waive its right to enforce such term at any other time or to enforce any or all other terms of this Contract.

Indemnification

The Contractor shall defend, indemnify and hold harmless MHTC, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Contractor's performance of its obligations under the contract awarded pursuant to this solicitation.

Missouri Highways and Transportation Commission
Standard Bid/Proposal Provisions, General Terms and Conditions and Special Terms and Conditions

SPECIAL TERMS AND CONDITIONS

Tax Exempt Status:

MHTC is exempt from paying Missouri Sales Tax, Missouri Use Tax and Federal Excise Tax. However, the Contractor may themselves be responsible for the payment of taxes on materials they purchase to fulfill the contract. A Project Tax Exemption Certificate will be furnished to the successful Bidder upon request if applicable.

Liquidated Damages

- a. In the event the successful Contractor fails to deliver the material within the time specified, the Department and the public will sustain damages because of such delay in delivery, the exact extent of which would be difficult to ascertain, and in order to liquidate such damage in advance it is agreed that the **sum of \$100 per day, per item**, for each assessable calendar day on which the delivery has not been completed, is reasonable and the best estimate which the parties can arrive at as liquidated damages, and it is therefore agreed that said amount will be withheld from payments due the Contractor or otherwise collected from the Contractor as liquidated damages.
- b. **Saturdays, Sundays, holidays and days whereas the Department has suspended work** shall not be assessable days.

Missouri Department of Transportation
David B. Nichols, Director

573.751.2551
Fax: 573.751.6555
1.888.ASK MODOT (275.6636)

**ADDENDUM 002
Light Duty Vehicles
Request for Bid 3-140926TV**

Bidders should acknowledge receipt of Addendum 002 (TWO) by **signing** and **including it** with the original bid. The due date for receipt of bids remains **unchanged** by this Addendum. Accordingly, the following clarifications are believed to be of general interest to all potential bidders. All other terms and conditions remain unchanged and in full force.

Name and Title of Signer (Print or type)	Name and Title of Department Authority Name: Tom Veasman Title: Sr. General Services Specialist
Contractor/Bidder Signature	Department of Transportation
(Signature of person authorized to sign)	(Authorizing Signature)
Date Signed:	Date Signed: September 18, 2014

Addendum on Item #13 and #14:

ITEM # 13 - New standard equipped **2015 (Full Size) Sport Utility Vehicle 2WD**

ITEM # 14 - New standard equipped **2015 (Full Size) Sport Utility Vehicle 4WD or AWD**

The second and third row bench seats have been added as a standard requirement for Item #13 and #14. In addition, Options #13F and #14F have been added to allow the purchase of Item #13 and #14 without the third seat.

Bidders should remove the pricing pages for Item #13 and Item #14 from the original RFB and replace them with the attached REVISED Item #13 and REVISED Item #14 pricing pages.



*Our mission is to provide a world-class transportation experience that
delights our customers and promotes a prosperous Missouri.*

www.modot.org

REVISED ITEM # 13 - New standard equipped **2015 (Full Size) Sport Utility Vehicle 2WD**

ACCEPTABLE MAKES AND MODELS:

Standard Ford Explorer Standard Ford Expedition
Standard Chevrolet Tahoe Standard Chevrolet Traverse Standard Dodge Durango

All units must contain the following options:

1. Standard minimum 2.0L Turbo 4 cylinder, 3.6L V6 or 5.3L V8 gasoline engine (**Specify**) (Size _____ Horsepower _____)
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. Automatic transmission (Speeds _____)
4. LH & RH exterior mirrors
5. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) _____
6. Rubber flooring
7. Brakes 4-wheel anti-lock braking system (ABS)
8. Speed control and tilt wheel
9. Air Condition
10. Wheelbase 113" Minimum
11. 3 sets of keys
12. **Standard seating with second and third row bench seat**

DEALER COMPLETE IN DETAIL:

2015 MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ FUEL CAPACITY _____ OIL CAPACITY _____

IS THIS ENGINE E-85 COMPATIBLE? _____ IF SO WHAT IS E-85 MPG: CITY _____ HWY _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 13

Indicate the additional cost or deduction for the below listed options. Prices should include all required options and special equipment.

Option 13A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 4 pin wiring installed plus wiring harness for 7 pin EACH \$ _____

Option 13B. Power Windows and Door Locks EACH \$ _____

Option 13C. Optional Rear Axle Ratio Axle Ratio _____ EACH \$ _____

Option 13D. Alternate Gas Engine (Size) _____ (Horsepower) _____
E-85 compatible? _____ EACH \$ _____

Option 13E. Bluetooth Capability EACH \$ _____

Option 13F. Delete 3rd row rear bench seat EACH \$ _____ (Deduct)

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ days after receipt of order.

REVISED ITEM # 14 - New standard equipped **2015 (Full Size) Sport Utility Vehicle 4WD or AWD**

ACCEPTABLE MAKES AND MODELS:

Standard Ford Explorer Standard Ford Expedition Standard Chevrolet Tahoe
Standard Chevrolet Traverse Standard Dodge Durango

All units must contain the following options:

1. Standard minimum 3.5L V6, 3.6L V6 or 5.3L V8 gasoline engine (**Specify**) (Size _____ Horsepower _____)
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. Automatic transmission (Speeds _____)
4. LH & RH exterior mirrors
5. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) _____
6. Rubber flooring
7. Brakes 4-wheel anti-lock braking system (ABS)
8. Speed control and tilt wheel
9. Air Condition
10. Wheelbase 113" Minimum
11. 3 sets of keys
12. **Standard seating with second and third row bench seat**

DEALER COMPLETE IN DETAIL:

CIRCLE ONE: 4WD AWD

2015 MAKE _____ **MODEL** _____ **GVWR** _____ **EACH \$** _____

GAS MPG: CITY _____ **HWY** _____ **FUEL CAPACITY** _____ **OIL CAPACITY** _____

IS THIS ENGINE E-85 COMPATIBLE? _____ **IF SO WHAT IS E-85 MPG: CITY** _____ **HWY** _____

BUMPER TO BUMPER WARRANTY _____

POWERTRAIN WARRANTY _____

EXTENDED WARRANTY _____

OPTIONAL EQUIPMENT PRICES, Item # 14

Indicate the additional cost or deduction for the below listed options. Prices should include all required options and special equipment.

Option 14A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 4 pin wiring installed plus wiring harness for 7 pin **EACH \$** _____

Option 14B. Power Windows and Door Locks **EACH \$** _____

Option 14C. Optional Rear Axle Ratio **Axle Ratio** _____ **EACH \$** _____

Option 14D. Alternate Gas Engine (Size) _____ **(Horsepower)** _____
E-85 compatible? _____ **EACH \$** _____

Option 14E. Bluetooth Capability **EACH \$** _____

Option 14F. Delete 3rd row rear bench seat **EACH \$** _____ **(Deduct)**

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made approximately _____ **days after receipt of order.**

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 15

In the County Commission of said county, on the 22nd day of January 20 15

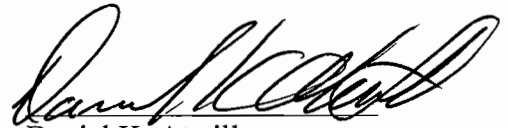
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the utilization of the National Cooperative Purchasing Alliance (NCPA) Cooperative Contract 11-01, Office Supplies Term & Supply with Office Essentials. The terms of the Cooperative Contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commission is hereby authorized to sign said Purchase Agreement.

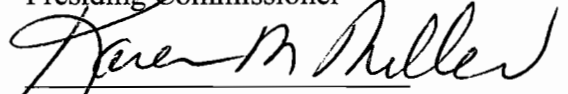
Done this 22nd day of January, 2015.

ATTEST:

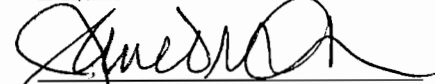
Wendy S. Noren
Wendy S. Noren *my*
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

25-2015

Boone County Purchasing

Elizabeth Sanders, CPPB
Senior Buyer



613 E. Ash Street, Room 111
Columbia, MO 65201
Phone: (573) 886-4393
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Elizabeth Sanders
DATE: January 14, 2015
RE: Cooperative Contract NCPA 11-01- Office Supplies (Term & Supply)

Purchasing Committee members and Purchasing reviewed two cooperative office supply contracts for replacing the County's previous contract, which expires January 31, 2015: Smart Business Products, contract through US Communities cooperative; and Office Essentials, contract through National Cooperative Purchasing Alliance (NCPA).

Based on that review, the recommendation is for utilizing the NCPA cooperative contract with Office Essentials based on overall lower prices for the County's core list of office supply items and longer contract term available for County's use. Smart Business Products' last renewal term with the lead agency, County of Los Angeles, California is August 31, 2015. Office Essentials is in its second renewal term through November 30, 2015 and has available two additional renewal terms with their lead agency, Region XIV Education Service Center of Abilene, Texas.

This is a term and supply contract for all departments to use. Contract will be paid by each department as items are purchased.

cc: Contract File

**PURCHASE AGREEMENT
FOR
Office Supplies Term and Supply**

THIS AGREEMENT dated the 22nd day of January 2015 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Office Essentials, Inc.**, herein "Vendor", acting on behalf of American Office Products Distributors, Inc.

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 **Office Supplies** in compliance with all proposal specifications and any addendum issued for the Region 14 Education Service Center – Abilene, Texas Request for Proposal (RFP) Number 24-12, National Cooperative Purchasing Alliance cooperative contract number **NCPA11-01**, and Boone County Standard Terms and Conditions. All such documents shall constitute the contract documents, which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office contract file for this contract if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, Boone County Missouri Standard Terms and Conditions, Region 14 Education Service Center RFP 24-12, and National Cooperative Purchasing Alliance cooperative contract number NCPA11-01 shall prevail and control over the vendor's proposal response in the above stated order.

2. Contract Duration - This agreement shall commence on the date of Commission Order above and extend through **November 30, 2015** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by the order of the county for two (2) additional one-year periods subject to pricing clauses in the contractor's RFP 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 Contractor, and Contractor agrees to supply the County with **Office Supplies** in accordance with, and in conformity with the contract documents in NCPA11-01, as needed and as ordered by County. Pricing may be revised annually on the core list of items in this contract with advance notice to Boone County Purchasing prior to any renewal term. Contractor shall provide on-line catalog access with contract prices displayed for county departments. Contractor shall provide at minimum, a quarterly usage report to the Purchasing Department that displays the ordering department, a description and quantity of item(s) purchased, list price of item(s) at day of purchase (if not core item), and the discounted/invoiced price received by the County.

4. Billing and Payment - All billing shall be invoiced separately to each Boone County ordering department. Billing may only include prices of items ordered and no additional fees, extra services or taxes shall be included. The County agrees to pay all correct monthly statements within thirty days of receipt. Any cash or prompt payment discounts offered in the proposal response shall be honored if county makes payment as provided therein. Contractor has the option to register with County Treasurer's Department for ACH payments. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the vendor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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.

OFFICE ESSENTIALS, INC.

by *Ed Swain*
 title DIRECTOR OF SALES
 address 1834 WALTON ROAD
St. Louis, Mo 63114

BOONE COUNTY, MISSOURI

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

APPROVED AS TO FORM:

[Signature]
 County Counselor

ATTEST:

Wendy S. Noren
 Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION

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

Jane Pitchford by *jj* 01/15/2015 No Encumbrance Required
 Signature Date Appropriation Account

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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

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

(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.

TED GRUENER DIRECTOR OF SALES

Name and Title of Authorized Representative


Signature

1/13/2015
Date



Region XIV Education Service Center

1850 Highway 351
Abilene, TX 79601-4750
325-675-8600
FAX 325-675-8659

Tuesday, August 5, 2014

**American Office Products Distributors, Inc. (AOPD)
ATTN: M.C. Bud Mundt
1652 E. Main St. – Suite 220
St. Charles, IL 60174-4702**

Re: Annual Renewal of NCPA contract #11-01

Dear Bud:

Region XIV Education Service Center is happy to announce that American Office Products Distributors, Inc. (AOPD) has been awarded an annual contract renewal for Office Supplies and Services based on the proposal submitted to Region XIV ESC.

The contract will expire on November 30th, 2015, completing the third year of a possible five-year term. If your company is not in agreement, please contact me immediately.

If you have any questions or concerns, feel free to contact me at 325-675-8600.

Sincerely,

A handwritten signature in cursive script that reads 'Ronnie Kincaid'.

**Ronnie Kincaid
Region XIV, Executive Director**



Region XIV Education Service Center

1850 Highway 351
Abilene, TX 79601-4750
325-675-8600
FAX 325-675-8659

November 14th, 2012

**American Office Products Distributors, Inc. (AOPD)
ATTN: M.C. Bud Mundt
1652 E. Main St. – Suite 220
St. Charles, IL 60174-4702**

Dear Bud:

Region XIV Education Service Center is happy to announce that AOPD has been awarded an annual contract for Office Supplies and Services based on the proposal submitted to Region XIV ESC.

The contract is effective immediately and will expire on November 30, 2013. The contract can be renewed annually for an additional four years, if mutually agreed on by Region XIV ESC and AOPD.

We look forward to a long and successful partnership underneath this contract.

If you have any questions or concerns, feel free to contact me at 325-675-8600.

Sincerely,

A handwritten signature in cursive script that reads "Ronnie Kincaid".

**Ronnie Kincaid
Region XIV, Executive Director**

Tab 2 – NCPA Administration Agreement

This Administration Agreement is made as of November 14, 2012, by and between National Cooperative Purchasing Alliance ("NCPA") and American Office Products Distributors ("Vendor").

Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated November 14, 2012, referenced as Contract Number NCPA 11-01, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the "Master Agreement"), for the purchase of Office Supplies and Services;

WHEREAS, said Master Agreement provides that any state, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution, other government agency or nonprofit organization (hereinafter referred to as "public agency" or collectively, "public agencies") may purchase products and services at the prices indicated in the Master Agreement;

WHEREAS, NCPA has the administrative and legal capacity to administer purchases under the Master Agreement to public agencies;

WHEREAS, NCPA serves as the administrative agent for Region 14 ESC in connection with other master agreements offered by NCPA

WHEREAS, Region 14 ESC desires NCPA to proceed with administration of the Master Agreement;

WHEREAS, NCPA and Vendor desire to enter into this Agreement to make available the Master Agreement to public agencies on a national basis;

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, NCPA and Vendor hereby agree as follows:

◆ General Terms and Conditions

- The Master Agreement, attached hereto as Tab 1 and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.
- NCPA shall be afforded all of the rights, privileges and indemnifications afforded to Region 14 ESC under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to NCPA under this Agreement including, but not limited to, the Vendor's obligation to provide appropriate insurance and certain indemnifications to Region 14 ESC.
- Vendor shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.
- NCPA shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Master Agreement as set forth herein, and Vendor acknowledges that NCPA shall act in the capacity of administrator of purchases under the Master Agreement.
- With respect to any purchases made by Region 14 ESC or any Public Agency pursuant to the Master Agreement, NCPA (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Vendor, Region 14 ESC, or such Public

Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Region 14 ESC, any Public Agency or any employee of Region 14 ESC or Public Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by the Public Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. NCPA makes no representations or guaranties with respect to any minimum purchases required to be made by Region 14 ESC, any Public Agency, or any employee of Region 14 ESC or Public Agency under this Agreement or the Master Agreement.

- The Public Agency participating in the NCPA contract and Vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the Public Agency and Vendor. NCPA, its agents, members and employees shall not be made party to any claim for breach of such agreement.

◆ **Term of Agreement**

- This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the obligation to pay all amounts owed by Vendor to NCPA through the termination of this Agreement and all indemnifications afforded by Vendor to NCPA shall survive the term of this Agreement.

◆ **Fees and Reporting**

- Vendor shall pay to NCPA a monthly/quarterly administrative fee based upon the total purchase price paid to Vendor for the sale of products and/or services pursuant to the Master Agreement based upon tiered fee schedule below. Vendor's annual sales shall be measured on a calendar year basis.

<u>Annual Sales Through Contract</u>	<u>Administrative Fee</u>
0 - \$50,000,000	2%
\$50,000,001 - \$100,000,000	1.75%
\$100,000,001 - \$150,000,000	1.5%
\$150,000,001 - \$200,000,000	1.25%
\$200,000,001 - \$500,000,000	1%
\$500,000,001 - \$1,000,000,000	0.75%
\$1,000,000,000+	0.5%

- Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an underreporting of Contract Sales and a

amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.

- The awarded vendor shall electronically provide NCPA with a detailed monthly or quarterly report showing the dollar volume of all sales under the contract for the previous month or quarter. Reports shall be sent via e-mail to NCPA offices at reporting@ncpa.us. Reports are due on the **fifteenth (15th)** day after the close of the previous month or quarter. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. The report shall include at least the following information as listed in the example below:

Vendor Name
 NCPA Report
 Month or Quarter

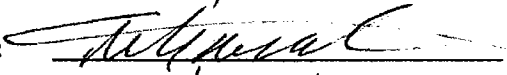
Entity Name	Zip Code	State	PO or Job #	Sale Amount

Total _____

◆ **General Provisions**

- This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
- Awarded vendor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this contract by awarded vendor must have prior approval from NCPA.
- If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.
- Neither this Agreement nor any rights or obligations hereunder shall be assignable by Vendor without prior written consent of NCPA. Any assignment without such consent will be void.
- This Agreement and NCPA's rights and obligations hereunder may be assigned at NCPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA's obligations hereunder
- All written communications given hereunder shall be delivered to the addresses as set forth below.

National Cooperative Purchasing Alliance:

Name: Matthew Mackel
Title: Director, Business Development
Address: PO Box 701273
Houston, TX 77270
Signature: 
Date: 11 / 14 / 2012

Vendor: AMERICAN OFFICE PRODUCTS DISTR
Name: M. C. BUD MUNDT
Title: EXECUTIVE DIRECTOR
Address: 1652 E. MAW ST. - SUITE 220
ST. CHARLES, ILLINOIS 60174
Signature: M. C. Bud Mundt
Date: 10 / 30 / 2012



American Office Products Distributors
1652 E. Main St. – Suite 220
St. Charles, IL 60174-4702
PH: 630/761-0600 - www.aopd.com

January 5, 2015

RE: AOPD Dealer/Distributor
Office Essentials, Inc.

To Whom It May Concern:

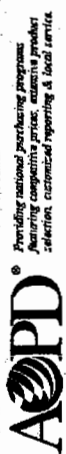
American Office Products Distributors, Inc., (AOPD) is a contracted supplier with the National Cooperative Purchasing Alliance, under contract number NCPA 11-01. As such, AOPD verifies that Office Essentials, Inc. headquartered in St. Louis, Missouri, is a member in good standing, and a fully authorized dealer/distributor, participating in the NCPA contract program marketing to public sector customers.

Office Essentials, Inc., as an NCPA approved and qualified dealer in the AOPD NCPA public sector contract program, may sell office products and furniture, provide services, respond to requests for quote, and process orders and invoices under the conventions of this contract.

If you need additional information please contact me at the above address, by telephone at 630/761-0600 x105 or by reply e-mail. Thank you.

Regards,

GM / Manager National Operations & Corporate Contract Programs
E-mail: sharon@aopd.com
Phone: 630-761-0600 X105



Zip Code Search

You searched for: 63122 Show GSA Only Office Essentials (St. Louis, MO)



Office Essentials

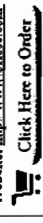
At Office Essentials we supply all of the products and solutions you need to run and grow your business. From the boardroom to the breakroom, from the copy room to the restroom - we're here to solve your office challenges by challenging the way you think about supplies. Our team delivers real value by creating a unique plan to cut time, costs and carbon from the entire process. We're locally owned with offices in St. Louis and Kansas City, but we service accounts nationwide - so we can support you wherever your business takes you. Rethink your expectations of an office products supplier and let us help you rethink the essentials in your office.



St. Louis, MO North Kansas City, MO

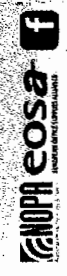
Office Essentials
1834 Walton Road
St. Louis, MO 63114 US
Toll Free: (866) 251-9802

Website: <http://www.office.com>



Certification: SBE

About Us
Customer Programs



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**BOONE COUNTY 'CORE LIST' PRODUCT LISTING
AND NCPA 'CORE LIST' PRODUCT LISTING
WITH FIXED PRICES THROUGH NOVEMBER 30, 2015**

Item #	Product SKU	Annual Est Qty	Product Description	UM	UM Qty
1	TOP63794	100	NOTEBOOK,PERMBND,COMP,AST	EA	1-EA
2	UNV96920	80	BOOK,STENO,GREGG,80SH,WE	EA	1-EA
3	UNV76620	70	BOOK,STENO,GREGG,60SH,GN	EA	1-EA
4	UNV10210	60	CLIP,BINDER,MEDIUM	DZ	12-EA
5	UNV10200	60	CLIP,BINDER,SMALL	DZ	12-EA
6	UNV79000	60	STAPLES,CHSEL PT,5M/BX	BX	5-TH
7	UNV20951	50	BNDR,VIEW,11X8.5,.5",BK	EA	1-EA
8	SAN65808	40	REFILL,UB IMPACT,2/PK,BK	PK	2-EA
9	UNV75609	40	TAPE,CORRCTN,SIDEWIND-2PK	PK	2-EA
10	UNV83436	40	TAPE,WRITE ON,3/4X36YD	RL	1-RL
11	UNV10199	30	CLIP, BINDER, 15MM	DZ	12-EA
12	SAN65873PP	40	REFILL,GEL,IMPCTRT,BK,2PK	PK	2-EA
13	SMD24110	40	FOLDER,SHF,STR,CUT,LTR	BX	100-EA
14	PENLRN5C	30	REFILL,ENRGL,NDL,.5MM,BE	EA	1-EA
15	SWI35450	30	STAPLES,FULL STRIP,5M/BX	BX	5-TH
16	UNV35210	30	ENVELOPE,#10,WE,WOVE,24#	BX	500-EA
17	MMM810341296	30	TAPE,MAGIC 3/4X1296	RL	1-RL
18	ZEB22210	30	PEN,BPT,RET,Z-GRIP,1MM,BK	DZ	12-EA
19	UNV35264	20	ENVELOPE,CLSP,9X12,28#,BN	BX	100-EA
20	UNV95223	20	BOX,STOR,LTR/LGL	CT	12-EA
21	UNV10630	20	PAD,LGL RULED,PERF,LTR,CA	DZ	12-EA
22	UNV28062	20	NOTE,1.5X2 RCYC,12/PK,YW	PK	12-PD
23	SAN65870	20	PEN,RBALL,GEL,IMPCT,RT,BK	EA	1-EA
24	MMM2027RCR	20	CUBE,MEMO,POST-IT,ULT	EA	1-EA
25	PENLR7C	20	REFILL,ENRGL,MTL,.7MM,BE	EA	1-EA
26	PENLRN5A	20	REFILL,ENRGL,NDL,.5MM,BK	EA	1-EA
27	PIL31402	20	PEN,RBL,RT,G6 GEL,BE	EA	1-EA
28	TOP63621	20	PAD,LGL/LTR,WIREBD,CA70SH	EA	1-EA
29	CNM2945B001	20	INKCART,PGI-220,BK	EA	1-EA
30	MMM6549YW	20	NOTE,HLND,3X3,12/PK,YW	PK	12-PD
31	UNV11201	20	PAPER,XERO/DUP,20#,LTR,CA	RM	500-SH
32	UNV20952	20	BNDR,VIEW,11X8.5,.5",WH	EA	1-EA
33	UNV35668	20	NOTE,STICK-IT,3X3,YW,12PD	PK	12-PD
34	AAGG52000	20	BOOK,APT,WKLY,8X11,BK	EA	1-EA
35	CLI58012	20	FILE,EXP,7PKT,PLAID,GY	EA	1-EA
36	PAP662415	20	TAPE,DRYLNE CRCTN 2PK,WE	PK	2-EA
37	UNV55520	20	PENCIL,#2,BLACKSTONIAN	DZ	12-EA
38	UNV00433	20	RUBBERBANDS,SIZE 33,1/4LB	PK	160-EA
39	UNV10220	20	CLIP,BINDER,LARGE	DZ	12-EA
40	UNV16113	10	FOLDER,REIN,1/3CT,MLA,LTR	BX	100-EA
41	UNV35260	20	ENVELOPE,CLSP,6X9,28#,BN	BX	100-EA
42	UNV75606	20	TAPE,TWO WAY CORRCT,6/PK	PK	6-EA
43	AVE05444	20	LABEL,4X2,100/PK,WHT	PK	100-EA
44	AVE11112	20	INDEX,BNDR,11X8.5,8CLR/ST	ST	8-EA
45	PIL77240	20	REFILL,RBALL,G2,FN,BK,2PK	PK	2-EA
46	PIL77241	20	REFILL,RBALL,G2,FN,BE,2PK	PK	2-EA
47	TOP4416	20	BOOK,VOICE MAIL MESSAGE	EA	1-EA
48	UNV08861	20	HILIGHTER,DESK,FYW	DZ	12-EA
49	LEE10400	10	MOISTENER,SORTKWIK,1 OZ	EA	1-EA
50	UNV20435	10	NOTEBOOK,WRBND,3X5,12/PK	PK	12-EA
51	PENQE519A	10	PENCIL,TWST-ERS 3,.9MM,BK	EA	1-EA
52	SAN65800	10	PEN,UNIBALL GEL IMPACT,BK	EA	1-EA
53	SMD10344	10	FOLDER,TOP TAB 1/3CUT,MLA	BX	100-EA
54	UNV11203	10	PAPER,XERO/DUP,20#,LTR,GN	RM	500-SH
55	UNV11204	10	PAPER,XERO/DUP,20#,LTR,PK	RM	500-SH

Item #	Product SKU	Annual Est Qty	Product Description	UM	UM Qty
56	UNV27410	10	PEN,BALLPT,ECONOMY,MED,BK	DZ	12-EA
57	RAC74276EA	10	SPRAY,DISINFCT,CNTRY,19OZ	EA	1-EA
58	SMD68185	10	POCKET,SELFADHES,VYL,8X5	BX	100-EA
59	UNV12113	10	FOLDER,MLA,1/3 CT,LTR,100	BX	100-EA
60	UNV56807	10	CHAIRMAT,45X53,W/25X12 LP	EA	1-EA
61	DYM30321	10	LABEL,ADRS,LRG,520/BX,WH	BX	2-RL
62	UNV15262	10	POCKET,FILE,LTR,STR,5.25"	BX	10-EA
63	SAN30001	10	MARKER,SHARPIE,FINE PT,BK	DZ	12-EA
64	UNV35662	10	NOTE,STICK-IT,1.5X2YW12PD	PK	12-PD
65	UNV35664	10	PAD,12 FANFOLD 3X3,YW	PK	12-PD
66	GEO45331	10	COVER,DOCUMENT COVER,BK	PK	6-EA
67	PIL77233	10	REFILL,RBALL,G2,XF,BE,2PK	PK	2-EA
68	SOF301M	10	REST,PHONE,MINI,BK	EA	1-EA
69	UNV72220	10	CLIP,JUMBO,SMOOTH,1M/PK	PK	1000-EA
70	UNV20630	10	PAD,LGL RULD,PERF,LTR,WH	DZ	12-EA
71	UNV75610	10	TAPE,CORRCTN,SIDEWIND-6PK	PK	6-EA
72	EVEEN91	10	BATTERY,IDSTAA,24 EA=1BX	BX	24-EA
73	MMM653AU	10	NOTE,PSTIT1.5X2,12/PK,ULT	PK	12-PD
74	PENZER2BPK6	10	ERASER,REFILL,CLIC,2/PK	PK	2-EA
75	UNV83412	10	TAPE,INVISIBLE,12/PK,CR	PK	12-EA
76	DIX13882	10	PENCIL,TICONDEROGA,#2	DZ	12-EA
77	EVEE92FP12	10	BATTERY,ENRGZ,AAA,12PK	PK	12-EA
78	PAP1744480	10	TAPE,CORRECT RECYCLED,WE	PK	2-EA
79	UNV35267	10	ENVELOPE,CLSP,10X13,28#BN	BX	100-EA
80	UNV72210BX	10	CLIP,#1,GEM,SMOOTH,100/BX	BX	100-EA
81	UNV80011	10	LABEL,LSR3-7/16X2/3,750WE	BX	750-EA
82	UNV80214	10	LABEL,3 1/2X5,400/PK,WH	PK	400-EA
83	AVE00216	10	GLUE,STCK,DISAPR.26OZ,PP	EA	1-EA
84	BICWOC12WE	10	FLUID,CORRECTION,20ML,WHT	EA	1-EA
85	IDESNS01521	10	STORAGE,BOX,CD,SNPNSTR,BK	EA	1-EA
86	IVR51430	10	PAD,MOUSE,GEL,BE	EA	1-EA
87	MMM142	10	TAPE,MAILNG,2"X800"W/DISP	RL	1-RL
88	MMM6834	10	FLAG,SMALL SZE 140/PK,AST	PK	140-EA
89	PAP660415	10	DISPENSER,DRYLINE,CORR,WE	EA	1-EA
90	PAR1750428	10	PEN,IM BALLPOINT,GMT	EA	1-EA
91	PENBLN75C	10	PEN,ENERGEL,RTX,DLX,BE	EA	1-EA
92	PENBLN77C	10	PEN,ENERGEL RTX,NDL TP,BE	EA	1-EA
93	PENLRN7A	10	REFILL,ENRGL,NDL,.7MM,BK	EA	1-EA
94	PENLRN7C	10	REFILL,ENRGL,NDL,.7MM,BE	EA	1-EA
95	PIL31401	10	PEN,RBL,RT,G6 GEL,BK	EA	1-EA
96	PIL35311	10	PEN,PRECISE,RLLG BALL,BK	EA	1-EA
97	PIL77227	10	REFILL,BPT,RET,MED,BK,2PK	PK	2-EA
98	PIL90010	10	PEN,DISPOSABLE FNTN,BK	EA	1-EA
99	RAC77182EA	10	CLEANER,LYSOL,WIPES	EA	1-EA
100	SAN1753179	10	PEN,SHARPIE,RECT,BE	EA	1-EA
101	SMD13043	10	FOLDER,1/3CUT,LTR,PE	BX	100-EA
102	UNV20962	10	BNDR,VIEW,11X8.5,1",WH	EA	1-EA
103	VER97088	10	DRIVE,USB FLASH 8GB,BE	EA	1-EA
104	ACC70022	10	FASTENER,2 PC,2" CAP	BX	50-EA
105	COS032962	10	INK,2000PLUS SELF INKG,BK	EA	1-EA
106	DPSR3027	10	RIBBON,F/CNMM310 BK/RD	EA	1-EA
107	IMN17332	10	DISC,CDR,52X,10PK,JWL,SV	PK	10-EA
108	MMM686F1BB	10	FLAG,INDEX DURABLE,AST	PK	24-EA
109	MMM810P10K	10	TAPE,MAGIC,.75X1M,10RL,CR	PK	10-RL
110	PIL31020	10	PEN,RBALL,RT,G2,GEL,FN,BK	DZ	12-EA

Item #	Product SKU	Annual Est Qty	Product Description	UM	UM Qty
111	SMD71952	10	WALLET,LTR,2-1/4EXP,PP	EA	1-EA
112	SMD76124	10	POCKET,FILE,3.5" EXP,LGL	BX	25-EA
113	UNV01117	10	RUBBERBANDS,SIZE 117,1LB	PK	210-EA
114	UNV11202	10	PAPER,XERO/DUP,20#,LTR,BE	RM	500-SH
115	UNV35663	10	PAD,12SLFSTCK1.5X2,AST	PK	12-PD
116	VER97086	10	DRIVE,USB,FLASH,2GB,BE	EA	1-EA
117	AVE11110	10	INDEX,BNDR,11X8.5,5CLR/ST	ST	5-EA
118	AVE11222	10	INDEX,BNDR,LTR,8CLR/ST	ST	8-EA
119	CNM2949B001	10	INKCART,CLI-221,YL	EA	1-EA
120	EVEL91BP8	10	BATTERY,E2 LITH,AA,8/PK	PK	8-EA
121	MMM658	10	TAPE,POST-IT,1X700IN	RL	1-RL
122	MMMLS8535G	10	SHEET,LAMINAT,LUG, 5PK,CR	PK	5-EA
123	RUB65988	10	FILE,UNBREAK,MAG,WALL	EA	1-EA
124	SMD14934	10	FOLDER,LTR,2",1/3C,GG	BX	25-EA
125	UNV08865	10	HIGHLIGHTER,DESK,FPK	DZ	12-EA
126	UNV14115	10	FOLDER,HANG,1/5CUT,LTR,25	BX	25-EA
127	UNV33401	10	BNDR,RNG,11X8.5,1.5",BK	EA	1-EA
128	UNV35673	10	NOTE,ST-IT4X6,12PD,LND,YW	PK	12-PD
129	UNV81236	10	TAPE,WRITE-ON,1/2X36YD	RL	1-RL
130	UNV92009	10	SCISSORS,ECON,8,STR,SS	EA	1-EA
131	AVE24000	5	HIGHLIGHTER,FLYL	DZ	12-EA
132	AVE5376	5	CARD,BUS,LSR,250/PK,IVY	PK	250-EA
133	BICGSFG11BK	5	PEN,BPT,RNDSTC,GRP,FN,BK	DZ	12-EA
134	CAS235249	5	PAPER,CARD STOCK,90#,WHT	PK	250-SH
135	EVEEN22	5	BATTERY,IDT,9V,12 EA=1BX	BX	12-EA
136	HAM102889	5	PAPER,COLORS,GY	RM	500-SH
137	MMM653AN	5	NOTE,PST-IT1.5X2,12/PK,NE	PK	12-PD
138	PANUG5540	5	TONER,UF9000, 10K YLD,BK	EA	1-EA
139	PIL77234	5	REFILL,RBALL,G2,XF,RD,2PK	PK	2-EA
140	SMD68314	5	LABEL,CCYR14,ETY,GD	RL	1-RL
141	UNV72210	5	CLIP,#1,GEM,SMOOTH,1M/PK	PK	1000-EA
142	AAGE71250	5	REFILL,DAY,COUNTER	EA	1-EA
143	AVE23076	5	INDEX,BNDR,LTR,5 TAB,CLRD	ST	5-EA
144	AVE5165	5	LABEL,ADRS,8.5X11,1/SH	BX	100-EA
145	BICBU311BK	5	PEN,BU3,GRIP,BALLPT,BK	DZ	12-EA
146	BOSSTCRP211514	5	STAPLES,F/B8,.25",5M/BX	BX	5-TH
147	BRTTN430	5	TONER,FOR HL-1440,3000PGS	EA	1-EA
148	ESS02327	5	FILE,13PCKT,EXP,SLDCVR,BK	EA	1-EA
149	HAM103325	5	PAPER,COLORS,BF	RM	500-SH
150	MMM680WE2	5	FLAG,1IN,2PK OF 50,WE	PK	100-EA
151	MMM686PGO	5	TAB,DURABLE,66/PK,FLAST	PK	66-EA
152	PIL35346	5	PEN,PRECISE V7,FINE,BK	DZ	12-EA
153	PIL77232	5	REFILL,RBALL,G2,XF,BK,2PK	PK	2-EA
154	PRB04120	5	PAPER,2 PERFS,20#,WE	RM	500-SH
155	ROL1746466	5	ORGANIZER,MESH PENCIL,BK	EA	1-EA
156	SAN30665PP	5	MARKER,SHARPIE,FN,BK,5/PK	PK	5-EA
157	TOP4010	5	BOOK,MES,50-2PT SPIRAL	EA	1-EA
158	UNV00700	5	REMOVER,STAPLE,JAWSTY,BK	EA	1-EA
159	UNV08862	5	HIGHLIGHTER,DESK,FLGN	DZ	12-EA
160	UNV15113	5	FOLDER,MLA,1/3 CT,LGL,100	BX	100-EA
161	UNV60101	5	LABEL,FILE,FLDR,248/PK,WE	PK	248-EA
162	VCT7010	5	RIBBON,CALC,RED/BLK INK	EA	1-EA
163	ZEB46810	5	PEN,RBALL,RT,SARASA,MD,BK	DZ	12-EA
164	AAG7086405	5	BOOK,APT,WKLY,8.5X11,BK	EA	1-EA
165	AAGPM17028	5	CALENDAR,WALL MTHLY11X8.5	EA	1-EA

Item #	Product SKU	Annual Est Qty	Product Description	UM	UM Qty
166	AVE48266	5	LABEL,FF,ECO,30UP,750,WH	PK	750-EA
167	AVE5160	5	LABEL,ADRS,1X2.625,30/SH	BX	3000-EA
168	BICVCGF11BK	5	PEN,ATLANTIS RECT,FN,BK	DZ	12-EA
169	DURDLCR2BPK	5	BATTERY,3VOLT,PHOTO,LITH	EA	1-EA
170	FSK94307097J	5	SCISSORS,KIDS POINT5",AST	EA	1-EA
171	GOJ302312EA	5	SANITIZER,PURELL,20OZ,CR	EA	1-EA
172	JOJ4634	5	BANDAGES,3/4X3,ADHV100/BX	BX	100-EA
173	MMM65418BRCP	5	NOTE,3X3,18PAD CAB,BRITES	PK	18-PD
174	OIC29152	5	POCKET,FILE,PANEL,SLGY	EA	1-EA
175	PAP89465	5	PEN,PROFILE RT BP,BK	DZ	12-EA
176	PENBK440A	5	PEN,BALLPOINT,RT,MED,BK	DZ	12-EA
177	SAN44001	5	MARKER,MAGNUM 44,BK	EA	1-EA
178	UNV10700	5	REMOVER,STAPLE,WAND,BK	EA	1-EA
179	UNV15001	5	DISPENSER,TAPE,1"CORE,BK	EA	1-EA
180	UNV20972	5	BNDR,VIEW,11X8.5,1.5",WE	EA	1-EA
181	UNV35617	5	NOTE,3X3 FANFOLD 12PK,AST	PK	12-PD
182	UNV39913	5	PEN,GEL,CLR BARL,0.7MM,BE	DZ	12-EA
183	UNV43313	5	TAB,HANG FLDR,1/3CT,25,CR	PK	25-EA
184	UNV72220BX	5	CLIP,JUMBO,SMOOTH,100/BX	BX	100-EA
185	UNV83410	5	TAPE,.75X1000 6ROL/PK,CR	PK	6-RL
186	UNV95220	5	BOX,STOR,LTR	CT	12-EA
187	ZEB22220	5	PEN,BPT,RET,Z-GRIP,1MM,BE	DZ	12-EA
188	ZEB41010	5	PEN,GEL,RET,MED,ORBITZ,BK	DZ	12-EA
189	PMC07784	3	ROLL,ADD,NCR,2.25W,12/PK	PK	12-RL
190	UNV10200VP	3	CLIP,BINDER,SMALL,144/PK	PK	144-EA
191	UNV20004	3	TRAY,MESH,LETTER,BK	EA	1-EA
192	UNV83436VP	3	TAPE,WRITE ON,3/4X36YD,12	PK	12-RL
193	ZEB21910	3	PEN,Z-GRIP FLIGHT,RT,BK	DZ	12-EA

NCPA Core Contract Listing

Item number	Item name	Unit	Unit Price
ACC72380	CLIP,PPR,#1,SMTH,1M/PK	PK	0.08
ACC72580	CLIP,PPR,JMBO,SMTH,1M/PK	PK	0.22
ACC72610	CLAMP,PPR,.072 GA,LGE	BX	0.76
ALELF3029PY	FILE,LAT 2DWR 30IN WDE,PY	EA	197.73
ALELF3054PY	FILE,LAT 4DWR 30IN WDE,PY	EA	268.01
ALELF3629LG	FILE,LAT 2DRW 36IN WD,LGY	EA	242.31
ALELF3654PY	FILE,LAT 4DRW 36IN WDE,PY	EA	431.11
ALL21405	RUBBERBANDS,SIZE#117B,AMB	BX	2.67
ALL27405	RUBBERBANDS,ADVNTG,#117,1LB	BX	2.55
AVE00166	GLUE,STICK,26OZ	EA	0.34
BICBLP51WASST	HIGHLIGHTER,BRITELN5/ST,AST	ST	1.64
BICGSM11BK	PEN,ROUND STIC,MED,BK	DZ	0.80
BICGSM11RD	PEN,ROUND STIC,MED,RD	DZ	0.80
BICGSMG11BK	PEN,BPT,RNDSTC,GRP,MED,BK	DZ	1.69
BICWOC12WE	FLUID,CORRECTION,20ML,WHT	EA	0.46
BICWOFEC12WE	FLUID,CORR,X COVERAGE,WHT	DZ	10.84
BICWOFQD12WE	FLUID,CORRECT,.7OZ,WHT	DZ	8.88
BLKBE10600004	SURGE,6 OUTLT 720 JOUL,WH	EA	7.49
BRTTN540	TONER,F/HL5140/5150	EA	60.82
BRTTN560	TONER,F/HL1650,1670N,BK	EA	75.38
BSX432LL	FILE,LAT,2DWR,W/L,30,PY	EA	241.95
BSX434LL	FILE,LAT,4DWR,W/L,30,PY	EA	352.93
BSXH412PL	FILE,VERT,2DR,LTR,W/LK,PT	EA	119.62
BSXH414PL	FILE,VERT,4DR,LTR,W/LK,PT	EA	165.10
BSXVL220VA10	CHAIR,TASK,BK	EA	265.98
BUNVPR	BREWER,COFFEE,2WARMER,BK	EA	308.75
CNMC1200D	CALCULATOR,12DIG PRINT	EA	66.69
CNML50	TONER,L50,F/PC1060/80	EA	154.18
CNMP23DHV	CALCULATOR,PRINTG,12 DGT	EA	19.43
CNMS35	TONER,F/ICD320/340,(S35)	EA	116.57
COX15949EA	CLEANER,DSNFCT,WIPES,FRSH	EA	5.60
CPM01901EA	SOFTSOAP,ANTIBACTERIAL,1GAL	EA	12.35
CPM26238EA	SOAP,HAND,ANTIBAC,SOFTSOAP	EA	2.37
DIX92040	MARKER,DRY ERASE,4/ST,AST	ST	3.54
DPR88047EA	SOAP,LIQD DIAL GLD,1GL	EA	13.63
DPR98612	SOAP,FOAMING,BASICS,GAL	EA	9.54
DUCB45012	TAPE,DUCT 1.88"X45YD,GY	RL	6.72
EPI1031	SHARPENER,PCL,CHM/BK.....	EA	8.23
EPI1900	SHARPENER,PENCIL,ELEC,GY	EA	15.45
EPI2027	CLIP,MAGNETIC,2-1/4,12/BX	BX	3.12
EPI233	ADHESIVE,RBR CMNT,32OZ	EA	6.90
EPI73100	STAPLER,ELEC,PUTTY	EA	31.41
EPIE904	GLUE,RUBBER CEMENT, 4OZ	EA	1.40
ESS01351	FILE,CARD,PLAS,3X5,BK	EA	1.38
ESS31	CARD,INDEX,RULED,3X5,WHT	PK	0.44
ESS52513	COVER,RPT,LTR,FSTNER,AST	BX	6.73
ESS57513	PORTFOLIO,LTR,2 PCKT,AST	BX	6.67
FEL5908201	PAD,MOUSE,THIN,GR	EA	3.37
FEL98316	CASE,JEWEL 25PK,CLR/BK	PK	6.82
FOL06927	COFFEE,FOLGERS DECAF,.9OZ	CT	24.60
FOL06930	COFFEE,FOLGERS,REG,.9OZ	CT	24.17
GOJ965212EA	SANITIZER,HAND,PURELL,8OZ	EA	3.67

HAM103309	PAPER,COLORS,BE	RM	5.90
HAM103341	PAPER,COLORS,CA	RM	5.90
HEWC1823D	INKCART,DJ720/890/1120COL	EA	39.52
HEWC3903A	TONER,CART,5P,5MP,6P,6MP	EA	105.79
HEWQ3675A	KIT,TRANSFER, CLJ4650 ,GY.	EA	321.67
HEWQ3960A	TONER,F/ CLJ 2550,BK	EA	77.32
HEWQ6470A	TONER,F/ CLJ3600,BK	EA	123.92
HEWQ7581A	TONER,F/ CLJ3800,CYN	EA	159.38
HEWQ7582A	TONER,F/ CLJ3800,YW	EA	159.38
HEWQ7583A	TONER,F/ CLJ3800,MA	EA	159.38
HOD124	CALENDAR,DESK,12 MO,22X17	EA	3.45
HOD12502	CALENDAR,ACAD. DESKPAD,BK	EA	7.66
HOD126	REFILL,F/124 CALENDAR PAD	EA	-
HON582LL	FILE,LAT,2DWR,36"W/LK,PY	EA	315.57
HON584LL	FILE,LAT,4DWR,36"W/LK,PY	EA	539.66
HON585LQ	FILE,LAT,5DWR,W/LK,LGY	EA	859.16
IDEFT07033	FILE,FLDR HNG,LTR20PK,GN	PK	11.56
IDEFT07043	FILE,FLDR HNG LGL20PK,GN	PK	14.23
IMN41017	CASE,JEWEL SLIMLINE 25/PK	PK	4.49
IVR1823D	INKCART,#23,COL	EA	15.29
IVR20045	INKCART, 710C,BK	EA	7.18
IVR30001	CABLE,USB 6 FT,BK	EA	9.52
IVR6470A	TONER,HP LJ3600/3800,BK	EA	98.83
IVR7581A	TONER,HP LJ 3800,CN	EA	114.75
IVR7582A	TONER,HP LJ 3800,YL	EA	114.75
IVR7583A	TONER,HP LJ 3800,MG	EA	114.75
IVR83003	TONER,F/ HP LJ5P/5MP/6P	EA	57.57
IVR83360	TONER,LEXMARK E360,BK	EA	144.97
IVR83960	TONER,HP LJ 2550/2800,BK	EA	59.72
IVRL50	TONER,CNM L50,BK	EA	45.47
IVRS35	TONER,CAN IC D320/D340,BK	EA	42.57
IVRTN540	TONER,F/HL5140/5150,BK	EA	41.97
IVRTN560	TONER,COMPATIBLE,TN560,BK	EA	42.56
JOJ200411	BEVERAGE,SPLENDA,400BX	BX	13.04
KIM03076	TISSUE,KLNX,12BX,125 SHTS	CT	18.47
KIM21606BX	TISSUE,FACIAL125SHTS,2PLY	BX	2.16
KYOTK502K	TONER,LASER,FSC5016N,BK	EA	63.77
LEO83450	PIN,SAFETY,50,PK,AST	PK	0.93
LEXE360H11A	TONER,F/E360,E460,HY,BK	EA	185.30
LOG910001439	MOUSE,B100 USB,BK	EA	8.64
LOG910001675	MOUSE,WRLSS, M310,SV	EA	26.69
LOG920002555	KEYBOARD,WRLS DT,MK550,BK	EA	74.29
MCMMICRTPN900	TONER,NEWHP5P,6P	EA	162.55
MMM105	TAPE,MAGIC,3/4X300	RL	1.01
MMM109	TAPE,RMVBLE,3/4"X150",CR	RL	3.38
MMM5910121296	TAPE,TRANS,1/2X1296,CLEAR	RL	0.51
MMM6200341000	TAPE,INVISBL,ECON,3/4X1000	PK	5.52
MMM6539YW	NOTE,HLND,1.5X2,YW 12/PD	PK	1.55
MMM810P10K	TAPE,MAGIC,.75X1M,10RL,CR	PK	18.62
MMM860	ADHESIVE,RMVBLE,REUSBL,WHT	PK	0.74
MMMHB903	DISPENSER,TAPE,SEALING	EA	6.80
MMMPF319	FILTER,PRIVACY,LT WT,19"	EA	136.53
MMMR330AU	REFILL,PST-IT,3X3,PUP,ULT	PK	6.49
NLE101243	WATER,SPRING,.5 LTR.....	CT	6.38
OFX00019	SUGAR,CNSTR,20OZ	EA	4.73

OFX00020	CREAMER,CNSTR,12OZ	EA	4.30
OFX50150	SUGAR,SWEETNLOW,400/BX	BX	5.65
OIC83100	CLIPBOARD,LTR,HARDBOARD	EA	0.69
OIC92707	PUSH PINS,PLASTIC,100BX,CR	BX	0.66
OIC92912	TACKS,THUMB,STEEL,3/8"HEAD	BX	0.46
OIC99020	CLIPS,BINDER,SMALL	BX	0.14
OIC99050	CLIPS,BINDER,MEDIUM	BX	0.30
OIC99100	CLIPS,BINDER,LARGE	BX	0.81
OIC99814	FASTENER,BRASS,ROUNDHEAD,1"	BX	1.02
OKI43324404	TONER,F/C5500/5800,HC,BK	EA	85.54
PAC2402	PAPER,COMPOSITION,8.5X11	RM	4.63
PANKXFAT92	TONER,LASER,F/KXMB271,781	EA	42.60
PAP2841178	FLUID, CORRECTION,PMOP,WE	EA	0.41
PAP31001BH	PEN,LQD EXPRESSO,XFN,BK	DZ	15.24
PAP8410152	MARKER,FLAIR,PT GRD,BE	DZ	12.09
PAP8420152	MARKER,FLAIR,PT GRD,RD	DZ	12.09
PAP8430152	MARKER,FLAIR,PT GRD,BK	DZ	12.09
PMC08677	ROLL,ADD 2.25"X150',1C/CT	CT	44.00
PMC08835	ROLL,ADD 2.25"X150',12/PK	PK	5.54
QMS1710567001	TONER,LASER,PAGEPRO1300W,BK	EA	114.07
QUA111112	ENVELOPE,#10,24#,WE	BX	14.49
QUA37855	ENVELOPE,CLSP 6X9,28#BRKR.	BX	7.08
QUA37890	ENVELOPE,CLSP9X12 BRKR28#.	BX	8.65
QUA37893	ENVELOPE,CLSP9.5X12.5KR28.	BX	11.21
QUA90090	ENVELOPE,#9,3-7/8X8-7/8WE	BX	16.59
QUA90120	ENVELOPE,#10,WNDW,5C/BXWE	BX	17.82
RIENSCREGULAR	BOOK,NSC REGULAR,BE	EA	8.43
SAN16001	MARKER,VISAVIS,FINE,BK	DZ	9.69
SAN16002	MARKER,VISAVIS,FINE,RD	DZ	9.69
SAN25005	HIGHLIGHTER,MJR ACCENT,YW	DZ	5.34
SAN25025	HIGHLIGHTER,MJR ACCENT,FYW	DZ	5.34
SAN25076	HIGHLIGHTER,MJR-ACCT,6/ST	ST	2.70
SAN30001	MARKER,SHARPIE,FINE PT,BK	DZ	6.49
SAN30074	MARKER,SHARPIE,FINE,4/ST	ST	2.40
SAN30078	MARKER,SHARPIE,FINE,8/ST	ST	4.62
SAN35003	MARKER,SHARPIE,X-FINE,BE	DZ	7.26
SAN37001	MARKER,SHARPIE,ULTRAFN,BK	DZ	6.49
SAN60101	PEN,UNIBALL,.7MM,BK	DZ	7.86
SAN60102	PEN,UNIBALL,.7MM,RD	DZ	7.92
SAN60134	PEN,UNIBALL,VISN,FINE,BE	DZ	1.17
SAN81505	ERASER,DRY ERASE SURFACES	EA	1.47
SAN81803	CLEANER,WHITE BOARD,8OZ	EA	1.83
SAN82074	MARKER,EXPO 2,BULLET,4/ST	ST	2.93
SAN83074	MARKER,EXPO,ERASE,4 CLRS	ST	3.40
SMD50176	GUIDE,PLAIN TB,A-Z,LTR,25	ST	6.82
SMD55076	GUIDE,INDEX,A-Z,3X5	ST	2.04
SMD64600	TAB,HNG FLDR,1/5CUT,25,CR	PK	1.31
SWI35108	STAPLES,STD SZ,5M/BX	BX	0.73
SWI74701	STAPLER,DSK,FULL STRIP,BK	EA	10.49
TOM68620	TAPE,CORRECTION,MONO,WE	EA	1.34
TRPSMART1500LDT	SURGE,UPS,1500 VA T,BK	EA	116.77
UNV00700	REMOVER,STAPLE,JAWSTY,BK	EA	0.23
UNV07071	MARKER,PERMNT FINE,BK	DZ	3.02
UNV08850	HIGHLIGHTER,PKT,5/ST,FL	ST	1.02
UNV08860	HIGHLIGHTER,DESK,5/ST	ST	1.86

UNV08861	HILIGHTER,DESK,FYW	DZ	3.58
UNV10630	PAD,LGL RULED,PERF,LTR,CA	DZ	5.22
UNV14113	FOLDER,HANG,1/3CUT,LTR,25	BX	5.36
UNV14115	FOLDER,HANG,1/5CUT,LTR,25	BX	4.31
UNV14215	FOLDER,HANG,1/5CUT,LGL,25	BX	6.17
UNV15001	DISPENSER,TAPE,1"CORE,BK	EA	1.19
UNV15113	FOLDER,MLA,1/3 CT,LGL,100	BX	4.82
UNV20630	PAD,LGL RULD,PERF,LTR,WH	DZ	5.22
UNV20961	BNDR,VIEW,11X8.5,1",BK	EA	1.35
UNV21124	PROTECTOR,SHT,STDWT,CR	BX	3.14
UNV21200	PAPER,20#,LTR,92 BRT.....	CT	32.50
UNV21873	INDEX,ECO,8TAB,6/PK,CR	PK	0.38
UNV21874	INDEX,EXT,5TAB,6PK,COLOR	PK	0.27
UNV24200	PAPER,XERO/DUP,WE,LGL,20#.	CT	3.74
UNV24213	FOLDER,HANG,RENFC,D,LGL,GN	BX	7.90
UNV28230	PAPER,XERO 92 WE,LTR,3HD..	CT	39.80
UNV29010	PEN,ROLLER BALL,FINE,BK	DZ	2.67
UNV31304	PUSHPIN,PLAS,100/PK,CR	PK	0.64
UNV33401	BNDR,RNG,11X8.5,1.5",BK	EA	1.99
UNV33402	BNDR,RNG,11X8.5,1.5",RBE	EA	1.99
UNV34401	BNDR,RNG,11X8.5,2",BK	EA	2.21
UNV34402	BNDR,RNG,11X8.5,2",RBE	EA	2.44
UNV35209	ENVELOPE,#9,WE,REG 24#	BX	12.71
UNV35210	ENVELOPE,#10,WE,WOVE,24#	BX	8.76
UNV35260	ENVELOPE,CLSP,6X9,28#,BN	BX	5.73
UNV35264	ENVELOPE,CLSP,9X12,28#,BN	BX	6.54
UNV35265	ENVELOPE,CLSP,9.5X12.5,BN	BX	8.98
UNV35412	BNDR,RNG,11X8.5,3",RBE	EA	3.88
UNV35611	NOTE,3X3 FANFOLD 12PK,AST	PK	5.65
UNV35662	NOTE,STICK-IT,1.5X2YW12PD	PK	1.35
UNV35715	ROLL,ADD/CALC,2.25,12/PK	PK	4.98
UNV36321	ENVELOPE,#10 WDW,WH	BX	13.65
UNV40000	PAD,LGL RULD,PERF,LGL,CA	DZ	8.14
UNV40305	CLIPBOARD,STD CLP,LEGAL	EA	0.79
UNV43138	STAPLER,FULL,EXEC	EA	2.79
UNV43650	MARKER,DRY,ERASE,CHSL,4ST	ST	1.52
UNV43663	ERASER, DRY ERASE, BK	EA	1.02
UNV45000	PAD,LGL RULD,PERF,LGL,WH	DZ	8.14
UNV63000	TAPE,2"X55YD,6/PK,CR	PK	4.17
UNV72211	CLIP,#1,1200/PK,W/DSPNR	PK	0.57
UNV74323	PUNCH,3-HOLE,DLUX	EA	3.74
UNV75407	FLUID,CORRECT,ALL,PURPOSE	EA	0.64
UNV75748	GLUE,STCK,.28OZ,12/PK	PK	0.17
UNV88000	DISPENSER,BOXSEAL TAPE,2"	EA	4.33
UNV96920	BOOK,STENO,GREGG,80SH,WE	EA	11.75
VCT900	CALCULATOR,PKT,8 DIG	EA	3.60
VER96663	DRIVE,USB PRO,16GB,BE	EA	31.87
VER97087	DRIVE,USB FLASH 4GB,BE	EA	8.49
VER97088	DRIVE,USB FLASH 8GB,BE	EA	9.35

**AMERICAN OFFICE PRODUCTS DISTRIBUTORS
PROPOSAL RESPONSE TO RFP #24-12**

Request for Proposal (RFP) for Office Supplies and Services

Solicitation Number: 24-12

Publication Date: Thursday, September 20th, 2012

Notice to Respondent:

Addendum #1: Submittal Deadline Date Changed

Submittal Deadline: ~~Thursday, October 25th 2:30 pm CST~~

Wednesday, November 7th 12:30 pm CST

Questions regarding this solicitation must be submitted to questions@ncpa.us no later than Wednesday, October 31st. All questions and answers will be posted to <http://www.ncpa.us/solicitations>.

It is the intention of Region 14 Education Service Center (herein "Region 14 ESC") to establish a Master Agreement for Office Supplies and Services for use by Region 14 ESC and other public agencies supported under this contract. This Request for Proposal is issued on behalf of the National Cooperative Purchasing Alliance through a public agency clause, which provides that any county, city, special district, local government, school district, private K-12 school, higher education institution, state, other government agency, healthcare organization or nonprofit organization may purchase Products and Services through this contract. Respondents will be required to execute the NCPA Administration Agreement upon award.

This contract will allow agencies to purchase on an "as needed" basis from a competitively awarded contract. Respondents are requested to submit their total line of available products and services. While this solicitation specifically covers Office Supplies and Services, respondents are encouraged to submit an offering on any or and all products and services available that they currently perform in their normal course of business.

Responses shall be received no later than the submittal deadline in the offices of Region 14 ESC at the address below:

Region 14 Education Service Center
1850 Highway 351
Abilene, Texas 79601

Immediately following the deadline, all responses will be publically opened and the respondents recorded. Any response received later than the specified deadline, whether delivered in person or mailed, will be disqualified. Faxed or electronically submitted responses cannot be accepted.

Responses must be sealed and plainly marked with the company name and the opening date and time. Two (2) bound and signed copies of the proposals and Two (2) electronic copies on CD, DVD, or flash drives (i.e. pin or jump drives) shall be provided.



Competitive Solicitation by
Region 14 Education Service Center

For

Office Supplies and Services

On behalf of itself and other Government Agencies

And made available through the
National Cooperative Purchasing Alliance

RFP # 24-12


NCPA

National Cooperative Purchasing Alliance

Signature Form

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this bid in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Company name	American Office Products Distributors, Inc. (AOPD)
Address	1652 E. Main St. - Suite 220
City/State/Zip	St. Charles, Illinois 60174-4702
Telephone No.	630-761-0600
Fax No.	630-761-0691
Email address	bud@aopd.com
Printed name	M.C. Bud Mundt
Position with company	Executive Director
Authorized signature	

Tab 2 – NCPA Administration Agreement

This Administration Agreement is made as of November 14, 2012, by and between National Cooperative Purchasing Alliance (“NCPA”) and American Office Products Distributors (“Vendor”).

Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated November 14, 2012, referenced as Contract Number NCPA 11-01, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the “Master Agreement”), for the purchase of Office Supplies and Services;

WHEREAS, said Master Agreement provides that any state, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution, other government agency or nonprofit organization (hereinafter referred to as “public agency” or collectively, “public agencies”) may purchase products and services at the prices indicated in the Master Agreement;

WHEREAS, NCPA has the administrative and legal capacity to administer purchases under the Master Agreement to public agencies;

WHEREAS, NCPA serves as the administrative agent for Region 14 ESC in connection with other Master Agreements offered by NCPA

WHEREAS, Region 14 ESC desires NCPA to proceed with administration of the Master Agreement;

WHEREAS, NCPA and Vendor desire to enter into this Agreement to make available the Master Agreement to public agencies on a national basis;

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, NCPA and Vendor hereby agree as follows:

◆ General Terms and Conditions

- The Master Agreement, attached hereto as Tab 1 and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.
- NCPA shall be afforded all of the rights, privileges and indemnifications afforded to Region 14 ESC under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to NCPA under this Agreement including, but not limited to, the Vendor’s obligation to provide appropriate insurance and certain indemnifications to Region 14 ESC.
- Vendor shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.
- NCPA shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Master Agreement as set forth herein, and Vendor acknowledges that NCPA shall act in the capacity of administrator of purchases under the Master Agreement.
- With respect to any purchases made by Region 14 ESC or any Public Agency pursuant to the Master Agreement, NCPA (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Vendor, Region 14 ESC, or such Public

Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Region 14 ESC, any Public Agency or any employee of Region 14 ESC or Public Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by the Public Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. NCPA makes no representations or guaranties with respect to any minimum purchases required to be made by Region 14 ESC, any Public Agency, or any employee of Region 14 ESC or Public Agency under this Agreement or the Master Agreement.

- The Public Agency participating in the NCPA contract and Vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the Public Agency and Vendor. NCPA, its agents, members and employees shall not be made party to any claim for breach of such agreement.

◆ **Term of Agreement**

- This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the obligation to pay all amounts owed by Vendor to NCPA through the termination of this Agreement and all indemnifications afforded by Vendor to NCPA shall survive the term of this Agreement.

◆ **Fees and Reporting**

- Vendor shall pay to NCPA a monthly/quarterly administrative fee based upon the total purchase price paid to Vendor for the sale of products and/or services pursuant to the Master Agreement based upon tiered fee schedule below. Vendor's annual sales shall be measured on a calendar year basis.

<u>Annual Sales Through Contract</u>	<u>Administrative Fee</u>
0 - \$50,000,000	2%
\$50,000,001 - \$100,000,000	1.75%
\$100,000,001 - \$150,000,000	1.5%
\$150,000,001 - \$200,000,000	1.25%
\$200,000,001 - \$500,000,000	1%
\$500,000,001 - \$1,000,000,000	0.75%
\$1,000,000,000+	0.5%

- Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an underreporting of Contract Sales and a

amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.

- The awarded vendor shall electronically provide NCPA with a detailed monthly or quarterly report showing the dollar volume of all sales under the contract for the previous month or quarter. Reports shall be sent via e-mail to NCPA offices at reporting@ncpa.us. Reports are due on the **fifteenth (15th)** day after the close of the previous month or quarter. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. The report shall include at least the following information as listed in the example below:

Vendor Name

NCPA Report

Month or Quarter


Entity Name	Zip Code	State	PO or Job #	Sale Amount

Total _____

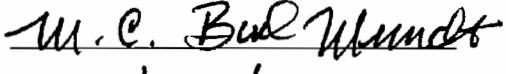
◆ **General Provisions**

- This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
- Awarded vendor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this contract by awarded vendor must have prior approval from NCPA.
- If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.
- Neither this Agreement nor any rights or obligations hereunder shall be assignable by Vendor without prior written consent of NCPA. Any assignment without such consent will be void.
- This Agreement and NCPA's rights and obligations hereunder may be assigned at NCPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA's obligations hereunder
- All written communications given hereunder shall be delivered to the addresses as set forth below.

National Cooperative Purchasing Alliance:

Name: Matthew Mackel
Title: Director, Business Development
Address: PO Box 701273
Houston, TX 77270
Signature: 
Date: 11/14/2012

Vendor: AMERICAN OFFICE PRODUCTS DISTR

Name: M. C. BUD MUNDT
Title: EXECUTIVE DIRECTOR
Address: 1652 E. MAIN ST. - SUITE 220
ST. CHARLES, ILLINOIS 60174
Signature: 
Date: 10/30/2012

Tab 3 – Vendor Questionnaire

Please provide responses to the following questions that address your company's operations, organization, structure, and processes for providing products and services.

◆ States Covered

- Bidder must indicate any and all states where products and services can be offered.
- Please indicate the price co-efficient for each state if it varies.

50 States & District of Columbia (Selecting this box is equal to checking all boxes below)

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Alabama | <input checked="" type="checkbox"/> Maryland | <input checked="" type="checkbox"/> South Carolina |
| <input checked="" type="checkbox"/> Alaska | <input checked="" type="checkbox"/> Massachusetts | <input type="checkbox"/> South Dakota |
| <input checked="" type="checkbox"/> Arizona | <input checked="" type="checkbox"/> Michigan | <input checked="" type="checkbox"/> Tennessee |
| <input checked="" type="checkbox"/> Arkansas | <input checked="" type="checkbox"/> Minnesota | <input checked="" type="checkbox"/> Texas |
| <input checked="" type="checkbox"/> California | <input checked="" type="checkbox"/> Mississippi | <input checked="" type="checkbox"/> Utah |
| <input checked="" type="checkbox"/> Colorado | <input checked="" type="checkbox"/> Missouri | <input type="checkbox"/> Vermont |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> Montana | <input checked="" type="checkbox"/> Virginia |
| <input checked="" type="checkbox"/> Delaware | <input checked="" type="checkbox"/> Nebraska | <input checked="" type="checkbox"/> Washington |
| <input checked="" type="checkbox"/> District of Columbia | <input checked="" type="checkbox"/> Nevada | <input checked="" type="checkbox"/> West Virginia |
| <input checked="" type="checkbox"/> Florida | <input type="checkbox"/> New Hampshire | <input checked="" type="checkbox"/> Wisconsin |
| <input checked="" type="checkbox"/> Georgia | <input checked="" type="checkbox"/> New Jersey | <input checked="" type="checkbox"/> Wyoming |
| <input checked="" type="checkbox"/> Hawaii | <input checked="" type="checkbox"/> New Mexico | |
| <input checked="" type="checkbox"/> Idaho | <input checked="" type="checkbox"/> New York | |
| <input checked="" type="checkbox"/> Illinois | <input checked="" type="checkbox"/> North Carolina | |
| <input checked="" type="checkbox"/> Indiana | <input type="checkbox"/> North Dakota | |
| <input checked="" type="checkbox"/> Iowa | <input checked="" type="checkbox"/> Ohio | |
| <input checked="" type="checkbox"/> Kansas | <input checked="" type="checkbox"/> Oklahoma | |
| <input checked="" type="checkbox"/> Kentucky | <input checked="" type="checkbox"/> Oregon | |
| <input checked="" type="checkbox"/> Louisiana | <input checked="" type="checkbox"/> Pennsylvania | |
| <input type="checkbox"/> Maine | <input type="checkbox"/> Rhode Island | |

All US Territories and Outlying Areas (Selecting this box is equal to checking all boxes below)

- | | |
|---|--|
| <input type="checkbox"/> American Samoa | <input type="checkbox"/> Northern Marina Islands |
| <input type="checkbox"/> Federated States of Micronesia | <input type="checkbox"/> Puerto Rico |
| <input type="checkbox"/> Guam | <input type="checkbox"/> U.S. Virgin Islands |
| <input type="checkbox"/> Midway Islands | |

◆ **Minority and Women Business Enterprise (MWBE) and (HUB) Participation**

➤ It is the policy of some entities participating in NCPA to involve minority and women business enterprises (MWBE) and historically underutilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are an M/WBE or HUB certified.

- **Minority / Women Business Enterprise**
 - Respondent Certifies that this firm is a M/WBE
- **Historically Underutilized Business**
 - Respondent Certifies that this firm is a HUB

AOPD is an SBE but many of our dealer members are woman owned, minority owned, veteran owned and HUB certified.

◆ **Residency**

➤ Responding Company's principal place of business is in the city of St. Charles, State of Illinois

◆ **Felony Conviction Notice**

➤ Please Check Applicable Box;

- A publically held corporation; therefore, this reporting requirement is not applicable.
- Is not owned or operated by anyone who has been convicted of a felony.
- Is owned or operated by the following individual(s) who has/have been convicted of a felony

➤ If the 3rd box is checked, a detailed explanation of the names and convictions must be attached.

◆ **Distribution Channel**

➤ Which best describes your company's position in the distribution channel:

- | | |
|---|---|
| <input type="checkbox"/> Manufacturer Direct | <input type="checkbox"/> Certified education/government reseller |
| <input type="checkbox"/> Authorized Distributor | <input type="checkbox"/> Manufacturer marketing through reseller |
| <input type="checkbox"/> Value-added reseller | <input checked="" type="checkbox"/> Other: <u>Marketing association</u> |

◆ Processing Information

➤ Provide company contact information for the following:

▪ Sales Reports / Accounts Payable

Contact Person: Shelley Tousignant

Title: Financial Administrator

Company: American Office Products Distributors, Inc.

Address: 1652 E. Main St. - Suite 220

City: St. Charles State: Illinois Zip: 60174

Phone: 630-761-0600 x108 Email: shelley@aopd.com

▪ Purchase Orders

Contact Person: Sharon Stepien

Title: Manager National Operations

Company: American Office Products Distributors, Inc.

Address: 1652 E. Main St. - Suite 220

City: St. Charles State: Illinois Zip: 60174

Phone: 630-761-0600 x105 Email: sharon@aopd.com

▪ Sales and Marketing

Contact Person: Angela Sumner Price

Title: National Marketing Manager

Company: American Office Products Distributors, Inc.

Address: 1652 E. Main St. - Suite 220

City: St. Charles State: Illinois Zip: 60174

Phone: 630-761-0600 x106 Email: angela@aopd.com

◆ Pricing Information

➤ In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.

➤ If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.

Yes No

➤ Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.

Yes No

➤ Vendor will provide additional discounts for purchase of a guaranteed quantity.

Yes No

Tab 4 – Vendor Profile

Please provide the following information about your company:

- ◆ Company's official registered name.
American Office Products Distributors, Inc.

- ◆ Brief history of your company, including the year it was established.

American Office Products Dealers (AOPD) and its affiliated dealers has long stood as the premier dealer marketing organization in North America and the dealers chosen as members of this association represent the best independents in their respective markets.

North America's oldest and most dependable office products marketing group, AOPD has been continuously providing distribution to regional, commercial and government accounts since its incorporation in 1978. AOPD was formed by a group of independent dealers who wanted to be able to provide exemplary service and lower prices to their customers with multiple locations across North America. The AOPD dealers utilize the resources of their sister dealers to form a network of distribution and service centers working together to service contract customers with the quality branded products, personalized customer service and competitive pricing.

While there are many independent dealers in the U.S., the members of AOPD are some of the largest and most successful. Our dealers are all small businesses (less than 500 employees) and many carry other socioeconomic designations such as Woman Owned, Minority Owned, HUB Zone, and Veteran Owned. We are particularly proud of the national and regional contract successes of the AOPD dealers. AOPD currently has two hundred ninety commercial contracts and two Federal government contracts.

The AOPD dealer network currently consists of seventy two independent, local dealers that service nationally and internationally with agreements with dealer partners in Australia, Canada and Europe. There are currently sixty three AOPD dealers in the United States. Our largest group of dealers is located in the great State of Texas. AOPD has ten dealer members with eighteen locations in the State of Texas able to service the entire state.

We all know how important it is that tax dollars stay *in* the local community, supporting the local economies, boosting employment and sustaining small business. The AOPD network is dedicated to providing "Local Service Nationwide" and keeping business in our communities whenever possible.

Success for an independent dealer organization depends on cooperation, competitive pricing, fully integrated systems and tremendous customer service. The AOPD network is able to deliver office supplies anywhere in their respective state within 1-3 business days as well as respond to customer service inquiries within 1 hour. This is what our customers can expect from the dealers supporting AOPD contracts. Each of our dealers are locally owned and operated, and are well known and respected leaders within their communities.

AOPD is headquartered in the Chicago suburb of St. Charles, Illinois and is managed by a group of dedicated directors with ## combined years of experience in the office products industry with AOPD.

- ◆ Company's Dun & Bradstreet (D&B) number.
039636337

◆ Company's organizational chart of those individuals that would be involved in the contract.

Organizational & Operational Chart for American Office Products Distributors

AOPD Board of Directors

Executive Director

M.C. Mundt

Manager of National Operations & National Account Programs

Sharon Stepien

National Accounts
Manager
Tom Buxton

National Sales
Manager
Tom Buxton

National Bid
Manager
Mike Mathews

National Accounts
Administrator
Shelley Jousigne

National
Accounts
Manager

AOPD Dealers
National
Accounts Sales
Manager

AOPD Dealers
IT Manager

◆ Corporate office location.

- List the number of sales and services offices for states being bid in solicitation.
- List the names of key contacts at each with title, address, phone and e-mail address

AOPD has 63 dealers in the U.S. with 150 total sales and distribution locations

Dealer Name	Principal	Phone	E-mail Address
A & W Office Supply	David Hammontree	(865) 218-7926	david_hammontree@awos.com
A to Z Office Resource	Ken Crouch	(931) 388-1536	kcrouch@azorinc.com
AAA Business Solutions	Frank N. Fera	(412) 489-1364	frankn@shopaaabusiness.com
AAA Business Supplies & Interiors	Steve Danziger	(415) 568-2770	steved@aaasolutions.com
Accurate Office Supply	Joseph Krelle	(630) 784-4700	joekrelle@accurateofficesupply.com
Admiral Office Products	Al Yoak	(918) 249-4020	al@admiralexpress.com
Adolph Sufrin Supplies	Steve Ascioffa	(412) 246-0300	sasciolfi@sufrin.com
American Paper & Twine	David Morris	(615) 350-9000	dmorris@aptcommerce.com
Apex Office Products	Alex Llorente	(813) 871-2010	allorete@apexop.com
Bruce Office Products	Scott Bruce	(205) 439-5902	sbruce@bruceoffice.com
Brutzman's Inc.	Kathy Brutzman-Webber	(509) 735-0300	kathy.webber@brutzmans.com
Bubricks Complete Office	Ron Beam	(262) 255-5500	rbeam@complete-office.com
Bulldog Office Products, Inc.	Frank L. Fera	(412) 787-3333	frankl@bulldogop.com
Business Essentials	Marty Beck	(817)328-1617	mbeck@beofficesupply.com
Complete Office	Kyle Nark	(206) 336-5180	knark@complete-office.com
Convenience Office Supply	Karen Bogart	(512) 835-1891	karen.bogart@cosainc.com
Eaton Office Supply	Bruce Eaton	(716) 691-6100	bceaton@eatonofficesupply.com
Economy Office Supply	Jeff Stine	(818) 548-1525	jeff@economyofficesupply.com
El Paso Office Products	Sandy Grodin	(915) 593-9000	sgrodin@elpasoop.com
EON Office Products	Monique Belke	(720) 570-5452	mbehlke@eonoffice.com

Federal Office Products, Inc.	Jay Carlson	(913) 888-6778	jaycarlson@federalofficeproducts.com
Forms & Supply, Inc.	Kim Leazer	(704) 598-8971	kim.leazer@formsandsupply.com
Freeman F&S/DBA My Supplies Gateway / Jones & Cook Stationers	Nancy Freeman Balkcom	(404) 768-2387	nancy@mysupplies.com
GBP Direct, Inc.	Butch Shook	(956) 383-3861	butch@gatewayp.com
GoStephens Office Supply	Randy Durbin	(504) 464-0000	randydurbin@gbpdirect.com
Greenwood Office Outfitters	Ed Stephens	(713) 680-1616	estephens@gostephens.com
HSC Office Products	Bob Wood	(817) 926-0281	bwood@greenwoodoffice.com
Impact Office Products	Frank Tsukano	(808) 748-7211	frank@hscofficeproducts.com
J. Thayer Company	Ed Walper	(240) 542-1312	ewalper@impactofficepro.com
Miller's Office Products	John Thayer	(503) 620-9021	johnt@jthayer.com
Minton-Jones	Wayne Stillwagon	(703) 644-2200	waynestillwagon@millersoffice.com
Navajo Office Products	Chip Jones	(770) 449-4787	cjones@mintonjones.com
New England Office Supply	John Navarette	(806) 331-1658	jjnav@navajo-office.com
Office Basics	Patricia Vacca	(781) 794-8800	patv@neosusa.com
Office Essentials	John Leighton	(610) 471-1000	jleighton@officebasics.com
Office Express Now	Kate Dougherty	(314) 432-4666	kdougherty@oeistl.com
Office Express Supplies	Mike Carr	(877) 795-2600	mikec@oexusa.com
Office Smart	Randy Garcia	(305) 557-1667	randy@xpressbuy.com
Office Solutions	Glenn McDaniel	(520) 458-0494	glenn@officesmartusa.com
Officewise Furniture & Supply	Zoya Lister	(714) 696-7245	zlistner@officesolutions.com
One Point	Ron Edmondson	(806) 372-2236	redmondson@officewiseco.com
Petter Business Systems	Meegan Possemato	(570) 342-0737	mpossemato@opoffice.com
Porter's Office Products	Keith Dickens	(270) 575-5078	kdickens@petter-business.com
	Mark Porter	(208) 356-4616	mwporter@portersop.com

Preferred Office Products	Andrew Atkinson	(214) 358-1200	andrewa@popexpress.com
Reliant Business Products	Wayne Bartkowiak	(713) 980-7130	wayne@rbp.com
Rudolph's Office Supply	John Wallace	(410) 931-4150	jwallace@rudolphsupply.com
S&T Office Products, Inc.	Pat Crowley	(651) 483-4411	pcrowley@stoffice.com
Sandia Office Supply	Todd Sandoval	(505) 341-4900	todd@sosnm.com
Sita Business Systems	David Thornton	(703) 222-7272	david.thornton@sitabs.com
Smith & Butterfield	Jim Butterfield	(812) 422-3261	jbutterfield@smithbutterfield.com
Source Office Products	John Givens	(303) 964-8100	john.givens@sourceofficeproducts.com
Stationers, Inc.	Levi Conaway	(304) 528-5780	lconaway@champion-industries.com
Strickland Companies	Kim Crook	(205) 798-3000	kcrook@stricklandbp.com
Tejas Office Products, Inc.	Lynette Read	(713) 802-4553	lynetter@tejasoffice.com
The Chapman Printing Company	Levi Conaway	(304) 528-5780	lconaway@champion-industries.com
The Charles Ritter Company	Gordon Pepper	(614) 895-2071	gpepper@charlesritter.com
The Office City	Bill Jones	(650) 385-2631	billj@theofficecity.com
The Supply Room Co's	Addison Jones	(804) 412-2701	ajones@thesupplyroom.com
Warehouse Direct	John Moyer	(847) 631-7102	johnmoyer@warehousedirect.com
Wist Office Products	Ian Wist	(480) 921-2900	ianw@wist.com
World Class Business Products	Victor Diaso	(718) 472-7300	vdiaso@wcbus.com
Yuletide Office Supply	Chris Miller	(901) 372-8588	chrismiller@yuletideop.com

◆ Define your standard terms of payment.

NET 30 days, 1% 20 days (non- credit card purchases)

◆ Who is your competition in the marketplace?

Staples, OfficeMax and Office Depot are our biggest competitors. AOPD dealers *sometimes* compete with other independents, but this is rare.

◆



◆ What differentiates your company from competitors?

Service capabilities are our biggest differentiator. AOPD dealers provide a much higher level of customer service; quality branded products, and personalized reporting and invoicing. The AOPD independent dealers are able to make decisions at the dealership level and do not have to wait for a decision from a corporate location in another city and/or state. The local AOPD dealers are therefore able to offer a quick response to any service request...simple or extraordinary.

◆ Describe how your company will market this contract if awarded.

Upon award all pertinent contract information established between NCPA and AOPD will be issued to each AOPD member's national accounts administrator and national account sales manager. The NAA's and NASM's for each AOPD member will then work with their technology departments to ensure that the product and negotiated pricing programs are established within their business systems.

The AOPD sales teams then work with AOPD headquarters staff through operations and marketing training programs to fully understand and implement the NCPA program they will be presenting to public sector customers within their respective sales territories.

AOPD may request a letter from NCPA stating our award status and approval of our sales team to make sales calls utilizing the AOPD NCPA contract. All marketing materials developed for use by the AOPD dealers can be sent to NCPA for approval prior to use, if required.

Next, the dealers will begin an awareness program aimed at alerting purchasers to the new contract and highlighting the major benefits of partnering with a local independent reseller (who they might already have heard of) that provides seamless technology, unparalleled product knowledge and competitive pricing. Many public sector buyers have experienced the difference that a local, independent office supply dealer provides, including personal visits by experienced sales representatives, business reviews to enhance cost savings, knowledgeable customer service, and more.

All sales activity is then reported to AOPD headquarters by the dealership as required and in the correct formats utilizing their "Acsellerate" reporting program. AOPD then sends the sales data with the monthly NCPA sales data to report as scheduled.

Our customers will be offered an on-line solution to be able to see and even create their own purchase history reports.

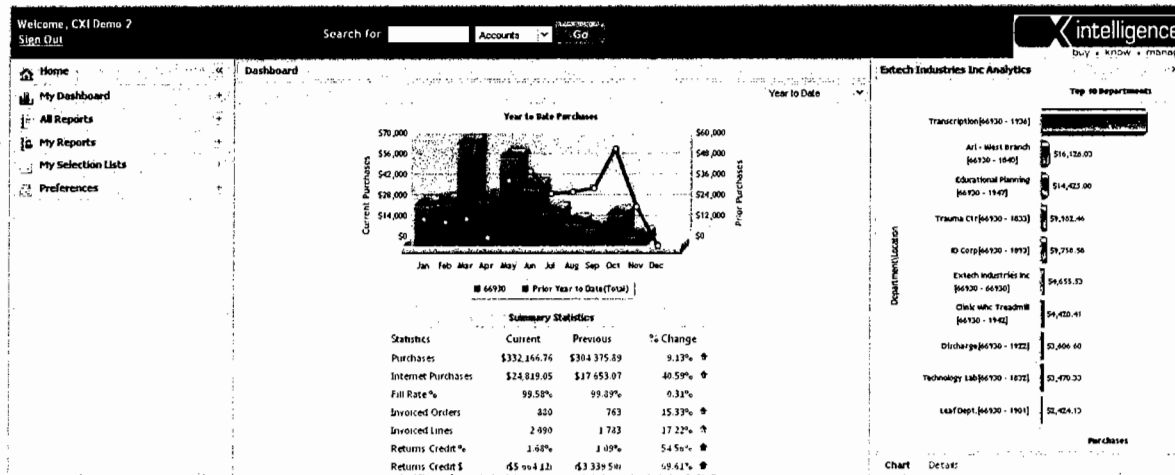
AOPD will always strive to surpass our customers' expectations for pricing and service demonstrated in reports that accurately document our highly capable performance. We believe that the use of our customer reporting tools created by CXIntelligence will enable NCPA public sector customers to "slice and dice" data in a manner that they may never have experienced before.

The CXIntelligence on-demand reporting solution gives our customers transparent access to their purchase information. Through CXIntelligence (CXI), a full analysis of their purchases is easily available, on-line and on-demand, anytime!

This comprehensive information tool provides sales data for individual accounts, departments or cost centers. The CXI interactive dashboards and detailed reports include sales analysis by:

- Top Items Purchased
- Top Items Returned
- All Purchases by Item
- Dollar and Percentage Spend/Per Agency and Department

The easy to customize dashboard can be set to retrieve data for a desired time period, by the entire agency account, or a specific department...in one click. Customized report templates can be set up and saved under "My Reports", offering the ability to create detailed professional reports in seconds, which buyers can use again and again.



Buyers can manage budgets and track purchasing compliance by department or item usage from the secure CXI website. Transparent access to sales data will even allow a buyer to view detailed product information, directly from invoices. CXI provides valuable insight into purchase history that can be downloaded through colorful charts, graphs and summary statistics.

Below is a detailed Fill Rate Report set up to a customer's specific reporting requirements

<u>Fill Rate:</u>	<u>Report Period</u>	<u>Returns/Credits:</u>	<u>Report Period</u>
Your Fill Rate		Purchase Return/Credit Amount:	(\$9,411.09)
Percent Fill:	93.67%	Purchase Return/Credit % of Sales:	1.55%
Contract Item Fill Rate			
Percent Fill:	93.65%		

Report Period Order Summary Analysis							
	<u><\$50</u>	<u>\$50-\$99.99</u>	<u>\$100-\$149.99</u>	<u>\$150-\$199.99</u>	<u>\$200-\$249.99</u>	<u>\$250-\$499.99</u>	<u>\$500+</u>
# of Orders	1566	387	215	232	109	233	210
# of Lines	2182	823	497	468	297	868	1585
Ordered \$s	\$25,076.67	\$27,289.01	\$26,636.06	\$40,238.66	\$24,606.88	\$79,634.42	\$381,733.30

Ordering Habit Summary			
Total Orders:	Total Order Lines:	Avg. Lines per Order:	Avg. Order Size (\$):
2952	6720	2.28	\$205.02

Listing Of Orders By Order Source			
Order Source Description	Purchase \$'s	# of Orders	% of Orders
Regular	\$605,214.98	2952	100.00%
TOTAL	\$605,214.99	2952	100.00%

Report Period - Item Purchase Analysis						
Top 25 Items By Quantity						
Rank	Item #	Item Description	Contract	UOM	Qty	Purchase \$'s
1	HPG162008	PAPER,TDP,20#,8.5X11,WE	*	PK	10,360	\$30,426.60
2	SAN30001	MARKER,PERM,SHARPIE,FN,BK	*	EA	2,945	\$1,810.43
3	MMM6549YW	HIGHLDNOTES,S/S,PLN,3X3,YW	*	PD	2,915	\$839.52
4	MMM620034X1296	TAPE,INVISBL,ECON,3/4X1296	*	RL	1,730	\$1,425.33
5	BIN523008	CRAYON,CRAYOLA,3-5/8",8CT	*	BX	1,728	\$1,387.58
6	SAN25005	HIGHLIGHTER,MAJOR ACCENT,YW	*	EA	1,538	\$648.63

AOPD dealers will also schedule Customer Business Reviews on a regular basis with their NCPA customers showing a breakdown by monthly purchases for all of a customer's locations, cost centers and/or accounts.

Some of the on-line report available will show returns, credits and savings dollars as compared to manufacturer list price, and a percentage breakdown by purchased product category.

Demonstrations and training on using our on-line reporting programs are offered and can be conducted on-site or by webinar.

◆ Describe how you intend to introduce NCPA to your company.

After a network wide announcement of the award AOPD would send the member dealers a set of contract rules and regulations detailing the contract operations, marketing and reporting requirements. AOPD will create an extensive training program modeled on existing programs created for other corporate contract programs and present this training program on-site, or via webinar, with every AOPD dealer.

Independent dealers are very training oriented and provide on-going training and education for their sales executives in new products and effective marketing. AOPD as the national distribution arm of these dealerships offers a considerable amount of additional marketing and operations training in webinars and regional sales meetings held at least quarterly. New product offerings are also frequently presented to our dealers by the actual manufacturers in these continuing education sessions that are well attended by AOPD dealer sales representatives and management.

◆ Describe your firm's capabilities and functionality of your on-line catalog / ordering website.

Every AOPD dealer website has on-line purchasing as a standard offering for their customers to utilize an easy ordering process. The AOPD dealers' on-line purchasing programs offer a fully functional website complete with a customized and net-priced Internet catalog. AOPD customers can manage their supply purchases using various approval levels and notifications that show complete pricing and product information, and the order history for their account(s).

Flexibility is vital to our success. As our customer's requirements and order entry programs and technology changes, the AOPD dealers upgrade programs to match these changes. What won't change is the level of local service we provide.

Customers are offered a variety of functionality settings in their set up as an AOPD customer. These include custom product lists for easy ordering, product(s) blocking, approval levels, order tracking capabilities, easy returns, invoicing/payment methods, and reporting.

Some of the additional features of the AOPD dealers' order entry programs are:

- Ability to order for multiple cost centers and/or departments and ship to addresses
- Quick order items from favorites list
- Contract items can be set up as first source or to come up first in search
- Save shopping carts to add more products or submit later
- View cart, to see or print what is in the cart...add or delete, save again or submit

All orders are entered into, tracked through, invoiced, and reported from our dealers' computer systems. This gives you a completely auditable ordering program.

Each NCPA customer will receive their own login(s) and specific ordering instructions, including diagrams, from their local AOPD member. Personal training is also available if needed.

◆ Describe your company's Customer Service Department (hours of operation, number of service centers, etc.)

AOPD's program allows our entire membership to participate in servicing contract customers across the country. The points of customer service and maintenance are managed through AOPD and carried out by the AOPD members. One of our strengths is *local* customer service; we call this Local Service, Nationwide. The service point of contact for NCPA customers will therefore be the local customer service teams at the AOPD members servicing the respective locations. AOPD local customer service teams are responsible for understanding and supporting contract accounts including order entry requirements, delivery specifications, invoicing methods and preferred product choices.

NCPA customer can expect the same higher level of excellent service that all AOPD customers receive. The average experience level for customer service representatives at AOPD member companies is over 20 years.

AOPD customer service teams have extensive knowledge of current office supply items as well as a familiarity with products from 20+ years ago. They are able to recommend alternatives for discontinued items, suggest items more suitable for a particular task (e.g. such as a particular marker for a white board, rather than a non-erasable marker), and question possible incorrect orders to prevent delay in receiving the correct item (e.g. an end user orders letter size file folders but needs legal size hanging folders). This proactive approach saves the customer time and money.

The local customer service team size will be based on the size of the customer and their respective service requirements. Every customer is assigned to one or more Customer Service Representatives with back up CSR's to provide assistance and cover absenteeism's.

Customer Service Representatives are available to purchasers via phone (toll free numbers will be provided where needed), fax, and/or email. Additionally, AOPD dealers offer "live chat" which enables end users to quickly communicate via the Internet with their local customer service representatives. There will be a local customer service representative available from 0700 to 1800 hours Monday through Friday.

◆ Green Initiatives

- As our business grows, we want to make sure we minimize our impact on the Earth's climate. We are taking every step we can to implement innovative and responsible environmental practices throughout NCPA to reduce our carbon footprint, reduce waste, energy conservation, ensure efficient computing and much more. To that effort we ask respondents to provide their companies environmental policy and/or green initiative.

AOPD is committed to important social and environmental initiatives and incorporates this leadership into its offerings to customers. AOPD has clearly identified categories where green products are available in building proposals, contract item listings, and catalogs for companies and customers who are environmentally conscientious.

We offer a range of green options from Energy Star products to EPA green-classified products and Sustainable Forestry Initiative products. Green products are available from a wide variety of manufacturers offering products in categories such as copier papers, filing products, file storage boxes, cleaning products, desk accessories, Post It products and toner and ink products. AOPD identifies each in our catalog with important

information, including those which meet criteria for post-consumer waste and total recycled content according to the EPA.

AOPD dealers all offer recycling programs for toner and ink cartridge products. If a NCPA customer has used toner or inkjet cartridges they'd like to recycle, all they need to do is put the used cartridge in the new cartridge box, affix the accompanying recycle label, and give them to their delivery driver when the next delivery is made. The cartridges will be recycled and reused, saving them from being dumped in a landfill.

The efforts of AOPD are supported by programs and initiatives created and offered by our manufacturer Business Partners. Information about green initiatives and programs offered by the AOPD manufacturer Business Partners are accessible on AOPD dealer websites.

AOPD dealers also work with customers to shrink the overall carbon footprint resulting from procurement processes. Larger customers may request that regular orders are bundled and delivered on specified delivery days. This allows the dealer to condense the deliveries made to the customer's site, thus reducing the greenhouse emissions resulting from the operation of delivery vehicles. It is to be noted that this is a suggestion and that AOPD would never compromise services to our customers. If a customer needs a product next day, the dealer will of course comply with the customer's request for next day delivery.

➤ **Vendor Certifications (if applicable)**

Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to, licenses, registrations, or certifications. Certifications can include M/WBE, HUB, and manufacturer certifications for sales and service.

AOPD dealers are all considered to be small businesses by the SBA. Additionally many of the AOPD dealers are certified under various other socioeconomic designations and some dealers carry multiple socioeconomic designations. AOPD does not have copies of the dealers' certification documents but they would be available from each of the individual dealers. Here is a breakdown of the socioeconomic designations that we have listed for the 63 U.S. dealer members.

SBE – 63

MBE – 10

WBE – 18

HUB Zone – 8

VOSB – 9

SDVOSB - 2

Tab 5 – Products and Services

- Respondent shall perform and provide these products and/or services under the terms of this agreement. The supplier shall assist the end user with making a determination of their individual needs.
- The following is a list of suggested (but not limited to) Office Supplies and Services categories. List all categories along with manufacturer that you are responding with:
 - Office Supplies YES to all in this category
 - Basic Supplies
 - Binders and Accessories
 - Filing and Storage
 - Mailing, Shipping and Envelopes
 - Pens, Pencils and Markers
 - Paper YES to all in this category
 - Art and Craft Paper
 - Copy and Print Paper
 - Notebooks and Journals
 - Ink and Toner YES to all in this category
 - Break Room YES to all in this category
 - Appliances
 - Water, Soda, Juice , Coffee, Tea, Food and Candy
 - Cups and Plates
 - Cleaning YES to all in this category
 - Cleaning Chemicals and Equipment
 - Hand Soap and Sanitizers
 - Restroom Supplies
 - Wastebaskets and Trash Bags
 - Furniture YES to all in this category
 - Bookcases
 - Desks and Workstations
 - File Cabinets
 - Office Chairs and Seating
 - Technology YES to all in this category
 - Computer Accessories
 - Monitors and Projectors
 - Data Storage and Media
 - Printers, Scanners, Copiers and Fax
 - Print Services Yes to most, security solutions may be offered by some dealers
 - Custom Printing
 - Security Solutions

- Promotional Products
- ◆ Office Supply Requirements
 - Describe your company's ability to meet the following specifications. Bidders will respond to each item by checking Comply or Deviate box. No bid items shall be marked as such in the Deviate box.

Requirement	Comply	Deviate
Vendor shall provide a broad based line of office products of at least 10,000 items in available inventory.	X	
All products shall be new and of high quality. Products that are re-filled or re-manufactured will be labeled as such.	X	
The vendor's catalog shall include a variety of major manufacturers of the specified products and services. Office supplies shall comprise at least 80% of catalog products.	X	
The catalog shall contain a minimum of 10,000 items.	X	
Private label products may be offered. Any change of manufacturers of a private label during the term of the contract will result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.	X	
Vendor shall have an electronic on-line catalog, including shopping cart capabilities, for order entry use by the members. Features include: product lookup that shows <u>contract</u> price; ability to set purchasing authorization limits; ability to download order and invoice history reports.	X	
Orders of stocked products will be shipped within 48 hours of receipt of order. The participating entity shall be notified by the vendor if the product ordered cannot be shipped within this time period to give the member the opportunity to secure product elsewhere.	X	
Contractor will maintain a minimum monthly average fill rate of 95%. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level.	X	
No "restocking" fees may be collected on items cancelled for failure to be delivered within the specified time frame.	X	
Products sold under the contract must be guaranteed by the contractor for a minimum of one year. With the exception of clearly identified special order items, all merchandise sold under the contract shall be subject to exchange or refund.	X	
The minimum dollar value of an order delivered to a single location shall be no more than \$50.00, unless a different amount is required by a member agency.	X	
Orders not filled and partials shall be indicated on the packing list. Vendor shall inform member of anticipated delivery date for unfilled and partial orders.	X	
All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the member's purchase order number, vendor name and name of	X	

article. Cartons shall be identified by purchase order number and vendor name.		
General office supplies shall include, but not be limited to, pencils, pens, markers, and other writing instruments; correction fluid, tape, film and other correction products; tape, glue, paste and other adhesives; staplers, staples, paper clips, and paper clamps; permanent and removable self-adhesive, moisten and stick, colored and clear, and specialty labels; standard file folders, hanging file folders, floor and desktop file cabinets, trays, containers, and organization systems.	X	
Calculators shall include, but not be limited to electronic handheld, desktop and scientific printing and non-printing calculators.	X	
Paper products shall include, but not be limited to white and color copy and duplicator paper; linen office papers; envelopes; index cards; writing pads; composition books; loose-leaf paper; card and cover stock; and other paper supplies.	X	
Miscellaneous equipment shall include, but not be limited to paper shredders, electric and mechanical pencil sharpeners, clocks, radios, wastebaskets, and labeling equipment.	X	
Specialty equipment and supplies shall include, but not be limited to signs, nameplates, name badges, computer carrying cases, briefcases, and housekeeping supplies.	X	
Vendor will provide various Copy and Print Services	X	
Vendor will provide E-Commerce for Print orders. Ability to send the orders electronically and either pick them up or have them delivered.		X Available in some areas
Vendor will have the ability to print collate, and either staple or bind the materials.	X	
Vendor will have the ability to turn around within 24 hours for certain copy and print jobs	X	
Vendor will have the ability to print business cards and turn around within 5-7 days.	X	
Vendor will have the ability to Accept Purchase order for Print and Copy Services	X	
Vendor will have the ability to ship materials via UPS, Fed Ex or Common Carrier. These materials can include copy or printed materials but may also include materials brought to the vendor's facility for shipping.	X	
Vendor will provide a discount below the standard retail rate for Print, Copy, and Ship materials.	X	
Vendor will include Promotional Materials in the catalogues for the members.		X Promotional materials are offered by some dealers

The Promotional Materials will include discounts below standard retail rate		X Pricing on promotional materials is negotiable
The Vendor will have the ability to provide Office Furniture and Chairs of various manufacturers.	X	
The Vendor will have experience with ordering and installing furniture orders.	X	
The Vendor will be able to provide Furniture pricing within 2% of GSA pricing.	X	
The Vendor will match or lower any pricing of comparable contracts with similar volume. IE every year the volume discounts may go lower to the agencies as the volume of the program goes up.	X	
The Vendor will honor pricing and will not have "Floors" in their pricing. This includes fixed prices and discounts of catalogues.	X	
Vendors that have storefronts will have a process to register an entity's P-Cards to ensure the entity is getting the contract price or the store price, whichever is the lowest.	X	
Vendor is not being investigated for Overcharging by any State or Federal Agency.	X	
Vendor will notify NCPA of any changes in ownership and the vendor will notify any entity requesting this information.	X	
Vendor may request NCPA sign a non-disclosure agreement until such change in ownership is complete.	X	
Vendor acknowledges that NCPA has the right to terminate its contract with the vendor upon change of ownership at its sole discretion.	X	
Vendor will notify NCPA of any changes in financial stability including changes in debt ratings. Vendor will notify NCPA of any supplier putting credit holds upon the vendor and why such hold is in place. Vendor may request NCPA sign a non-disclosure agreement regarding this matter.	X	
Vendor will supply NCPA a performance bond upon request to ensure its members will be supplied by vendor under this contract. (NCPA may or may not request this at its sole discretion)		X Any performance bonds will be negotiated between AOPD dealers and buying entities
If a Performance bond is requested the Bonding company will be licensed to do business in Texas and NCPA will have sole discretion upon acceptance of the bonding company.		X Yes, negotiable

		between dealers and buying entities
Upon request Vendor will supply a Performance Bond will be equal to the amount of 12 months of volume under the vendor and NCPA program		Yes negotiable between dealers and buying entities
Vendor will supply NCPA a payment bond upon request to ensure its members will be supplied by vendor under this contract.		X Payment bonds will be between AOPD dealers and buying entities
If a Performance bond is requested The Bonding company will be licensed to do business in Texas and NCPA will have sole discretion upon acceptance of the bonding company. (NCPA may or may not request this at its sole discretion)		X Payment bonds will be between AOPD dealers and buying entities
Upon request Vendor will supply a Payment Bond that will be equal to the amount of 3 months of volume under the vendor and NCPA program		X Payment bonds terms will be between AOPD dealers and buying entities
Upon Request Vendor will offer a rebate program to agencies that meet certain minimum ordering requirements.	X	
Vendor can submit an alternate pricing methodology allowing Participants to develop their own core list of fixed prices of 100 items, 200 items, & 300 items.	X	
Vendor can submit an alternate pricing methodology allowing Participants to develop their own core list of a percentage discount of 100 items, 200 items, & 300 items.	X	It is to be noted that it may be difficult to set up a fixed discount off list for all product categories.

Tab 7 – Pricing

- ◆ Please submit price list electronically (pricing can be submitted as Discount off MSRP, cost plus, etc). Products, services, warranties, etc. should be included in price list. Prices submitted will be used to establish the extent of a respondent's products and services that are available and also establish pricing per item.

 - ◆ Submit price list electronically on CD, DVD, or Flash Drive. Include respondents name, name of solicitation, and date on media of choice.

 - ◆ Not To Exceed Pricing
 - NCPA requests pricing be submitted as "not to exceed pricing" for any participating entity.
 - The awarded vendor can adjust submitted pricing lower but cannot exceed original pricing submitted for solicitation.
 - NCPA requests that vendor honor lower pricing for similar size and scope purchases to other members.

 - ◆ **Please note: AOPD is submitting pricing that expressly complies with your requests and specifications for this RFP. We absolutely expect that our submitted pricing will serve as a platform for negotiations between the AOPD dealers and the local public sector customers.**
-

Tab 8 – Value Added Products and Services

- ◆ Include any additional products and/or services available that vendor currently performs in their normal course of business that is not included in the scope of the solicitation that you think will enhance and add value to this contract for Region 14 ESC and all NCPA participating entities.

Recycled and Green Products for responsible conservation

AOPD dealers have made a significant effort and commitment to providing environmentally friendly office supplies.

Our manufacturer suppliers offer many globally friendly, and EPA approved product choices to minimize the impact on our planet home. Here are some of the categories of green products offered to consumers who are looking to choose sustainable supplies.

Paper

Paper is the most common product and commodity that can be, in many cases, made from recycled materials.

Paper is used in all offices for everything from printing and filing, to products used in break rooms and restrooms. Every year even a small office uses hundreds of pounds of paper. The manufacturers of copier and printer papers offer numerous green and recycled content paper products for specific purposes.

Here are some examples of other paper products made from various levels of recycled content.

- Calendars/planners, file cards, mailers, binders are available with 10% to 30% recycled-content and some
- File folders, manila, pressboard and classification folders exceed 30%
- Self-stick note, notebooks, envelopes, easel pads and ad rolls are made from 30% to 100% recycled content
- Note pads utilize 40% or 50% recycled-paper content
- Accordion" files (up to 100%), corrugated storage boxes (65%), and stackable reinforced-paper storage drawers (35%...and there is much more
- The purchase of break room and restroom papers, made with recycled content...hand towels, kitchen-towel rolls, facial tissues, and toilet tissue... are additional opportunities for offices to go green.

Other Environmentally Friendly Products

Remanufactured Toner and Printer Cartridges

- An estimated 500 million laser and printer cartridges are produced each year. Tens of millions of these cartridges are recycled and are getting multiple service lives out each cartridge. The use of remanufactured toner cartridges helps the environment by removing up to 3 lbs. of waste, per cartridge...waste that would otherwise go to a landfill.
- Recycling programs are offered free by several manufacturers, including Hewlett Packard. Brother has also come out with a toner saver" mode to extend the lifespan of cartridges.

Plastics

- Long term use products such as vinyl binders, letter trays and organizers, clip boards, and even staplers are available made with 20% to 100% recycled content. Pens and writing instruments, highlighters and markers, are available in a variety of types made with up to 82% recycled plastic content. These products write with acid-free nontoxic ink.
- For the break room, drink cups and lids made from recycled plastic or compostable corn-based plastic and trash bags made of biodegradable plastic are available from the AOPD dealers.

Rechargeable Batteries

- Batteries are used in many offices for everything from adding machines and wall clocks to cameras, tape recorders, and smoke detectors. These batteries, if discarded, just add more toxic waste to our landfills. Rechargeable batteries are a smart and easily available alternative. Energizer batteries with wall plug-in chargers can charge 4 AA or AAA batteries in just 15 minutes.

Metal Products

- Manufacturers are offering desktop accessories such as slant racks, lock boxes, vertical organizers and sorting racks, made from an average of 30% recycled content. Consider the common used paper clip... you can now buy paper clips made from scrap metal, many are made using up to 100% recycled metal.

Fluorescent Bulbs

- Compact fluorescent light bulbs with their now characteristic "spiral-twisted top" are being used more and more in eco-friendly business offices. These energy-saving light bulbs offer a long life span of up to 12,000 hours each, and, unlike standard light bulbs, give off more light than heat.

Cleaning Products

- Cleaning products can contain toxic ingredients or petroleum-based solvents capable of emitting fumes into the atmosphere, or the air in your office. Today there are smart and effective natural alternatives to chemicals used in cleaning products. These kitchen/bathroom cleaners, degreasers and floor/carpet cleaners, soaps and hand cleaners are available made with lemon oil, coconut-based cleaning agents, corn-based alcohol and neutral-pH surfactants.

Departmental and Desktop Delivery

- All of the AOPD dealers' delivery drivers currently provide departmental delivery for large customers that require this service. AOPD delivery drivers have many years of experience performing and it is always done in a very efficient and accurate manner.
In special circumstances desktop delivery service can be negotiated between customers and the AOPD dealers. Desktop delivery is not always practical and can be disruptive in certain office environments. Desktop delivery is therefore not offered as a standard service but can be discussed for viability between customers and the AOPD dealers.

Structured Delivery

AOPD dealers are able to provide next day service to most non-metropolitan areas as long as orders are received by 4 pm. Additional discounts can be negotiated if a customer agrees to a structured delivery plan.

- These plans are set up to offer a customer a set delivery pattern, say for instance, deliveries only on Tuesday and Thursday mornings. By agreeing to limited deliveries, the customer is not only reducing air pollution, but they are cutting delivery time and the amount of fuel needed to deliver products every day, which directly helps the dealers.
- Single location delivery for larger locations is also a time and energy saver and is another structured delivery option. The savings realized by utilizing structured delivery plans can be passed on to the customer in the form of reduced prices and discounts.

Get acquainted with AOPD

We want NCPA customers to notice AOPD immediately, so as a part of a get acquainted campaign **we will offer:**

1. 1% Rebate for averaging \$250.00 per order over a three month period.
2. Guaranteed savings over current program of at least 7% during the first year as long as the customer accepts our recommended subs (includes rebates).

Tab 9 – Required Documents

- ◆ Clean Air and Water Act / Debarment Notice
- ◆ Contractors Requirements
- ◆ Antitrust Certification Statements
- ◆ ARRA Standard Terms and Conditions Addendum for Contracts and Grants
- ◆ FEMA Standard Terms and Conditions Addendum for Contracts and Grants
- ◆ Required Clauses for Federal Assistance by FTA
- ◆ State Notice Addendum

Clean Air and Water Act & Debarment Notice

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

I hereby further certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations

Potential Vendor: American Office Products Distributors

Title of Authorized Representative: Executive Director

Mailing Address: 1652 E. Main St. – Ste. 220, St. Charles, IL 60174-4702

Signature: _____

Contractor Requirements

Contractor Certification

Contractor's Employment Eligibility

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statues of the states it is will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The offeror complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the NCPA Participating entities in which work is being performed

Fingerprint & Background Checks

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed

Business Operations in Sudan, Iran

In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

Signature of Respondent

Date

Antitrust Certification Statements (Tex. Government Code § 2155.005)

I affirm under penalty of perjury of the laws of the State of Texas that:

(1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;

(2) In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;

(3) In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law; and

(4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this bid to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Vendor: American Office Products Distributors

Bidder: _____

Signature

Address: 1652 E. Main St. – Ste 220

Sharon Stepien

St. Charles, IL 60174-4702

Printed Name

Phone: 630-761-0600

Manager Nat'l. Operations

Fax: 630-761-0691

Position with Company

Authorizing Official:

Signature

M.C. Bud Mundt

Printed Name

Executive Director

Position with Company

ARRA Standard Terms and Conditions Addendum for Contracts and Grants

If a contract or grant involves the use of funds from the federal American Recovery and Reinvestment Act of 2009, Pub. L. 111-5 ("Recovery Act"), the following terms and conditions apply. As used in this Section, "Contractor/Grantee" means the contractor or grantee receiving Recovery Act funds under this agreement.

1. The Contractor/Grantee specifically agrees to comply with each of the terms and conditions contained herein.
2. Contractor/Grantee understands and acknowledges that the federal stimulus funding process is still evolving and that new requirements for Recovery Act compliance may still be forthcoming from federal government. Accordingly, Contractor/Grantee specifically agrees that both it and subcontractors/subgrantees will comply with all such requirements during the contract period.

AVAILABILITY OF FUNDING

Contractor/Grantee agrees that programs supported with temporary federal funds made available from the Recovery Act may not be continued once the temporary federal funds are expended.

BUY AMERICA REQUIREMENT

Contractor/Grantee agrees that pursuant to Section 1605 of Title XV of the Recovery Act, neither Contractor/Grantee or its subcontractors/subgrantees will use Recovery Act funds for a project for the construction, alternation, maintenance, or repair of a public building or public work unless all of the iron, steel and manufactured goods used in the project are

produced in the United States in a manner consistent with United States obligations under international agreements. This requirement shall be applied unless the use of alternative materials has been approved by a federal agency pursuant to Section 1605.

CONFLICTING REQUIREMENTS

Contractor/Grantee agrees that, to the extent Recovery Act requirements conflict with the participating agencies requirements, the Recovery Act requirements shall control.

FALSE CLAIMS ACT

Contractor/Grantee agrees that it shall promptly refer to an appropriate federal inspector general any credible evidence that a principal, employee, agent, subgrantee, subcontractor or other person has submitted a claim under the federal False Claims Act, as amended, 31 U.S.C. §§3729-3733, or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds.

Contractor/Grantee agrees that if Contractor/Grantee or one of its subcontractors/subgrantees fails to comply with all applicable federal and state requirements governing the use of Recovery Act funds, the participating agency may withhold or suspend, in whole or in part, funds awarded under the program, or recover misspent funds following an audit. This provision is in addition to all other remedies available to participating agency under all applicable state and federal laws.

INSPECTION OF RECORDS

Contractor/Grantee agrees that it shall permit the United States Comptroller General or his representative or the appropriate inspector general appointed under section 3 or 8G of the federal Inspector General Act of 1978, as amended, 5 U.S. App. §§3 and 8(g), or his representative to: (1) examine any records that directly pertain to, and involve transactions relating to, this contract; and (2) interview any officer or employee of Contractor/Grantee or any of its subcontractors/subgrantees regarding the activities funded with funds appropriated or otherwise made available by the Recovery Act.

JOB POSTING REQUIREMENTS

Section 1512 of the Recovery Act requires states receiving stimulus funds to report on jobs created and retained as a result of the stimulus funds. Contractors/Grantees who receive Recovery Act funded contracts are required to post jobs created and retained as a result of stimulus funds.

PROHIBITION ON USE OF RECOVERY ACT FUNDS

Contractor/Grantee agrees that none of the funds made available under this contract may be used for any casino or other gambling establishment, aquarium, zoo, golf course, swimming pools, or similar projects.

REPORTING REQUIREMENTS

Pursuant to Section 1512 of Title XV of the Recovery Act, entities receiving Recovery Act funds must submit a report to the federal government no later than ten (10) calendar days after the end of each calendar quarter. This report must contain the information outlined below. Accordingly, Contractor/Grantee agrees to provide the County with the following information in a timely manner:

- a. The total amount of Recovery Act funds received by Contractor/Grantee during the Reporting Period;

- b. The amount of Recovery Act funds that were expended or obligated during the Reporting Period;
- c. A detailed list of all projects or activities for which Recovery Act funds were expending or obligated, including:
 - i. the name of the project or activity;
 - ii. a description of the project or activity;
 - iii. an evaluation of the completion status of the project or activity; and
 - iv. an estimate of the number of jobs created and the number of jobs retained by the project or activity;
- d. For any subcontracts or subgrants equal to or greater than \$25,000:
 - i. The name of the entity receiving the subaward;
 - ii. The amount of the subaward;
 - iii. The transaction type;
 - iv. The North American Industry Classification System (NAICS) code or Catalog of Federal Domestic Assistance (CFDA) number;
 - v. Program source;
 - vi. An award title descriptive of the purpose of each funding action;
 - vii. The location of the entity receiving the subaward;
 - viii. The primary location of the subaward, including the city, state, congressional district and country; and
 - ix. A unique identifier of the entity receiving the sub-award and the parent entity of Contractor/Grantee, should the entity be owned by another.
 - x. The names and total compensation of the five most highly compensated officers of the company if it received: 1) 80% or more of its annual gross revenues in Federal awards; and 2) \$25M or more in annual gross revenue from Federal awards.
- e. For any subcontracts or subgrants of less than \$25,000 or to individuals, the information required in d may be reported in the aggregate and requires the certification of an authorized officer of Contractor/Grantee that the information contained in the report is accurate.
- f. Any other information reasonably requested by the County or required by state or federal law or regulation. Standard data elements and federal instructions for use in complying with reporting requirements under Section 1512 of the Recovery Act, are pending review by the federal government, and were published in the Federal Register, 74 Federal Register, 14824 (April 1, 2009), and are to be provided online at www.FederalReporting.gov.

SEGREGATION OF FUNDS

Contractor/Grantee agrees that it shall segregate obligations and expenditures of Recovery Act funds from other funding. No part of funds made available under the Recovery Act may be comingled with any other funds or used for a purpose other than that of making payments for costs specifically allowable under the Recovery Act.

Contractor/Grantee agrees that it shall include these standard terms and conditions, including this requirement, in any of its subcontracts or subgrants in connection with projects funded in whole or in part with funds available under the Recovery Act.

WAGE REQUIREMENTS

Contractor/Grantee agrees that, in accordance with Section 1606 of Title XVI of the Recovery Act, both it and its subcontractors shall fully comply with this section in that, notwithstanding any other provision of law, and in a manner consistent with the other provisions of the Recovery Act, all laborers and mechanics employed by contractors and subcontractors on projects funded in whole or in part with funds available under the Recovery Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality, as determined by the United States Secretary of Labor in accordance with Subchapter IV of Chapter 31 of Title 40 of the United States Code

WHISTLEBLOWER PROTECTION

Contractor/Grantee agrees that both it and its subcontractors/subgrantees shall comply with Section 1553 of the Recovery Act, which prohibits all non-federal Contractor/Grantees of Recovery Act funds from discharging, demoting or otherwise discriminating against an employee for disclosures by the employee that the employee reasonably believes are evidence of (1) gross mismanagement of a contract or grant relating to Recovery Act funds; (2) a gross waste of Recovery Act funds; (3) a substantial and specific danger to public health or safety related to the implementation or use of Recovery Act funds; (4) an abuse of authority related to implementation or use of Recovery Act funds; or (5) a violation of law, rule, or regulation related to an agency contract (including the competition for or negotiation of a contract) or grant, awarded or issued relating to Recovery Act funds. In addition, Contractor/Grantee agrees that it and its subcontractors/subgrantees shall post notice of the rights and remedies available to employees under Section 1553 of Title XV of the Recovery Act.

FEMA Standard Terms and Conditions Addendum for Contracts and Grants

If any purchase made under the Master Agreement is funded in whole or in part by Federal Emergency Management Agency ("FEMA") grants, Contractor shall comply with all federal laws and regulations applicable to the receipt of FEMA grants, including, but not limited to the contractual procedures set forth in Title 44 of the Code of Federal Regulations, Part 13 ("44 CFR 13").

In addition, Contractor agrees to the following specific provisions:

- 1) Pursuant to 44 CFR 13.36(i)(1), University is entitled to exercise all administrative, contractual, or other remedies permitted by law to enforce Contractor's compliance with the terms of this Master Agreement, including but not limited to those remedies set forth at 44 CFR 13.43.
- 2) Pursuant to 44 CFR 13.36(i)(2), University may terminate the Master Agreement for cause or convenience in accordance with the procedures set forth in the Master Agreement and those provided by 44 CFR 13.44.
- 3) Pursuant to 44 CFR 13.36(i)(3)-(6)(12), and (13), Contractor shall comply with the following federal laws:
 - a. Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor ("DOL") regulations (41 CFR Ch. 60);
 - b. Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented in DOL regulations (29 CFR Part 3);
 - c. Davis-Bacon Act (40 U.S.C. 276a-276a-7) as supplemented by DOL regulations (29 CFR Part 5);
 - d. Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-30) as supplemented by DOL regulations (29 CFR Part 5);
 - e. Section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15); and
 - f. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L.94-163, 89 Stat. 871).
- 4) Pursuant to 44 CFR 13.36(i)(7), Contractor shall comply with FEMA requirements and regulations pertaining to reporting, including but not limited to those set forth at 44 CFR 40 and 41.
- 5) Pursuant to 44 CFR 13.36(i)(8), Contractor agrees to the following provisions regarding patents:
 - a. All rights to inventions and/or discoveries that arise or are developed, in the course of or under this Agreement, shall belong to the participating agency and be disposed of in accordance with the participating agencies policy. The participating agency, at its own discretion, may file for patents in connection with all rights to any such inventions and/or discoveries.
- 6) Pursuant to 44 CFR 13.36(i)(9), Contractor agrees to the following provisions, regarding copyrights:

- a. If this Agreement results in any copyrightable material or inventions, in accordance with 44 CFR 13.34, FEMA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, for Federal Government purposes:
 - 1) The copyright in any work developed under a grant or contract; and
 - 2) Any rights of copyright to which a grantee or a contractor purchases ownership with grant support.
- 7) Pursuant to 44 CFR 13.36(i)(10), Contractor shall maintain any books, documents, papers, and records of the Contractor which are directly pertinent to this Master Agreement. At any time during normal business hours and as often as the participating agency deems necessary, Contractor shall permit participating agency, FEMA, the Comptroller General of United States, or any of their duly authorized representatives to inspect and photocopy such records for the purpose of making audit, examination, excerpts, and transcriptions.
- 8) Pursuant to 44 CFR 13.36(i)(11), Contractor shall retain all required records for three years after FEMA or participating agency makes final payments and all other pending matters are closed. In addition, Contractor shall comply with record retention requirements set forth in 44 CFR 13.42.

Required Clauses for Federal Assistance provided by FTA

ACCESS TO RECORDS AND REPORTS

Contractor agrees to:

- a) Maintain all books, records, accounts and reports required under this Contract for a period of not less than three (3) years after the date of termination or expiration of this Contract or any extensions thereof except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case Contractor agrees to maintain same until Public Agency, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.
- b) Permit any of the foregoing parties to inspect all work, materials, payrolls, and other data and records with regard to the Project, and to audit the books, records, and accounts with regard to the Project and to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed for the purpose of audit and examination.

FTA does not require the inclusion of these requirements of Article 1.01 in subcontracts. Reference 49 CFR 18.39 (i)(11).

CIVIL RIGHTS / TITLE VI REQUIREMENTS

- 1) Non-discrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132, and Federal Transit Law at 49 U.S.C. § 5332, Contractor or subcontractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status age, or disability. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
- 2) Equal Employment Opportunity. The following Equal Employment Opportunity requirements apply to this Contract:
 - a. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal Transit Law at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable Equal Employment Opportunity requirements of U.S. Dept. of Labor regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 CFR,

Parts 60 *et seq.*, and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of this Project. Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, marital status, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.

- b. Age. In accordance with the Age Discrimination in Employment Act (ADEA) of 1967, as amended, 29 U.S.C. Sections 621 through 634, and Equal Employment Opportunity Commission (EEOC) implementing regulations, "Age Discrimination in Employment Act", 29 CFR Part 1625, prohibit employment discrimination by Contractor against individuals on the basis of age, including present and prospective employees. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.
 - c. Disabilities. In accordance with Section 102 of the Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. Sections 12101 *et seq.*, prohibits discrimination against qualified individuals with disabilities in programs, activities, and services, and imposes specific requirements on public and private entities. Contractor agrees that it will comply with the requirements of the Equal Employment Opportunity Commission (EEOC), "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR, Part 1630, pertaining to employment of persons with disabilities and with their responsibilities under Titles I through V of the ADA in employment, public services, public accommodations, telecommunications, and other provisions.
 - d. Segregated Facilities. Contractor certifies that their company does not and will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not and will not permit their employees to perform their services at any location under the Contractor's control where segregated facilities are maintained. As used in this certification the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom, or otherwise. Contractor agrees that a breach of this certification will be a violation of this Civil Rights clause.
- 3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation, made by Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor's obligations under this Contract and the regulations relative to non-discrimination on the grounds of race, color, creed, sex, disability, age or national origin.
 - 4) Sanctions of Non-Compliance. In the event of Contractor's non-compliance with the non-discrimination provisions of this Contract, Public Agency shall impose such Contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to: 1) Withholding of payments to Contractor under the Contract until Contractor complies, and/or; 2) Cancellation, termination or suspension of the Contract, in whole or in part.

Contractor agrees to include the requirements of this clause in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

DISADVANTAGED BUSINESS PARTICIPATION

This Contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, "*Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*", therefore, it is the policy of the Department of Transportation (DOT) to ensure that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in the performance of DOT-assisted contracts.

- 1) **Non-Discrimination Assurances.** Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out all applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or other such remedy as public agency deems appropriate. Each subcontract Contractor signs with a subcontractor must include the assurance in this paragraph. (See 49 CFR 26.13(b)).
- 2) **Prompt Payment.** Contractor is required to pay each subcontractor performing Work under this prime Contract for satisfactory performance of that work no later than thirty (30) days after Contractor's receipt of payment for that Work from public agency. In addition, Contractor is required to return any retainage payments to those subcontractors within thirty (30) days after the subcontractor's work related to this Contract is satisfactorily completed and any liens have been secured. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of public agency. This clause applies to both DBE and non-DBE subcontractors. Contractor must promptly notify public agency whenever a DBE subcontractor performing Work related to this Contract is terminated or fails to complete its Work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. Contractor may not terminate any DBE subcontractor and perform that Work through its own forces, or those of an affiliate, without prior written consent of public agency.
- 3) **DBE Program.** In connection with the performance of this Contract, Contractor will cooperate with public agency in meeting its commitments and goals to ensure that DBEs shall have the maximum practicable opportunity to compete for subcontract work, regardless of whether a contract goal is set for this Contract. Contractor agrees to use good faith efforts to carry out a policy in the award of its subcontracts, agent agreements, and procurement contracts which will, to the fullest extent, utilize DBEs consistent with the efficient performance of the Contract.

ENERGY CONSERVATION REQUIREMENTS

Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plans issued under the Energy Policy and Conservation Act, as amended, 42 U.S.C. Sections 6321 *et seq.* and 41 CFR Part 301-10.

FEDERAL CHANGES

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Contract between public agency and the FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

The provisions include, in part, certain Standard Terms and Conditions required by the U.S. Department of Transportation (DOT), whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by the DOT, as set forth in the most current FTA Circular 4220.1F, dated November 1, 2008, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed

to control in the event of a conflict with other provisions contained in this Contract. Contractor agrees not to perform any act, fail to perform any act, or refuse to comply with any public agency requests that would cause public agency to be in violation of the FTA terms and conditions.

NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES

Agency and Contractor acknowledge and agree that, absent the Federal Government's express written consent and notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to agency, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract.

Contractor agrees to include the above clause in each subcontract financed in whole or in part with federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS

Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Contract. Upon execution of the underlying Contract, Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Contract or the FTA assisted project for which this Contract Work is being performed.

In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Contractor to the extent the Federal Government deems appropriate.

Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307 (n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

Contractor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

State Notice Addendum

Pursuant to certain state notice provisions the following public agencies and political subdivisions of the referenced public agencies are eligible to access the contract award made pursuant to this solicitation. Public agencies and political subdivisions are hereby given notice of the foregoing request for proposal for purposes of complying with the procedural requirement of said statutes:

Nationwide: http://www.usa.gov/Agencies/Local_Government/Cities.shtml

Other States: Cities, Towns, Villages, and Boroughs

No.**Cities, Towns, Villages and Boroughs in Oregon**

1	CEDAR MILL COMMUNITY LIBRARY
2	CITY COUNTY INSURANCE SERVICES
3	CITY OF ADAIR VILLAGE
4	CITY OF ALBANY
5	CITY OF ASHLAND
6	CITY OF ASTORIA OREGON
7	CITY OF AUMSVILLE
8	CITY OF AURORA
9	CITY OF BEAVERTON
10	CITY OF BOARDMAN
11	CITY OF BURNS
12	CITY OF CANBY
13	CITY OF CANNON BEACH OR
14	CITY OF CANYONVILLE
15	CITY OF CENTRAL POINT POLICE DEPARTMENT
16	CITY OF CLATSKANIE
17	CITY OF COBURG
18	CITY OF CONDON
19	CITY OF COOS BAY
20	CITY OF CORVALLIS
21	CITY OF COTTAGE GROVE
22	CITY OF CRESWELL
23	CITY OF DALLAS
24	CITY OF DAMASCUS
25	CITY OF DUNDEE
26	CITY OF EAGLE POINT
27	CITY OF ECHO
28	CITY OF ESTACADA
29	CITY OF EUGENE
30	CITY OF FAIRVIEW
31	CITY OF FALLS CITY
32	CITY OF GATES
33	CITY OF GEARHART
34	CITY OF GERVAIS
35	CITY OF GOLD HILL
36	CITY OF GRANTS PASS
37	CITY OF GRESHAM
38	CITY OF HAPPY VALLEY
39	CITY OF HILLSBORO
40	CITY OF HOOD RIVER
41	CITY OF JOHN DAY
42	CITY OF KLAMATH FALLS
43	CITY OF LA GRANDE
44	CITY OF LAKE OSWEGO
45	CITY OF LAKESIDE
46	CITY OF LEBANON
47	CITY OF MALIN
48	CITY OF MCMINNVILLE
49	CITY OF MEDFORD
50	CITY OF MILL CITY
51	CITY OF MILLERSBURG
52	CITY OF MILWAUKIE
53	CITY OF MORO
54	CITY OF MOSIER
55	CITY OF NEWBERG
56	CITY OF NORTH PLAINS
57	CITY OF OREGON CITY
58	CITY OF PHOENIX
59	CITY OF PILOT ROCK
60	CITY OF PORT ORFORD
61	CITY OF PORTLAND
62	CITY OF POWERS
63	CITY OF REDMOND
64	CITY OF REEDSPORT
65	CITY OF RIDDLE
66	CITY OF SALEM
67	CITY OF SANDY
68	CITY OF SANDY
69	CITY OF SCAPPOOSE

70	CITY OF SEASIDE
71	CITY OF SHADY COVE
72	CITY OF SHERWOOD
73	CITY OF SPRINGFIELD
74	CITY OF ST. PAUL
75	CITY OF STAYTON
76	CITY OF TIGARD, OREGON
77	CITY OF TUALATIN, OREGON
78	CITY OF WARRENTON
79	CITY OF WEST LINN/PARKS
80	CITY OF WILSONVILLE
81	CITY OF WINSTON
82	CITY OF WOOD VILLAGE
83	CITY OF WOODBURN
84	CITY OF YACHATS
85	FLORENCE AREA CHAMBER OF COMMERCE
86	GASTON RURAL FIRE DEPARTMENT
87	GLADSTONE POLICE DEPARTMENT
88	HOUSING AUTHORITY OF THE CITY OF SALEM
89	KEIZER POLICE DEPARTMENT
90	LEAGUE OF OREGON CITIES
91	MALIN COMMUNITY PARK AND RECREATION DISTRICT
92	METRO
93	MONMOUTH - INDEPENDENCE NETWORK
94	PORTLAND DEVELOPMENT COMMISSION
95	RAINIER POLICE DEPARTMENT
96	RIVERGROVE WATER DISTRICT
97	SUNSET EMPIRE PARK AND RECREATION
98	THE NEWPORT PARK AND RECREATION CENTER
99	TILLAMOOK PEOPLES UTILITY DISTRICT
100	TUALATIN VALLEY FIRE & RESCUE
101	WEST VALLEY HOUSING AUTHORITY

No. Counties and Parishes

1	ASSOCIATION OF OREGON COUNTIES
2	BENTON COUNTY
3	CLACKAMAS COUNTY DEPT OF TRANSPORTATION
4	CLATSOP COUNTY
5	COLUMBIA COUNTY, OREGON
6	COOS COUNTY HIGHWAY DEPARTMENT
7	CROOK COUNTY ROAD DEPARTMENT
8	CURRY COUNTY OREGON
9	DESCHUTES COUNTY
10	DOUGLAS COUNTY
11	GILLIAM COUNTY
12	GILLIAM COUNTY OREGON
13	GRANT COUNTY, OREGON
14	HARNEY COUNTY SHERIFFS OFFICE
15	HOOD RIVER COUNTY
16	HOUSING AUTHORITY OF CLACKAMAS COUNTY
17	JACKSON COUNTY HEALTH AND HUMAN SERVICES
18	JEFFERSON COUNTY
19	KLAMATH COUNTY VETERANS SERVICE OFFICE
20	LAKE COUNTY
21	LANE COUNTY
22	LINCOLN COUNTY
23	LINN COUNTY
24	MARION COUNTY , SALEM, OREGON
25	MORROW COUNTY
26	MULTNOMAH COUNTY
27	MULTNOMAH COUNTY
28	MULTNOMAH LAW LIBRARY
29	NAMI LANE COUNTY
30	POLK COUNTY
31	SHERMAN COUNTY
32	UMATILLA COUNTY, OREGON
33	UNION COUNTY
34	WALLOWA COUNTY
35	WASCO COUNTY
36	WASHINGTON COUNTY
37	YAMHILL COUNTY
1	BOARD OF WATER SUPPLY
2	COUNTY OF HAWAII

3 MAUI COUNTY COUNCIL

No. Higher Education

- 1 BIRTHINGWAY COLLEGE OF MIDWIFERY
- 2 BLUE MOUNTAIN COMMUNITY COLLEGE
- 3 CENTRAL OREGON COMMUNITY COLLEGE
- 4 CHEMEKETA COMMUNITY COLLEGE
- 5 CLACKAMAS COMMUNITY COLLEGE
- 6 COLUMBIA GORGE COMMUNITY COLLEGE
- 7 GEORGE FOX UNIVERSITY
- 8 KLAMATH COMMUNITY COLLEGE DISTRICT
- 9 LANE COMMUNITY COLLEGE
- 10 LEWIS AND CLARK COLLEGE
- 11 LINFIELD COLLEGE
- 12 LINN-BENTON COMMUNITY COLLEGE
- 13 MARYLHURST UNIVERSITY
- 14 MT. HOOD COMMUNITY COLLEGE
- 15 MULTNOMAH BIBLE COLLEGE
- 16 NATIONAL COLLEGE OF NATURAL MEDICINE
- 17 NORTHWEST CHRISTIAN COLLEGE
- 18 OREGON HEALTH AND SCIENCE UNIVERSITY
- 19 OREGON UNIVERSITY SYSTEM
- 20 PACIFIC UNIVERSITY
- 21 PORTLAND COMMUNITY COLLEGE
- 22 PORTLAND STATE UNIV.
- 23 REED COLLEGE
- 24 ROGUE COMMUNITY COLLEGE
- 25 SOUTHWESTERN OREGON COMMUNITY COLLEGE
- 26 TILLAMOOK BAY COMMUNITY COLLEGE
- 27 UMPQUA COMMUNITY COLLEGE
- 28 WESTERN STATES CHIROPRACTIC COLLEGE
- 29 WILLAMETTE UNIVERSITY
- 1 ARGOSY UNIVERSITY
- 2 BRIGHAM YOUNG UNIVERSITY - HAWAII
- 3 COLLEGE OF THE MARSHALL ISLANDS
- 4 RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
- 5 UNIVERSITY OF HAWAII AT MANOA

No. K - 12

- 1 ARCHBISHOP FRANCIS NORBERT BLANCHET SCHOOL
- 2 BAKER COUNTY SCHOOL DIST. 16J - MALHEUR ESD
- 3 BAKER SCHOOL DISTRICT 5-J
- 4 BANDON SCHOOL DISTRICT
- 5 BANKS SCHOOL DISTRICT
- 6 BEAVERTON SCHOOL DISTRICT
- 7 BEND / LA PINE SCHOOL DISTRICT
- 8 BEND-LA PINE SCHOOL DISTRICT
- 9 BROOKING HARBOR SCHOOL DISTRICT NO.17-C
- 10 CANBY SCHOOL DISTRICT
- 11 CANYONVILLE CHRISTIAN ACADEMY
- 12 CASCADE SCHOOL DISTRICT
- 13 CASCADES ACADEMY OF CENTRAL OREGON
- 14 CENTENNIAL SCHOOL DISTRICT
- 15 CENTRAL CATHOLIC HIGH SCHOOL
- 16 CENTRAL POINT SCHOOL DISTRICT NO. 6
- 17 CENTRAL SCHOOL DISTRICT 13J
- 18 CLACKAMAS EDUCATION SERVICE DISTRICT
- 19 COOS BAY SCHOOL DISTRICT
- 20 COOS BAY SCHOOL DISTRICT NO.9
- 21 COQUILLE SCHOOL DISTRICT 8
- 22 COUNTY OF YAMHILL SCHOOL DISTRICT 29
- 23 CRESWELL SCHOOL DISTRICT
- 24 CROSSROADS CHRISTIAN SCHOOL
- 25 CULVER SCHOOL DISTRICT NO.
- 26 DALLAS SCHOOL DISTRICT NO. 2
- 27 DAVID DOUGLAS SCHOOL DISTRICT
- 28 DAYTON SCHOOL DISTRICT NO.8
- 29 DE LA SALLE N CATHOLIC HS
- 30 DESCHUTES COUNTY SD NO.6 - SISTERS SD
- 31 DOUGLAS COUNTY SCHOOL DISTRICT 116
- 32 DOUGLAS EDUCATION SERVICE DISTRICT
- 33 DUFUR SCHOOL DISTRICT NO.29
- 34 ELKTON SCHOOL DISTRICT NO.34

- 35 ESTACADA SCHOOL DISTRICT NO.108
- 36 FOREST GROVE SCHOOL DISTRICT
- 37 GASTON SCHOOL DISTRICT 511J
- 38 GEN CONF OF SDA CHURCH WESTERN OR
- 39 GLADSTONE SCHOOL DISTRICT
- 40 GLENDALE SCHOOL DISTRICT
- 41 GLIDE SCHOOL DISTRICT NO.12
- 42 GRANTS PASS SCHOOL DISTRICT 7
- 43 GREATER ALBANY PUBLIC SCHOOL DISTRICT
- 44 GRESHAM-BARLOW SCHOOL DISTRICT
- 45 HARNEY COUNTY SCHOOL DIST. NO.3
- 46 HARNEY EDUCATION SERVICE DISTRICT
- 47 HEAD START OF LANE COUNTY
- 48 HERITAGE CHRISTIAN SCHOOL
- 49 HIGH DESERT EDUCATION SERVICE DISTRICT
- 50 HOOD RIVER COUNTY SCHOOL DISTRICT
- 51 JACKSON CO SCHOOL DIST NO.9
- 52 JEFFERSON COUNTY SCHOOL DISTRICT 509-J
- 53 JEFFERSON SCHOOL DISTRICT
- 54 KLAMATH FALLS CITY SCHOOLS
- 55 LA GRANDE SCHOOL DISTRICT
- 56 LAKE OSWEGO SCHOOL DISTRICT 7J
- 57 LANE COUNTY SCHOOL DISTRICT 4J
- 58 LANE COUNTY SCHOOL DISTRICT 69
- 59 LEBANON COMMUNITY SCHOOLS NO.9
- 60 LINCOLN COUNTY SCHOOL DISTRICT
- 61 LINN CO. SCHOOL DIST. 95C - SCIO SD
- 62 LOST RIVER JR/SR HIGH SCHOOL
- 63 LOWELL SCHOOL DISTRICT NO.71
- 64 MARION COUNTY SCHOOL DISTRICT 103 - WASHINGTON ES
- 65 MCMINNVILLE SCHOOL DISTRICT NO.40
- 66 MEDFORD SCHOOL DISTRICT 549C
- 67 MITCH CHARTER SCHOOL
- 68 MOLALLA RIVER ACADEMY
- 69 MOLALLA RIVER SCHOOL DISTRICT NO.35
- 70 MONROE SCHOOL DISTRICT NO.1J
- 71 MORROW COUNTY SCHOOL DISTRICT
- 72 MT. ANGEL SCHOOL DISTRICT NO.91
- 73 MT.SCOTT LEARNING CENTERS
- 74 MULTISENSORY LEARNING ACADEMY
- 75 MULTNOMAH EDUCATION SERVICE DISTRICT
- 76 MYRTLE POINT SCHOOL DISTRICT NO.41
- 77 NEAH-KAH-NIE DISTRICT NO.56
- 78 NESTUCCA VALLEY SCHOOL DISTRICT NO.101
- 79 NOBEL LEARNING COMMUNITIES
- 80 NORTH BEND SCHOOL DISTRICT 13
- 81 NORTH CLACKAMAS SCHOOL DISTRICT
- 82 NORTH SANTIAM SCHOOL DISTRICT 29J
- 83 NORTH WASCO CTY SCHOOL DISTRICT 21 - CHENOWITH
- 84 NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT
- 85 NYSSA SCHOOL DISTRICT NO. 26
- 86 ONTARIO MIDDLE SCHOOL
- 87 OREGON TRAIL SCHOOL DISTRICT NO.46
- 88 OUR LADY OF THE LAKE SCHOOL
- 89 PHILOMATH SCHOOL DISTRICT
- 90 PHOENIX-TALENT SCHOOL DISTRICT NO.4
- 91 PORTLAND ADVENTIST ACADEMY
- 92 PORTLAND JEWISH ACADEMY
- 93 PORTLAND PUBLIC SCHOOLS
- 94 RAINIER SCHOOL DISTRICT
- 95 REDMOND SCHOOL DISTRICT
- 96 REEDSPORT SCHOOL DISTRICT
- 97 REYNOLDS SCHOOL DISTRICT
- 98 ROGUE RIVER SCHOOL DISTRICT NO.35
- 99 ROSEBURG PUBLIC SCHOOLS
- 100 SALEM-KEIZER PUBLIC SCHOOLS
- 101 SCAPPOOSE SCHOOL DISTRICT 1J
- 102 SEASIDE SCHOOL DISTRICT 10
- 103 SEVEN PEAKS SCHOOL
- 104 SHERWOOD SCHOOL DISTRICT 88J
- 105 SILVER FALLS SCHOOL DISTRICT
- 106 SIUSLAW SCHOOL DISTRICT

107 SOUTH COAST EDUCATION SERVICE DISTRICT
108 SOUTH LANE SCHOOL DISTRICT 45J3
109 SOUTHERN OREGON EDUCATION SERVICE DISTRICT
110 SOUTHWEST CHARTER SCHOOL
111 SPRINGFIELD SCHOOL DISTRICT NO.19
112 STANFIELD SCHOOL DISTRICT
113 SWEET HOME SCHOOL DISTRICT NO.55
114 THE CATLIN GABEL SCHOOL
115 TIGARD-TUALATIN SCHOOL DISTRICT
116 UMATILLA-MORROW ESD
117 VERNONIA SCHOOL DISTRICT 47J
118 WEST HILLS COMMUNITY CHURCH
119 WEST LINN WILSONVILLE SCHOOL DISTRICT
120 WHITEAKER MONTESSORI SCHOOL
121 YONCALLA SCHOOL DISTRICT NO.32
1 CONGREGATION OF CHRISTIAN BROTHERS OF HAWAII, INC.
2 EMMANUAL LUTHERAN SCHOOL
3 HANAHAU'OLI SCHOOL
4 HAWAII TECHNOLOGY ACADEMY
5 ISLAND SCHOOL
6 KAMEHAMEHA SCHOOLS
7 KE KULA O S. M. KAMAKAU
8 MARYKNOLL SCHOOL
9 PACIFIC BUDDHIST ACADEMY

No. Nonprofit & Other

1 211INFO
2 ACUMENTRA HEALTH
3 ADDICTIONS RECOVERY CENTER, INC
4 ALLFOURONE/CRESTVIEW CONFERENCE CTR.
5 ALVORD-TAYLOR INDEPENDENT LIVING SERVICES
6 ALZHEIMERS NETWORK OF OREGON
7 ASHLAND COMMUNITY HOSPITAL
8 ATHENA LIBRARY FRIENDS ASSOCIATION
9 BARLOW YOUTH FOOTBALL
10 BAY AREA FIRST STEP, INC.
11 BENTON HOSPICE SERVICE
12 BETHEL CHURCH OF GOD
13 BIRCH COMMUNITY SERVICES, INC.
14 BLACHLY LANE ELECTRIC COOPERATIVE
15 BLIND ENTERPRISES OF OREGON
16 BONNEVILLE ENVIRONMENTAL FOUNDATION
17 BOYS AND GIRLS CLUBS OF PORTLAND METROPOLITAN AREA
18 BROAD BASE PROGRAMS INC.
19 CANBY FOURSQUARE CHURCH
20 CANCER CARE RESOURCES
21 CASCADIA BEHAVIORAL HEALTHCARE
22 CASCADIA REGION GREEN BUILDING COUNCIL
23 CATHOLIC CHARITIES
24 CATHOLIC COMMUNITY SERVICES
25 CENTER FOR RESEARCH TO PRACTICE
26 CENTRAL BIBLE CHURCH
27 CENTRAL CITY CONCERN
28 CENTRAL DOUGLAS COUNTY FAMILY YMCA
29 CENTRAL OREGON COMMUNITY ACTION AGENCY NETWORK
30 CHILDPEACE MONTESSORI
31 CITY BIBLE CHURCH
32 CLACKAMAS RIVER WATER
33 CLASSROOM LAW PROJECT
34 COAST REHABILITATION SERVICES
35 COLLEGE HOUSING NORTHWEST
36 COLUMBIA COMMUNITY MENTAL HEALTH
37 COMMUNITY ACTION ORGANIZATION
38 COMMUNITY ACTION TEAM, INC.
39 COMMUNITY CANCER CENTER
40 COMMUNITY HEALTH CENTER, INC
41 COMMUNITY VETERINARY CENTER
42 CONFEDERATED TRIBES OF GRAND RONDE
43 CONSERVATION BIOLOGY INSTITUTE
44 CONTEMPORARY CRAFTS MUSEUM AND GALLERY
45 CORVALLIS MOUNTAIN RESCUE UNIT
46 COVENANT CHRISTIAN HOOD RIVER
47 COVENANT RETIREMENT COMMUNITIES

48 DECISION SCIENCE RESEARCH INSTITUTE, INC.
49 DELIGHT VALLEY CHURCH OF CHRIST
50 DOGS FOR THE DEAF, INC.
51 DOUGLAS ELECTRIC COOPERATIVE, INC.
52 EAST HILL CHURCH
53 EAST SIDE FOURSQUARE CHURCH
54 EAST WEST MINISTRIES INTERNATIONAL
55 EDUCATIONAL POLICY IMPROVEMENT CENTER
56 ELMIRA CHURCH OF CHRIST
57 EMERALD PUD
58 EMMAUS CHRISTIAN SCHOOL
59 EN AVANT, INC.
60 ENTERPRISE FOR EMPLOYMENT AND EDUCATION
61 EUGENE BALLET COMPANY
62 EUGENE SYMPHONY ASSOCIATION, INC.
63 EUGENE WATER & ELECTRIC BOARD
64 EVERGREEN AVIATION MUSEUM AND CAP. MICHAEL KING.
65 FAIR SHARE RESEARCH AND EDUCATION FUND
66 FAITH CENTER
67 FAITHFUL SAVIOR MINISTRIES
68 FAMILIES FIRST OF GRANT COUNTY, INC.
69 FANCONI ANEMIA RESEARCH FUND INC.
70 FARMWORKER HOUSING DEV CORP
71 FIRST CHURCH OF THE NAZARENE
72 FIRST UNITARIAN CHURCH
73 FORD FAMILY FOUNDATION
74 FOUNDATIONS FOR A BETTER OREGON
75 FRIENDS OF THE CHILDREN
76 GATEWAY TO COLLEGE NATIONAL NETWORK
77 GOAL ONE COALITION
78 GOLD BEACH POLICE DEPARTMENT
79 GOOD SHEPHERD COMMUNITIES
80 GOODWILL INDUSTRIES OF LANE AND SOUTH COAST COUNTIES
81 GRANT PARK CHURCH
82 GRANTS PASS MANAGEMENT SERVICES, DBA
83 GREATER HILLSBORO AREA CHAMBER OF COMMERCE
84 HALFWAY HOUSE SERVICES, INC.
85 HEARING AND SPEECH INSTITUTE INC
86 HELP NOW! ADVOCACY CENTER
87 HIGHLAND HAVEN
88 HIGHLAND UNITED CHURCH OF CHRIST
89 HIV ALLIANCE, INC
90 HOUSING AUTHORITY OF LINCOLN COUNTY
91 HOUSING AUTHORITY OF PORTLAND
92 HOUSING NORTHWEST
93 INDEPENDENT INSURANCE AGENTS AND BROKERS OF OREGON
94 INTERNATIONAL SOCIETY FOR TECHNOLOGY IN EDUCATION
95 INTERNATIONAL SUSTAINABLE DEVELOPMENT FOUNDATION
96 IRCO
97 JASPER MOUNTAIN
98 JUNIOR ACHIEVEMENT
99 KLAMATH HOUSING AUTHORITY
100 LA CLINICA DEL CARINO FAMILY HEALTH CARE CENTER
101 LA GRANDE UNITED METHODIST CHURCH
102 LANE ELECTRIC COOPERATIVE
103 LANE MEMORIAL BLOOD BANK
104 LANECO FEDERAL CREDIT UNION
105 LAUREL HILL CENTER
106 LIFEWORKS NW
107 LIVING WAY FELLOWSHIP
108 LOAVES & FISHES CENTERS, INC.
109 LOCAL GOVERNMENT PERSONNEL INSTITUTE
110 LOOKING GLASS YOUTH AND FAMILY SERVICES
111 MACDONALD CENTER
112 MAKING MEMORIES BREAST CANCER FOUNDATION, INC.
113 METRO HOME SAFETY REPAIR PROGRAM
114 METROPOLITAN FAMILY SERVICE
115 MID COLUMBIA COUNCIL OF GOVERNMENTS
116 MID-COLUMBIA CENTER FOR LIVING
117 MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY, INC
118 MORNING STAR MISSIONARY BAPTIST CHURCH
119 MORRISON CHILD AND FAMILY SERVICES

120	MOSAIC CHURCH	192	SHELTERCARE
121	NATIONAL PSORIASIS FOUNDATION	193	SHERIDAN JAPANESE SCHOOL FOUNDATION
122	NATIONAL WILD TURKEY FEDERATION	194	SHERMAN DEVELOPMENT LEAGUE, INC.
123	NEW AVENUES FOR YOUTH INC	195	SILVERTON AREA COMMUNITY AID
124	NEW BEGINNINGS CHRISTIAN CENTER	196	SISKIYOU INITIATIVE
125	NEW HOPE COMMUNITY CHURCH	197	SMART
126	NEWBERG FRIENDS CHURCH	198	SOCIAL VENTURE PARTNERS PORTLAND
127	NORTH BEND CITY- COOS/JURRY HOUSING AUTHORITY	199	SOUTH COAST HOSPICE, INC.
128	NORTHWEST FOOD PROCESSORS ASSOCIATION	200	SOUTH LANE FAMILY NURSERY DBA FAMILY RELIEF NURSE
129	NORTHWEST LINE JOINT APPRENTICESHIP & TRAINING COMMITTEE	201	SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
130	NORTHWEST REGIONAL EDUCATIONAL LABORATORY	202	SOUTHERN OREGON HUMANE SOCIETY
131	NORTHWEST YOUTH CORPS	203	SPARC ENTERPRISES
132	OCHIN	204	SPIRIT WIRELESS
133	OHSU FOUNDATION	205	SPONSORS, INC.
134	OLIVET BAPTIST CHURCH	206	SPOTLIGHT THEATRE OF PLEASANT HILL
135	OMNIMEDIX INSTITUTE	207	SPRINGFIELD UTILITY BOARD
136	OPEN MEADOW ALTERNATIVE SCHOOLS, INC.	208	ST VINCENT DE PAUL
137	OREGON BALLET THEATRE	209	ST. ANTHONY CHURCH
138	OREGON CITY CHURCH OF THE NAZARENE	210	ST. ANTHONY SCHOOL
139	OREGON COAST COMMUNITY ACTION	211	ST. MARYS OF MEDFORD, INC.
140	OREGON DEATH WITH DIGNITY	212	ST. VINCENT DEPAUL OF LANE COUNTY
141	OREGON DONOR PROGRAM	213	STAND FOR CHILDREN
142	OREGON EDUCATION ASSOCIATION	214	STAR OF HOPE ACTIVITY CENTER INC.
143	OREGON ENVIRONMENTAL COUNCIL	215	SUMMIT VIEW COVENANT CHURCH
144	OREGON MUSIEM OF SCIENCE AND INDUSTRY	216	SUNNYSIDE FOURSQUARE CHURCH
145	OREGON PROGRESS FORUM	217	SUNRISE ENTERPRISES
146	OREGON REPERTORY SINGERS	218	SUSTAINABLE NORTHWEST
147	OREGON STATE UNIVERSITY ALUMNI ASSOCIATION	219	TENAS ILLAHEE CHILDCARE CENTER
148	OREGON SUPPORTED LIVING PROGRAM	220	THE EARLY EDUCATION PROGRAM, INC.
149	OSLC COMMUNITY PROGRAMS	221	THE NATIONAL ASSOCIATION OF CREDIT MANAGEMENT-OREGON, INC.
150	OUTSIDE IN	222	THE NEXT DOOR
151	OUTSIDE IN	223	THE OREGON COMMUNITY FOUNDATION
152	PACIFIC CASCADE FEDERAL CREDIT UNION	224	THE SALVATION ARMY - CASCADE DIVISION
153	PACIFIC FISHERY MANAGEMENT COUNCIL	225	TILLAMOOK CNTY WOMENS CRISIS CENTER
154	PACIFIC INSTITUTES FOR RESEARCH	226	TILLAMOOK ESTUARIES PARTNERSHIP
155	PACIFIC STATES MARINE FISHERIES COMMISSION	227	TOUCHSTONE PARENT ORGANIZATION
156	PARALYZED VETERANS OF AMERICA	228	TRAILS CLUB
157	PARTNERSHIPS IN COMMUNITY LIVING, INC.	229	TRAINING EMPLOYMENT CONSORTIUM
158	PENDLETON ACADEMIES	230	TRI-COUNTY HEALTH CARE SAFETY NET ENTERPRISE
159	PENTAGON FEDERAL CREDIT UNION	231	TRILLIUM FAMILY SERVICES, INC.
160	PLANNED PARENTHOOD OF SOUTHWESTERN OREGON	232	UMPQUA COMMUNITY DEVELOPMENT CORPORATION
161	PORT CITY DEVELOPMENT CENTER	233	UNION GOSPEL MISSION
162	PORTLAND ART MUSEUM	234	UNITED CEREBRAL PALSY OF OR AND SW WA
163	PORTLAND BUSINESS ALLIANCE	235	UNITED WAY OF THE COLUMBIA WILLAMETTE
164	PORTLAND HABILITATION CENTER, INC.	236	US CONFERENCE OF MENONNITE BRETHREN CHURCHES
165	PORTLAND SCHOOLS FOUNDATION	237	US FISH AND WILDLIFE SERVICE
166	PORTLAND WOMENS CRISIS LINE	238	USAGENCIES CREDIT UNION
167	PREGNANCY RESOUCE CENTERS OF GRETER PORTLAND	239	VERMONT HILLS FAMILY LIFE CENTER
168	PRINGLE CREEK SUSTAINABLE LIVING CENTER	240	VIRGINIA GARCIA MEMORIAL HEALTH CENTER
169	PUBLIC DEFENDER SERVICES OF LANE COUNTY, INC.	241	VOLUNTEERS OF AMERICA OREGON
170	QUADRIPLEGICS UNITED AGAINST DEPENDENCY, INC.	242	WE CARE OREGON
171	REBUILDING TOGETHER - PORTLAND INC.	243	WESTERN RIVERS CONSERVANCY
172	REGIONAL ARTS AND CULTURE COUNCIL	244	WESTERN STATES CENTER
173	RELEVANT LIFE CHURCH	245	WESTSIDE BAPTIST CHURCH
174	RENEWABLE NORTHWEST PROJECT	246	WILD SALMON CENTER
175	ROGUE FEDERAL CREDIT UNION	247	WILLAMETTE FAMILY
176	ROSE VILLA, INC.	248	WILLAMETTE VIEW INC.
177	SACRED HEART CATHOLIC DAUGHTERS	249	WOODBURN AREA CHAMBER OF COMMERCE
178	SAIF CORPORATION	250	WORD OF LIFE COMMUNITY CHURCH
179	SAINT ANDREW NATIVITY SCHOOL	251	WORKSYSTEMS INC
180	SAINT CATHERINE OF SIENA CHURCH	252	YOUTH GUIDANCE ASSOC.
181	SAINT JAMES CATHOLIC CHURCH	253	YWCA SALEM
182	SALEM ALLIANCE CHURCH	1	ALOHOLIC REHABILITATION SVS OF HI INC DBA HINA MAUKA
183	SALEM ELECTRIC	2	ALOHACARE
184	SALMON-SAFE INC.	3	AMERICAN LUNG ASSOCIATION
185	SCIENCEWORKS	4	BISHOP MUSEUM
186	SE WORKS	5	BUILDING INDUSTRY ASSOCIATION OF HAWAII
187	SECURITY FIRST CHILD DEVELOPMENT CENTER	6	CTR FOR CULTURAL AND TECH INTERCHNG BETW EAST AND WEST
188	SELF ENHANCEMENT INC.	7	EAH, INC.
189	SERENITY LANE	8	EASTER SEALS HAWAII
190	SEXUAL ASSAULT RESOURCE CENTER	9	GOODWILL INDUSTRIES OF HAWAII, INC.
191	SEXUAL ASSAULT RESOURCE CENTER		

10 HABITAT FOR HUMANITY MAUI
 11 HALE MAHAOLU
 12 HAROLD K.L. CASTLE FOUNDATION
 13 HAWAII AGRICULTURE RESEARCH CENTER
 14 HAWAII EMPLOYERS COUNCIL
 15 HAWAII FAMILY LAW CLINIC DBA ALA KUOLA
 16 HONOLULU HABITAT FOR HUMANITY
 17 IUPAT, DISTRICT COUNCIL 50
 18 LANAKILA REHABILITATION CENTER INC.
 19 LEEWARD HABITAT FOR HUMANITY
 20 MAUI COUNTY FCU
 21 MAUI ECONOMIC DEVELOPMENT BOARD
 22 MAUI ECONOMIC OPPORTUNITY, INC.
 23 MAUI FAMILY YMCA
 24 NA HALE O MAUI
 25 NA LEI ALOHA FOUNDATION
 26 NETWORK ENTERPRISES, INC.
 27 ORI ANUENUE HALE, INC.
 28 PARTNERS IN DEVELOPMENT FOUNDATION
 29 POLYNESIAN CULTURAL CENTER
 30 PUNAHOU SCHOOL
 31 ST. THERESA CHURCH
 32 WAIANAEE COMMUNITY OUTREACH
 33 WAILUKU FEDERAL CREDIT UNION
 34 YMCA OF HONOLULU

No. Special/Independent Districts

1 BAY AREA HOSPITAL DISTRICT
 2 CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
 3 CENTRAL OREGON IRRIGATION DISTRICT
 4 CHEHALEM PARK AND RECREATION DISTRICT
 5 CITY COUNTY INSURANCE SERVICES
 6 CLEAN WATER SERVICES
 7 COLUMBIA 911 COMMUNICATIONS DISTRICT
 8 COLUMBIA RIVER PUD
 9 DESCHUTES COUNTY RFPD NO.2
 10 DESCHUTES PUBLIC LIBRARY SYSTEM
 11 EAST MULTNOMAH SOIL AND WATER CONSERVANCY
 12 GASTON RURAL FIRE DEPARTMENT
 13 GLADSTONE POLICE DEPARTMENT
 14 GLENDALE RURAL FIRE DISTRICT
 15 HOODLAND FIRE DISTRICT NO.74
 16 HOODLAND FIRE DISTRICT #74
 17 HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY
 18 KLAMATH COUNTY 9-1-1
 19 LANE EDUCATION SERVICE DISTRICT
 20 LANE TRANSIT DISTRICT
 21 MALIN COMMUNITY PARK AND RECREATION DISTRICT
 22 MARION COUNTY FIRE DISTRICT #1
 23 METRO
 24 METROPOLITAN EXPOSITION-RECREATION COMMISSION

25 MONMOUTH - INDEPENDENCE NETWORK
 26 MULTONAH COUNTY DRAINAGE DISTRICT #1
 27 NEAH KAH NIE WATER DISTRICT
 28 NW POWER POOL
 29 OAK LODGE WATER DISTRICT
 30 OR INT'L PORT OF COOS BAY
 31 PORT OF ST HELENS
 32 PORT OF UMPQUA
 33 REGIONAL AUTOMATED INFORMATION NETWORK
 34 RIVERGROVE WATER DISTRICT
 35 SALEM AREA MASS TRANSIT DISTRICT
 36 SANDY FIRE DISTRICT NO. 72
 37 SUNSET EMPIRE PARK AND RECREATION
 38 THE NEWPORT PARK AND RECREATION CENTER
 39 THE PORT OF PORTLAND
 40 TILLAMOOK PEOPLES UTILITY DISTRICT
 41 TUALATIN HILLS PARK AND RECREATION DISTRICT
 42 TUALATIN VALLEY FIRE & RESCUE
 43 TUALATIN VALLEY WATER DISTRICT
 44 UNION SOIL & WATER CONSERVATION DISTRICT
 45 WEST MULTNOMAH SOIL AND WATER CONSERVATION DISTRICT
 46 WEST VALLEY HOUSING AUTHORITY
 47 WILLAMALANE PARK AND RECREATION DISTRICT
 48 YOUNGS RIVER LEWIS AND CLARK WATER DISTRICT

No. State Agencies

1 BOARD OF MEDICAL EXAMINERS
 2 OFFICE OF MEDICAL ASSISTANCE PROGRAMS
 3 OFFICE OF THE STATE TREASURER
 4 OREGON BOARD OF ARCHITECTS
 5 OREGON CHILD DEVELOPMENT COALITION
 6 OREGON DEPARTMENT OF EDUCATION
 7 OREGON DEPARTMENT OF FORESTRY
 8 OREGON DEPT OF TRANSPORTATION
 9 OREGON DEPT. OF EDUCATION
 10 OREGON LOTTERY
 11 OREGON OFFICE OF ENERGY
 12 OREGON STATE BOARD OF NURSING
 13 OREGON STATE POLICE
 14 OREGON TOURISM COMMISSION
 15 OREGON TRAVEL INFORMATION COUNCIL
 16 SANTIAM CANYON COMMUNICATION CENTER
 17 SEIU LOCAL 503, OPEU
 1 ADMIN. SERVICES OFFICE
 2 HAWAII CHILD SUPPORT ENFORCEMENT AGENCY
 3 HAWAII HEALTH SYSTEMS CORPORATION
 4 SOH- JUDICIARY CONTRACTS AND PURCH
 5 STATE DEPARTMENT OF DEFENSE
 6 STATE OF HAWAII
 7 STATE OF HAWAII
 8 STATE OF HAWAII, DEPT. OF EDUCATION

REGION XIV EDUCATION SERVICE CENTER
RFP #24-12 DOCUMENT

Request for Proposal (RFP) for Office Supplies and Services

Solicitation Number: 24-12

Publication Date: Thursday, September 20th, 2012

Notice to Respondent:

Addendum #1: Submittal Deadline Date Changed

Submittal Deadline: ~~Thursday, October 25th 2:30 pm CST~~

Wednesday, November 7th 12:30 pm CST

Questions regarding this solicitation must be submitted to questions@ncpa.us no later than Wednesday, October 31st. All questions and answers will be posted to <http://www.ncpa.us/solicitations>.

It is the intention of Region 14 Education Service Center (herein "Region 14 ESC") to establish a Master Agreement for Office Supplies and Services for use by Region 14 ESC and other public agencies supported under this contract. This Request for Proposal is issued on behalf of the National Cooperative Purchasing Alliance through a public agency clause, which provides that any county, city, special district, local government, school district, private K-12 school, higher education institution, state, other government agency, healthcare organization or nonprofit organization may purchase Products and Services through this contract. Respondents will be required to execute the NCPA Administration Agreement upon award.

This contract will allow agencies to purchase on an "as needed" basis from a competitively awarded contract. Respondents are requested to submit their total line of available products and services. While this solicitation specifically covers Office Supplies and Services, respondents are encouraged to submit an offering on any or all products and services available that they currently perform in their normal course of business.

Responses shall be received no later than the submittal deadline in the offices of Region 14 ESC at the address below:

**Region 14 Education Service Center
1850 Highway 351
Abilene, Texas 79601**

Immediately following the deadline, all responses will be publically opened and the respondents recorded. Any response received later than the specified deadline, whether delivered in person or mailed, will be disqualified. Faxed or electronically submitted responses cannot be accepted.

Responses must be sealed and plainly marked with the company name and the opening date and time. Two (2) bound and signed copies of the proposals and Two (2) electronic copies on CD, DVD, or flash drives (i.e. pin or jump drives) shall be provided.



**Competitive Solicitation by
Region 14 Education Service Center**

For

Office Supplies and Services

On behalf of itself and other Government Agencies

And made available through the

National Cooperative Purchasing Alliance

RFP # 24-12

NCPA

National Cooperative Purchasing Alliance

Introduction / Scope

- ◆ Region 14 ESC on behalf of itself and all states, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and non-profit organizations (herein “Public Agency” or collectively “Public Agencies”) is soliciting proposals from qualified vendors to enter into a Master Agreement for a complete line of Office Supplies and Services.
- ◆ Region 14 ESC, as the lead public agency, has partnered with NCPA to make the resultant contract available to all participating agencies in the United States. NCPA provides marketing and administrative support for the awarded vendor that promotes the successful vendor’s products and services to Public Agencies nationwide. The Vendor will execute the NCPA Administration Agreement (Tab 2) upon award. Vendor should thoroughly review all documents and note any exceptions to NCPA terms and conditions in their proposal.
- ◆ Awarded vendor(s) shall perform covered services under the terms of this agreement. Respondents shall provide pricing based on a discount from their standard pricing schedules for products and/or services offered. Electronic Catalog and/or price lists must accompany the proposal. Multiple percentage discount structure is also acceptable. Please specify where different percentage discounts apply. Additional pricing and/or discounts may be included.
- ◆ Each service proposed is to be priced separately with all ineligible items identified. Services may be awarded to multiple vendors. Respondents may elect to limit their proposals to a single service within any category, or multiple services within any and all categories.
- ◆ National Cooperative Purchasing Alliance (NCPA)
 - The National Cooperative Purchasing Alliance (herein “NCPA”) assists public agencies to increase their efficiency and reduce their costs when procuring goods and services. This is accomplished by awarding competitively solicited contracts that are leveraged nationally by combining the volumes and purchasing power of entities nationwide. Our contracts are available for use by any entity that must comply with procurement laws and regulations.
- ◆ It is the intention of Region 14 ESC and NCPA to achieve the following objectives through this RFP.
 - Provide a comprehensive competitively solicited Master Agreement offering Products and Services to Public Agencies;

- Achieve cost savings of Vendors and Public Agencies through a single competitive solicitation process that eliminates the need for multiple proposals;
- Combine the purchasing power of Public Agencies to achieve cost effective pricing;
- Reduce the administrative and overhead costs of Vendors and Public Agencies through state of the art purchasing procedures.

Instructions to Respondents

◆ Submission of Response

- Only sealed responses will be accepted. Faxed or electronically transmitted responses will not be accepted.
- Sealed responses may be submitted on any or all items, unless stated otherwise. Region 14 ESC reserves the right to reject or accept any response.
- Deviations to the terms, conditions and/or specifications shall be conspicuously noted in writing by the respondent and shall be included with the response.
- Withdrawal of response will not be allowed for a period of 120 days following the opening. Pricing will remain firm for 120 days from submittal.

◆ Required Proposal Format

- Responses shall be provided in a three-ring binder or report cover using 8.5 x 11 paper clearly identified with the name of Respondents company and solicitation responding to on the outside front cover and vertical spine. Two (2) bound and signed copies of the proposals and Two (2) electronic copies on CD, DVD, or flash drives (i.e. pin or jump drives) shall be provided. Tabs should be used to separate the proposal into sections, as identified below. Respondents failing to organize in the manner listed may be considered non-responsive and may not be evaluated.

◆ Binder Tabs

- Tab 1 – Signature Form
- Tab 2 – NCPA Administration Agreement
- Tab 3 – Vendor Questionnaire
- Tab 4 – Vendor Profile
- Tab 5 – Products and Services / Scope
- Tab 6 - References
- Tab 7 - Pricing
- Tab 8 – Value Added Products and Services
- Tab 9 – Required Documents

◆ Shipping Label

- The package must be clearly identified as listed below with the solicitation number and name of the company responding. All packaged must be sealed and delivered to the Region 14 ESC offices no later than the submittal deadline assigned for this solicitation.

From: _____
Company: _____
Address: _____
City, State, Zip: _____
Solicitation Name and Number: _____
Due Date and Time: _____

Tab 1 – Master Agreement General Terms and Conditions

- ◆ **Customer Support**
 - The vendor shall provide timely and accurate technical advice and sales support. The vendor shall respond to such requests within one (1) working day after receipt of the request.

- ◆ **Assignment of Contract**
 - No assignment of contract may be made without the prior written approval of Region 14 ESC. Purchase orders and payment can only be made to awarded vendor. Awarded vendor is required to notify Region 14 ESC when any material change in operation is made.

- ◆ **Disclosures**
 - Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
 - The respondent affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

- ◆ **Renewal of Contract**
 - Unless otherwise stated, all contracts are for a period of one (1) year with an option to renew annually for an additional four (4) years if agreed to by Region 14 ESC and the vendor.

- ◆ **Funding Out Clause**
 - Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity’s current revenue only, provided the contract contains either or both of the following provisions:
 - Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.

◆ Shipments (if applicable)

- The awarded vendor shall ship ordered products within seven (7) working days for goods available and within four (4) to six (6) weeks for specialty items after the receipt of the order unless modified. If a product cannot be shipped within that time, the awarded vendor shall notify the entity placing the order as to why the product has not shipped and shall provide an estimated shipping date. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

◆ Tax Exempt Status

- Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.

◆ Payments

- The entity using the contract will make payments directly to the awarded vendor.

◆ Pricing

- All pricing submitted to shall include the administrative fee to be remitted to NCPA by the awarded vendor. It is the awarded vendor's responsibility to keep all pricing up to date and on file with NCPA.

- All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing

◆ Warranty

- Proposals should address each of the following:
 - Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
 - Availability of replacement parts
 - Life expectancy of equipment under normal use
 - Detailed information as to proposed return policy on all equipment

◆ Indemnity

- The awarded vendor shall protect, indemnify, and hold harmless Region 14 ESC and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract.

◆ Franchise Tax

- The respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.

◆ Supplemental Agreements

- The entity participating in this contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor.

◆ Certificates of Insurance

- Certificates of insurance shall be delivered to the Public Agency prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.

◆ Legal Obligations

- It is the Respondent's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.

◆ Protest

- A protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CST. No protest shall lie for a claim that the selected Vendor is not a responsible Bidder. Protests shall be filed with Region 14 ESC and shall include the following:
 - Name, address and telephone number of protester
 - Original signature of protester or its representative
 - Identification of the solicitation by RFP number
 - Detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested
- Any protest review and action shall be considered final with no further formalities being considered.

◆ Force Majeure

- If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

- The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty

◆ Prevailing Wage

- It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser. It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.

◆ Miscellaneous

- Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

◆ Open Records Policy

- Because Region 14 ESC is a governmental entity responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).
 - The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 14 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the respondent are not acceptable. Region 14 ESC must comply with the opinions of the OAG. Region 14 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Respondent are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.
-

Process

Region 14 ESC will evaluate proposals in accordance with, and subject to, the relevant statutes, ordinances, rules, and regulations that govern its procurement practices. NCPA will assist Region 14 ESC in evaluating proposals. Award(s) will be made to the prospective vendor whose response is determined to be the most advantageous to Region 14 ESC, NCPA, and its participating agencies. To qualify for evaluation, response must have been submitted on time, and satisfy all mandatory requirements identified in this document.

- ◆ **Contract Administration**
 - The contract will be administered by Region 14 ESC. The National Program will be administered by NCPA on behalf of Region 14 ESC.
- ◆ **Contract Term**
 - The contract term will be for one (1) year starting from the date of the award. The contract may be renewed for up to four (4) additional one-year terms.
- ◆ **Contract Waiver**
 - Any waiver of any provision of this contract shall be in writing and shall be signed by the duly authorized agent of Region 14 ESC. The waiver by either party of any term or condition of this contract shall not be deemed to constitute waiver thereof nor a waiver of any further or additional right that such party may hold under this contract.
- ◆ **Products and Services additions**
 - Products and Services may be added to the resulting contract during the term of the contract by written amendment, to the extent that those products and services are within the scope of this RFP.
- ◆ **Competitive Range**
 - It may be necessary for Region 14 ESC to establish a competitive range. Responses not in the competitive range are unacceptable and do not receive further award consideration.
- ◆ **Deviations and Exceptions**
 - Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 14 ESC to award a vendor's complete line of products and/or services, when possible.
- ◆ **Estimated Quantities**
 - The estimated dollar volume of Products and Services purchased under the proposed Master Agreement is \$10 - \$50 million dollars annually. This estimate is based on the anticipated volume of Region 14 ESC and current sales within the NCPA program. There is no guarantee or commitment of any kind regarding usage of any contracts resulting from this solicitation
- ◆ **Evaluation**

- Region 14 ESC will review and evaluate all responses in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices. NCPA will assist the lead agency in evaluating proposals. Recommendations for contract awards will be based on multiple factors, each factor being assigned a point value based on its importance.
- ◆ Formation of Contract
 - A response to this solicitation is an offer to contract with Region 14 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is accepted by Region 14 ESC. The prospective vendor must submit a signed Signature Form with the response thus, eliminating the need for a formal signing process.
- ◆ NCPA Administrative Agreement
 - The vendor will be required to enter and execute the National Cooperative Purchasing Alliance Administration Agreement with NCPA upon award with Region 14 ESC. The agreement establishes the requirements of the vendor with respect to a nationwide contract effort.
- ◆ Clarifications / Discussions
 - Region 14 ESC may request additional information or clarification from any of the respondents after review of the proposals received for the sole purpose of elimination minor irregularities, informalities, or apparent clerical mistakes in the proposal. Clarification does not give respondent an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in a revision. After the initial receipt of proposals, Region 14 ESC reserves the right to conduct discussions with those respondent's whose proposals are determined to be reasonably susceptible of being selected for award. Discussions occur when oral or written communications between Region 14 ESC and respondent's are conducted for the purpose clarifications involving information essential for determining the acceptability of a proposal or that provides respondent an opportunity to revise or modify its proposal. Region 14 ESC will not assist respondent bring its proposal up to the level of other proposals through discussions. Region 14 ESC will not indicate to respondent a cost or price that it must meet to neither obtain further consideration nor will it provide any information about other respondents' proposals or prices.
- ◆ Multiple Awards
 - Multiple Contracts may be awarded as a result of the solicitation. Multiple Awards will ensure that any ensuing contracts fulfill current and future requirements of the diverse and large number of participating public agencies.
- ◆ Past Performance
 - Past performance is relevant information regarding a vendor's actions under previously awarded contracts; including the administrative aspects of performance; the vendor's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the vendor's businesslike concern for the interests of the customer.

Evaluation Criteria

- ◆ Pricing (40 points)
 - Electronic Price Lists
 - Products, Services, Warranties, etc. price list
 - Prices listed will be used to establish both the extent of a vendor's product lines, services, warranties, etc. available from a particular bidder and the pricing per item.

- ◆ Ability to Provide and Perform the Required Services for the Contract (25 points)
 - Product Delivery within participating entities specified parameters
 - Number of line items delivered complete within the normal delivery time as a percentage of line items ordered.
 - Vendor's ability to perform towards above requirements and desired specifications.
 - Quantity of line items available that are commonly purchased by the entity.
 - Quality of line items available compared to normal participating entity standards.

- ◆ References (15 points)
 - A minimum of ten (10) customer references for product and/or services of similar scope dating within past 3 years

- ◆ Technology for Supporting the Program (10 points)
 - Electronic on-line catalog, order entry use by and suitability for the entity's needs
 - Quality of vendor's on-line resources for NCPA members.
 - Specifications and features offered by respondent's products and/or services

- ◆ Value Added Services Description, Products and/or Services (10 points)
 - Marketing and Training
 - Customer Service

Signature Form

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this bid in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Company name _____
Address _____
City/State/Zip _____
Telephone No. _____
Fax No. _____
Email address _____
Printed name _____
Position with company _____
Authorized signature _____

Tab 2 – NCPA Administration Agreement

This Administration Agreement is made as of _____, by and between National Cooperative Purchasing Alliance (“NCPA”) and _____ (“Vendor”).

Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated _____, referenced as Contract Number _____, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the “Master Agreement”), for the purchase of Office Supplies and Services;

WHEREAS, said Master Agreement provides that any state, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution, other government agency or nonprofit organization (hereinafter referred to as “public agency” or collectively, “public agencies”) may purchase products and services at the prices indicated in the Master Agreement;

WHEREAS, NCPA has the administrative and legal capacity to administer purchases under the Master Agreement to public agencies;

WHEREAS, NCPA serves as the administrative agent for Region 14 ESC in connection with other master agreements offered by NCPA

WHEREAS, Region 14 ESC desires NCPA to proceed with administration of the Master Agreement;

WHEREAS, NCPA and Vendor desire to enter into this Agreement to make available the Master Agreement to public agencies on a national basis;

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, NCPA and Vendor hereby agree as follows:

◆ General Terms and Conditions

- The Master Agreement, attached hereto as Tab 1 and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.
- NCPA shall be afforded all of the rights, privileges and indemnifications afforded to Region 14 ESC under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to NCPA under this Agreement including, but not limited to, the Vendor’s obligation to provide appropriate insurance and certain indemnifications to Region 14 ESC.
- Vendor shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.
- NCPA shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Master Agreement as set forth herein, and Vendor acknowledges that NCPA shall act in the capacity of administrator of purchases under the Master Agreement.
- With respect to any purchases made by Region 14 ESC or any Public Agency pursuant to the Master Agreement, NCPA (a) shall not be construed as a dealer, re-marketer,

representative, partner, or agent of any type of Vendor, Region 14 ESC, or such Public Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Region 14 ESC, any Public Agency or any employee of Region 14 ESC or Public Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by the Public Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. NCPA makes no representations or guaranties with respect to any minimum purchases required to be made by Region 14 ESC, any Public Agency, or any employee of Region 14 ESC or Public Agency under this Agreement or the Master Agreement.

- The Public Agency participating in the NCPA contract and Vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the Public Agency and Vendor. NCPA, its agents, members and employees shall not be made party to any claim for breach of such agreement.

◆ **Term of Agreement**

- This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the obligation to pay all amounts owed by Vendor to NCPA through the termination of this Agreement and all indemnifications afforded by Vendor to NCPA shall survive the term of this Agreement.

◆ **Fees and Reporting**

- Vendor shall pay to NCPA a monthly/quarterly administrative fee based upon the total purchase price paid to Vendor for the sale of products and/or services pursuant to the Master Agreement based upon tiered fee schedule below. Vendor’s annual sales shall be measured on a calendar year basis.

<u>Annual Sales Through Contract</u>	<u>Administrative Fee</u>
0 - \$50,000,000	2%
\$50,000,001 - \$100,000,000	1.75%
\$100,000,001 - \$150,000,000	1.5%
\$150,000,001 - \$200,000,000	1.25%
\$200,000,001 - \$500,000,000	1%
\$500,000,001 - \$1,000,000,000	0.75%
\$1,000,000,000+	0.5%

- Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14

ESC or NCPA. In the event such audit reveals an underreporting of Contract Sales and a resulting underpayment of administrative fees, Vendor shall promptly pay NCPA the amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.

- The awarded vendor shall electronically provide NCPA with a detailed monthly or quarterly report showing the dollar volume of all sales under the contract for the previous month or quarter. Reports shall be sent via e-mail to NCPA offices at reporting@ncpa.us. Reports are due on the **fifteenth (15th)** day after the close of the previous month or quarter. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. The report shall include at least the following information as listed in the example below:

Vendor Name

NCPA Report

Month or Quarter

Entity Name	Zip Code	State	PO or Job #	Sale Amount

Total _____

◆ **General Provisions**

- This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
- Awarded vendor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this contract by awarded vendor must have prior approval from NCPA.
- If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.
- Neither this Agreement nor any rights or obligations hereunder shall be assignable by Vendor without prior written consent of NCPA. Any assignment without such consent will be void.
- This Agreement and NCPA's rights and obligations hereunder may be assigned at NCPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA's obligations hereunder
- All written communications given hereunder shall be delivered to the addresses as set forth below.

National Cooperative Purchasing Alliance:

Name: _____

Title: _____

Address: _____

Signature: _____

Date: _____

Vendor:

Name: _____

Title: _____

Address: _____

Signature: _____

Date: _____

Tab 3 – Vendor Questionnaire

Please provide responses to the following questions that address your company's operations, organization, structure, and processes for providing products and services.

◆ **States Covered**

- Bidder must indicate any and all states where products and services can be offered.
- Please indicate the price co-efficient for each state if it varies.

50 States & District of Columbia (Selecting this box is equal to checking all boxes below)

- | | | |
|---|---|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Maryland | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> Massachusetts | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> Michigan | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> Minnesota | <input type="checkbox"/> Texas |
| <input type="checkbox"/> California | <input type="checkbox"/> Mississippi | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> Missouri | <input type="checkbox"/> Vermont |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> Montana | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> Nebraska | <input type="checkbox"/> Washington |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> Nevada | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Florida | <input type="checkbox"/> New Hampshire | <input type="checkbox"/> Wisconsin |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> New Jersey | <input type="checkbox"/> Wyoming |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> New Mexico | |
| <input type="checkbox"/> Idaho | <input type="checkbox"/> New York | |
| <input type="checkbox"/> Illinois | <input type="checkbox"/> North Carolina | |
| <input type="checkbox"/> Indiana | <input type="checkbox"/> North Dakota | |
| <input type="checkbox"/> Iowa | <input type="checkbox"/> Ohio | |
| <input type="checkbox"/> Kansas | <input type="checkbox"/> Oklahoma | |
| <input type="checkbox"/> Kentucky | <input type="checkbox"/> Oregon | |
| <input type="checkbox"/> Louisiana | <input type="checkbox"/> Pennsylvania | |
| <input type="checkbox"/> Maine | <input type="checkbox"/> Rhode Island | |

All US Territories and Outlying Areas (Selecting this box is equal to checking all boxes below)

- | | |
|---|--|
| <input type="checkbox"/> American Samoa | <input type="checkbox"/> Northern Marina Islands |
| <input type="checkbox"/> Federated States of Micronesia | <input type="checkbox"/> Puerto Rico |
| <input type="checkbox"/> Guam | <input type="checkbox"/> U.S. Virgin Islands |
| <input type="checkbox"/> Midway Islands | |

◆ **Minority and Women Business Enterprise (MWBE) and (HUB) Participation**

- It is the policy of some entities participating in NCPA to involve minority and women business enterprises (MWBE) and historically underutilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are an M/WBE or HUB certified.
 - **Minority / Women Business Enterprise**
 - Respondent Certifies that this firm is a M/WBE
 - **Historically Underutilized Business**
 - Respondent Certifies that this firm is a HUB

◆ **Residency**

- Responding Company's principal place of business is in the city of _____
State of _____

◆ **Felony Conviction Notice**

- Please Check Applicable Box;
 - A publically held corporation; therefore, this reporting requirement is not applicable.
 - Is not owned or operated by anyone who has been convicted of a felony.
 - Is owned or operated by the following individual(s) who has/have been convicted of a felony
- If the 3rd box is checked, a detailed explanation of the names and convictions must be attached.

◆ **Distribution Channel**

- Which best describes your company's position in the distribution channel:

<input type="checkbox"/> Manufacturer Direct	<input type="checkbox"/> Certified education/government reseller
<input type="checkbox"/> Authorized Distributor	<input type="checkbox"/> Manufacturer marketing through reseller
<input type="checkbox"/> Value-added reseller	<input type="checkbox"/> Other: _____

◆ **Processing Information**

- Provide company contact information for the following:
 - **Sales Reports / Accounts Payable**
Contact Person: _____
Title: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

- **Purchase Orders**

Contact Person: _____
 Title: _____
 Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____

- **Sales and Marketing**

Contact Person: _____
 Title: _____
 Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____

- ◆ **Pricing Information**

- In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.
 - If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.
 - Yes No
- Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.
 - Yes No
- Vendor will provide additional discounts for purchase of a guaranteed quantity.
 - Yes No

- ◆ **Cooperatives**

- List any other cooperative or state contracts currently held or in the process of securing.

Cooperative/State Agency	Discount Offered	Expires	Annual Sales Volume

Tab 4 – Vendor Profile

Please provide the following information about your company:

- ◆ Company's official registered name.
- ◆ Brief history of your company, including the year it was established.
- ◆ Company's Dun & Bradstreet (D&B) number.
- ◆ Company's organizational chart of those individuals that would be involved in the contract.
- ◆ Corporate office location.
 - List the number of sales and services offices for states being bid in solicitation.
 - List the names of key contacts at each with title, address, phone and e-mail address.
- ◆ Define your standard terms of payment.
- ◆ Who is your competition in the marketplace?
- ◆ Provide Annual Sales for last 3 years broken out into the following categories:
 - Cities / Counties
 - K-12
 - Higher Education
 - Other government agencies or nonprofit organizations
- ◆ What differentiates your company from competitors?
- ◆ Describe how your company will market this contract if awarded.
- ◆ Describe how you intend to introduce NCPA to your company.
- ◆ Describe your firm's capabilities and functionality of your on-line catalog / ordering website.
- ◆ Describe your company's Customer Service Department (hours of operation, number of service centers, etc.)
- ◆ Green Initiatives
 - As our business grows, we want to make sure we minimize our impact on the Earth's climate. We are taking every step we can to implement innovative and responsible environmental practices throughout NCPA to reduce our carbon footprint, reduce waste,

energy conservation, ensure efficient computing and much more. To that effort we ask respondents to provide their companies environmental policy and/or green initiative.

◆ Vendor Certifications (if applicable)

- Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to, licenses, registrations, or certifications. Certifications can include M/WBE, HUB, and manufacturer certifications for sales and service.



Tab 5 – Products and Services

- ◆ Respondent shall perform and provide these products and/or services under the terms of this agreement. The supplier shall assist the end user with making a determination of their individual needs.
- ◆ The following is a list of suggested (but not limited to) Office Supplies and Services categories. List all categories along with manufacturer that you are responding with:
 - Office Supplies
 - Basic Supplies
 - Binders and Accessories
 - Filing and Storage
 - Mailing, Shipping and Envelopes
 - Pens, Pencils and Markers
 - Paper
 - Art and Craft Paper
 - Copy and Print Paper
 - Notebooks and Journals
 - Ink and Toner
 - Break Room
 - Appliances
 - Water, Soda, Juice , Coffee, Tea, Food and Candy
 - Cups and Plates
 - Cleaning
 - Cleaning Chemicals and Equipment
 - Hand Soap and Sanitizers
 - Restroom Supplies
 - Wastebaskets and Trash Bags
 - Furniture
 - Bookcases
 - Desks and Workstations
 - File Cabinets
 - Office Chairs and Seating
 - Technology
 - Computer Accessories
 - Monitors and Projectors
 - Data Storage and Media
 - Printers, Scanners, Copiers and Fax
 - Print Services
 - Custom Printing
 - Security Solutions
 - Promotional Products

◆ Office Supply Requirements

- Describe your company's ability to meet the following specifications. Bidders will respond to each item by checking Comply or Deviate box. No bid items shall be marked as such in the Deviate box.

Requirement	Comply	Deviate
Vendor shall provide a broad based line of office products of at least 10,000 items in available inventory.		
All products shall be new and of high quality. Products that are re-filled or re-manufactured will be labeled as such.		
The vendor's catalog shall include a variety of major manufacturers of the specified products and services. Office supplies shall comprise at least 80% of catalog products.		
The catalog shall contain a minimum of 10,000 items.		
Private label products may be offered. Any change of manufacturers of a private label during the term of the contract will result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.		
Vendor shall have an electronic on-line catalog, including shopping cart capabilities, for order entry use by the members. Features include: product lookup that shows <u>contract</u> price; ability to set purchasing authorization limits; ability to download order and invoice history reports.		
Orders of stocked products will be shipped within 48 hours of receipt of order. The participating entity shall be notified by the vendor if the product ordered cannot be shipped within this time period to give the member the opportunity to secure product elsewhere.		
Contractor will maintain a minimum monthly average fill rate of 95%. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level.		
No "restocking" fees may be collected on items cancelled for failure to be delivered within the specified time frame.		
Products sold under the contract must be guaranteed by the contractor for a minimum of one year. With the exception of clearly identified special order items, all merchandise sold under the contract shall be subject to exchange or refund.		
The minimum dollar value of an order delivered to a single location shall be no more than \$50.00, unless a different amount is required by a member agency.		
Orders not filled and partials shall be indicated on the packing list. Vendor shall inform member of anticipated delivery date for unfilled and partial orders.		
All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the member's purchase order number, vendor name and name of article. Cartons shall be identified by purchase order number and vendor name.		
General office supplies shall include, but not be limited to, pencils, pens, markers, and other writing instruments; correction fluid, tape, film and other correction		

products; tape, glue, paste and other adhesives; staplers, staples, paper clips, and paper clamps; permanent and removable self-adhesive, moisten and stick, colored and clear, and specialty labels; standard file folders, hanging file folders, floor and desktop file cabinets, trays, containers, and organization systems.		
Calculators shall include, but not be limited to electronic handheld, desktop and scientific printing and non-printing calculators.		
Paper products shall include, but not be limited to white and color copy and duplicator paper; linen office papers; envelopes; index cards; writing pads; composition books; loose-leaf paper; card and cover stock; and other paper supplies.		
Miscellaneous equipment shall include, but not be limited to paper shredders, electric and mechanical pencil sharpeners, clocks, radios, wastebaskets, and labeling equipment.		
Specialty equipment and supplies shall include, but not be limited to signs, nameplates, name badges, computer carrying cases, briefcases, and housekeeping supplies.		
Vendor will provide various Copy and Print Services		
Vendor will provide E-Commerce for Print orders. Ability to send the orders electronically and either pick them up or have them delivered.		
Vendor will have the ability to print collate, and either staple or bind the materials.		
Vendor will have the ability to turn around within 24 hours for certain copy and print jobs		
Vendor will have the ability to print business cards and turn around within 5-7 days.		
Vendor will have the ability to Accept Purchase order for Print and Copy Services		
Vendor will have the ability to ship materials via UPS, Fed Ex or Common Carrier. These materials can include copy or printed materials but may also include materials brought to the vendor's facility for shipping.		
Vendor will provide a discount below the standard retail rate for Print, Copy, and Ship materials.		
Vendor will include Promotional Materials in the catalogues for the members.		
The Promotional Materials will include discounts below standard retail rate		
The Vendor will have the ability to provide Office Furniture and Chairs of various manufacturers.		
The Vendor will have experience with ordering and installing furniture orders.		
The Vendor will be able to provide Furniture pricing within 2% of GSA pricing.		

The Vendor will match or lower any pricing of comparable contracts with similar volume. IE every year the volume discounts may go lower to the agencies as the volume of the program goes up.		
The Vendor will honor pricing and will not have "Floors" in their pricing. This includes fixed prices and discounts of catalogues.		
Vendors that have storefronts will have a process to register an entity's P-Cards to ensure the entity is getting the contract price or the store price, whichever is the lowest.		
Vendor is not being investigated for Overcharging by any State or Federal Agency.		
Vendor will notify NCPA of any changes in ownership and the vendor will notify any entity requesting this information.		
Vendor may request NCPA sign a non-disclosure agreement until such change in ownership is complete.		
Vendor acknowledges that NCPA has the right to terminate its contract with the vendor upon change of ownership at its sole discretion.		
Vendor will notify NCPA of any changes in financial stability including changes in debt ratings. Vendor will notify NCPA of any supplier putting credit holds upon the vendor and why such hold is in place. Vendor may request NCPA sign a non-disclosure agreement regarding this matter.		
Vendor will supply NCPA a performance bond upon request to ensure its members will be supplied by vendor under this contract. (NCPA may or may not request this at its sole discretion)		
If a Performance bond is requested the Bonding company will be licensed to do business in Texas and NCPA will have sole discretion upon acceptance of the bonding company.		
Upon request Vendor will supply a Performance Bond will be equal to the amount of 12 months of volume under the vendor and NCPA program		
Vendor will supply NCPA a payment bond upon request to ensure its members will be supplied by vendor under this contract.		
If a Performance bond is requested The Bonding company will be licensed to do business in Texas and NCPA will have sole discretion upon acceptance of the bonding company. (NCPA may or may not request this at its sole discretion)		
Upon request Vendor will supply a Payment Bond that will be equal to the amount of 3 months of volume under the vendor and NCPA program		
Upon Request Vendor will offer a rebate program to agencies that meet certain minimum ordering requirements.		
Vendor can submit an alternate pricing methodology allowing Participants to develop their own core list of fixed prices of 100 items, 200 items, & 300 items.		
Vendor can submit an alternate pricing methodology allowing Participants to develop their own core list of a percentage discount of 100 items, 200 items, & 300 items.		

◆ Market Basket Discount and Price Schedule

Description	Pack	Manufacturer #	SKU Number	MSRP Price	Discount Price	Comments or Substitutions
Clips/Pins/Rubber Bands						
Paper Clip #1 Std. Size 100/Box	BX					
Jumbo Premium Paper Clips, 1 3/4", Pack Of 10 Boxes	BX					
OIC Magnetic Clip Dispenser, Small, 100 Clip Capacity, Black Pack Of 3	PK					
OIC Designer Magnetic Clip Dispenser	EA					
Plastic Clips, Extra Large, Box Of 50						
Binder Clip, Small 3/4" Black 12/Bx	BX					
Binder Clips, Medium, 1 1/4" Wide, 5/8" Capacity, Box Of 12	BX					
Binder Clips, Large, 2" Wide, 1" Capacity, Black, Box Of 12	BX					
#4 Brass Fastener, 1" 100/Bx	BX					
Thumb Tacks, #2 3/8" 100/Bx	BX					
Push Pins, Clear 100/Bx	EA					
Safety Pins, Asstd. Sizes 22/Bunch	BX					
Butterfly Clips, 2-1/2" 12/Bx	BX					
Magnetic Clip, 2" 12/Bx	BG					
Rubber Bands In 1 Lb. Box, #117B, 7" x 1/8", Box Of 315	BX					
Post-It Notes						
Post-it Notepad, 1- 1/2"X2 Yellow 12/Pk	PK					
Post-it 2" x 2" Super Sticky Pop-Up Notes, Canary Yellow, 45 Sheets Per Pad, Pack Of 20 Pads	PK					
Post-it 3" x 3" Pop-up Notes, Ultra Colors, 100 Sheets Per Pad, Pack Of 6 Pads	PK					

Index Cards						
Index Card, 3X5 Ruled White 100/Pk	PK					
Plastic File Box for 3X5 cards	EA					
A-Z Guides, 3X5 25/Pk	PK					
Portfolios/ Binders						
View Ring Binder 1", Black	EA					
Vinyl Ring Binder 1-1/2", Black	EA					
Vinyl Ring Binder 2", Black	EA					
Vinyl Ring Binder 2-1/2", Black	EA					
Vinyl Ring Binder 3", Black	EA					
View Ring Binder 1", Blue	EA					
Vinyl Ring Binder 1-1/2", Blue	EA					
Vinyl Ring Binder 2", Blue	EA					
Vinyl Ring Binder 2-1/2", Blue	EA					
Sheet Protector Top Load 100/Box	BX					
Heavy Duty Portfolio, 2Pocket Asst w/fastener 25/Box	BX					
Portfolio, 8 Pocket White	EA					
3-Fastener Report Covers, 25 Asstd.	BX					
5-Tab Index, Asstd. Color Tabs	ST					
8-Tab Index, Clear Tabs	ST					
Filing Supplies						
Hanging Folders, 1/5 Cut 25/Box	BX					
Hanging Folders, 1/3 Cut 25/Box	BX					
A-Z Guides, 1/5 Cut	ST					
Legal Folders, 1/3 Cut 100/Box	BX					
White Labels, 1/3 Cut 248/Box	BX					
Find It Tab View Hanging Folders 1" Expansion, 8 1/2" x 11", Assorted Colors, pack of 20	BX					

Find It Tab View Hanging Folders 1" Expansion, 8 ½" x 14", Assorted Colors, pack of 20	BX					
Recycled Hanging Folders, 1/5 Cut, 8 ½" x 11", Green Pack of 25	BX					
Recycled Hanging Folders, 1/5 Cut, 8 ½" x 14", Green, Pack Of 25	BX					
Recycled Hanging Folders, 1/3 Cut, 8 ½" x 11", Green Pack of 25	BX					
Recycled Hanging Folders, 1/3 Cut, 8 ½" x 14", Green Pack of 25	BX					
Hanging Folder Plastic Tabs, Clear, Pack of 25	BX					
Envelopes						
6X9" With Clasp 100/Box	BX					
9X12" With Clasp 100/Box	BX					
9-1/2"X12 With Clasp 100/Box	BX					
White Wove Envelopes, #10 (4 1/8" x 9 1/2"), White, Pack Of 250	BX					
White Wove Envelopes, #10 (4 1/8" x 9 1/2"), White, Pack Of 500	BX					
#10 Window Envelopes, Window On Bottom Left, 4 1/8" x 9 1/2", White, Box Of 250	BX					
#10 Window Envelopes, Window On Bottom Left, 4 1/8" x 9 1/2", White, Box Of 500	BX					
#9 Business Envelopes, 3 7/8" x 8 7/8", White, Box Of 500	BX					
Correction Supplies						
Multipurpose Correction Fluid	EA					
Multipurpose Correction Fluid	DZ					
Correction Tape, 1-Line	EA					
Liquid Paper Correction Fluid, White	EA					
Liquid Paper Smooth Coverage	EA					
Bic White-Out, Super Smooth	EA					

Calendars						
14 month Desk Pad	EA					
14 month Refill	EA					
12 month Desk Pad	EA					
12 month Refill	EA					
National School Calendar	EA					
Office Paper						
Copy Paper, 8-1/2"X11" White	RM					
Copy Paper, 8-1/2"X14" White	RM					
Copy Paper, 8-1/2"X11" White, 10 Reams in a Box	BX					
Copy Paper, 8-1/2"X14" White, 10 Reams in a Box	BX					
3 Hole Copy Paper, 8-1/2"X11" White	RM					
3 Hole Copy Paper, 8-1/2"X11" White, 10 Reams in a Box	BX					
Copy Paper, 8-1/2"X11" Blue	RM					
Copy Paper, 8-1/2"X11" Yellow	RM					
Pads and Fillers						
Legal Pads, 8-1/2"X14" White	DZ					
Legal Pads, 8-1/2"X11-3/4" White	DZ					
Legal Pads, 8-1/2"X14" Yellow	DZ					
Legal Pads, 8-1/2"X11-3/4" Yellow	DZ					
Steno Notebook, 80pg White	EA					
Filler, 8-1/2"X11", 3/8" Rule, 3-Hole	RM					
Roller, Plastic, & Porous Tip Pens						
Original Uni-ball Fine Pt, Black	DZ					
Original Uni-ball Fine Pt, Red	EA					
Uni-ball Vision, Fine Pt, Blue	EA					
Liquid Espresso, Extra Fine Black	DZ					
Flair Pen, Blue	DZ					
Pen Felt Pt, Black	DZ					
Pen Felt Pt, Red	DZ					

Ball Point Pens						
Bic Round Stick, Med., Black	DZ					
Papermate Stick, Med., Red	DZ					
Bic Stick Grip, Med., Black	DZ					
Specialty Pens & Highlighters						
Sharpie Fine Pt Marker, Black	DZ					
Sharpie Fine Pt., 4-Color Set	ST					
Sharpie Fine Pt., 8-Color Set	ST					
Sharpie Extra Fine, Blue	DZ					
Sharpie Ultra Fine, Black	DZ					
Vis-A-Vis Fine Pt., Black	DZ					
Vis-A-Vis Fine Pt., Red	DZ					
Sharpie Accent Highlighter, Yellow	DZ					
Sharpie Accent Highlighter, Fluorescent Yellow	DZ					
Sharpie Accent Tank, 6-Color Set	ST					
Bic Brite Liner, 5-Color Set	ST					
Dry Erase Products						
Expo Cleaner, 8-oz spray bottle	EA					
Expo Dry Eraser	EA					
Expo Low-Odor, Bullet, 4/set	ST					
Expo Marker w/Eraser, Chisel, 4/set	ST					
Dixon Marker, Broad, 4-Color Set	ST					
Sharpeners/Punches						
Boston KS Sharpener, Chrome	EA					
Boston 1900 Electric Sharpener	EA					
3-hole Punch	EA					
Staplers/Staples						
Swingline 747 Full Strip, Black	EA					
Boston Electronic Stapler, Putty	EA					
Swingline Speedpoint Std Staples	BX					

Staple Remover	EA					
Tape, Dispensers, Adhesives, & Hanging Devices						
Magic Tape w/Dispenser 3/4"X300"	RL					
Refill Tape, 3/4" x 1,000", Pack Of 4	PK					
Premium Invisible Tape, 3/4" x 1296", Pack Of 10 Rolls	PK					
Refill Tape, 1/2" x 1,296	RL					
Gorilla Tape, 2" x 1,260" Roll	RL					
Removable Poster Tape, 3/4" x 150"	RL					
Tape Dispenser, Black	EA					
Rubber Cement, 4 oz	EA					
Rubber Cement, Quart	EA					
Glue Stick, .28 oz	EA					
Plasti-Tak Adhesive, 2.48oz/Pkg	PK					
Tape Gun With Tape, 1 7/8" x 30 Yd.	EA					
Sealing Tape, 3" Core, 1 7/8" x 55 Yd., Clear, Pack Of 6	PK					
Miscellaneous Office & Desk Accessories						
Kleenex Facial Tissue, 2Ply 100/Bx	BX					
Facial Tissue, 2-Ply, 100/Bx	BX					
Clipboard, Letter Size	EA					
Clipboard, Legal Size	EA					
Clear Contact Paper 18"X24' Roll	RL					
Calculator, hand held solar	EA					
Canon CP1200D Commercial Printing Calculator	EA					
Canon P23-DH V Printing Calculator	EA					
Adding Machine Rolls	EA					
1-Ply Calculator/Cash Register Roll 2 1/4" x 150'	PK					
Breakroom Supplies						
16.9 oz Bottled Water, Case Of 24	CS					

Clorox Disinfecting Wipes, Fresh Scent, Pack Of 75	EA					
Antibacterial Liquid Soap, 7.5 Oz. Pump	EA					
Antibacterial Foaming Hand Wash, Original, Refill, 50 Oz	EA					
Liquid Dial Antimicrobial Soap, 1 Gallon	EA					
Antibacterial Liquid Soap, 1 Gallon	EA					
Instant Hand Sanitizer, 8 Oz	EA					
Keurig B40 Individual Cup Coffee Brewer	EA					
Green Mountain French Roast Decaffeinated Coffee K-Cups, Box Of 18	BX					
Green Mountain Breakfast Blend Coffee K-Cups, Box Of 18	BX					
Splenda Packets, Box Of 100	BX					
Sweet 'N Low Packets, Box Of 400	BX					
Sugar, 20 Oz. Canisters, Pack Of 3	PK					
Genuine Joe Non-Dairy Creamer Canisters, 12 Oz., Pack Of 3	PK					
Bunn-O-Matic Pour-O-Matic Model VPS Coffee Brewer, Stainless Steel/Black	EA					
Folgers Coffee Packs, 0.9 Oz., Box Of 42	BX					
Folgers Decaf Coffee Packs, 0.9 Oz., Box Of 42	BX					
Toner Cartridges						
HP 45 Black Inkjet Cartridges Model C8788FN#140, Pack Of 2	PK					
HP 23 Tricolor Inkjet Cartridge Model C1823D	EA					
HP 45/23 Inkjet Cartridges Model C8790FN#140, Combo Pack	PK					
HP 03A Black Laser Toner Cartridge Model C3903A	EA					
MicroMICR TPN-900 (HP C3903A) Black Toner Cartridge	EA					
HP Q7582A Yellow Laser Toner Cartridge	EA					
HP Q7583A Magenta Laser Toner Cartridge	EA					
HP Q6470A Black Laser Toner Cartridge	EA					

HP Q7581A Cyan Laser Toner Cartridge	EA					
HP Q3960A Black Laser Toner Cartridge	EA					
HP Q3675A Laser Transfer Unit	EA					
Brother TN-540 Black Laser Toner Cartridge	EA					
Brother® TN-560 Black High-Yield Toner Cartridge	EA					
Kyocera TK70 Black Laser Toner Cartridge	EA					
Kyocera TK-502K Black Laser Toner Cartridge	EA					
OKI 43324404 Black Toner Cartridge	EA					
Panasonic KX-FAT92 Black Laser Toner Cartridge	EA					
Konica Minolta 1710567-001 High-Yield Black Toner Cartridge	EA					
Canon L50 Black Image Cartridge	EA					
Canon S35 (7833A001) Black Toner Cartridge	EA					
Lexmark E36x/E46x High-Yield Return Program Laser Toner Cartridge Model E360H11A	EA					
Dell Series 5 (J5566) Standard Yield Black Ink Cartridge	EA					
Dell Series 5 (J5567) Standard Yield Color Ink Cartridge	EA					
Dell Series 15 (U143F) Black Ink Cartridge	EA					
Dell N3769 Black Toner Cartridge	EA					
Computer Accessories						
Fellowes Mouse Pad With Microban, 8" x 9", Silver	EA					
Belkin WaveRest Gel Mouse Pad/Wrist Rest	EA					
Kensington SlimScreen Premium Antiglare Antiradiation Filter, For 16"-18" Monitors	EA					
Kensington SlimScreen Premium Antiglare Antiradiation Filter, For 19"-21" Monitors	EA					
3M™ PF319 Lightweight Privacy Filter For 19" LCD Monitors	EA					
Belkin Hi-Speed USB 2.0 4-Port Hub	EA					

CyberPower CP850AVRLCD Uninterruptible Power Supply, 9 Outlets, 850VA/510 Watt	EA					
Belkin Home/Office Series Surge Protector, 6 Outlets, 4' Cord, 720 Joules	EA					
Belkin Pro Series USB 2.0 Device Cable, A/B, 6'	EA					
Cat 5 Network Cable, 25', Blue, Gray or Black	EA					
Logitech LX5 Cordless Optical Mouse, Silver/Black	EA					
Logitech Cordless Desktop Wave	EA					
Logitech Cordless TrackMan Wheel	EA					
Microsoft Wireless Notebook Presenter Mouse 8000, Silver	EA					
Logitech Cordless Number Pad for Notebooks - keypad	EA					
USB Optical Mouse, Black or Silver	EA					
CD 360 Jewel Case 12-PK	EA					
Slimline Black Jewel CD Cases 25PK	EA					
Pocket Flash Drive USB flash drive - 1 GB	EA					
Pocket Flash Drive USB flash drive - 2 GB	EA					
Pocket Flash Drive USB flash drive - 4 GB	EA					
Pocket Flash Drive USB flash drive - 8 GB	EA					
Pocket Flash Drive USB flash drive - 16 GB	EA					
Century Compressed Air Duster, 10 Oz.	EA					
Century Compressed Air Duster, 10 Oz., Value Pack Of 6	PK					
Furniture						
HON S380 Series Vertical File Cabinet, 26 1/2" 2-Drawer, Letter Size, Putty	EA					
HON S380 Series Vertical File Cabinet, 26 1/2" 4-Drawer, Letter Size, Putty	EA					
HON 400 Series 30" Wide 2 Drawer Lateral File/Storage Cabinets	EA					

HON 400 Series 30" Wide 4 Drawer Lateral File/Storage Cabinets	EA					
HON 500 Series 36" - Wide 2 Drawer Lateral File/Storage Cabinets	EA					
HON 500 Series 36" - Wide 4 Drawer Lateral File/Storage Cabinets	EA					
HON 500 Series 36" - Wide 5 Drawer Lateral File/Storage Cabinets	EA					
Global Granada Multifunctional Chair, 40"H x 26"W x 22 1/2"D, Black Frame, Burgundy Fabric	EA					
HON 7600 Mid-Back Chair, 42 1/2"H x 27 1/8"W x 39"D, Black Frame, Burgundy Fabric	EA					
Neutral Posture® 9600 High-Back Fabric Chair, 46 3/4"H x 26"W x 26"D, Black Frame, Sky Blue Fabric	EA					
Ergo-Health Fabric Mid- Back Personal Chair, 41"H x 26"W x 26"D, Black Frame, Latte Fabric	EA					

Tab 6 – References

- ◆ Provide at least ten (10) customer references for products and/or services of similar scope dating within the past three (3) years. Please provide a range of references across all eligible government entity groups including K-12, higher education, city, county, or non-profit entities.

- ◆ All references should include the following information from the entity:
 - Entity Name
 - Contact Name and Title
 - City and State
 - Phone
 - Years Serviced
 - Description of Services
 - Annual Volume

Tab 7 – Pricing

- ◆ Please submit price list electronically (pricing can be submitted as Discount off MSRP, cost plus, etc). Products, services, warranties, etc. should be included in price list. Prices submitted will be used to establish the extent of a respondent's products and services that are available and also establish pricing per item.

- ◆ Submit price list electronically on CD, DVD, or Flash Drive. Include respondents name, name of solicitation, and date on media of choice.

- ◆ Not To Exceed Pricing
 - NCPA requests pricing be submitted as “not to exceed pricing” for any participating entity.
 - The awarded vendor can adjust submitted pricing lower but cannot exceed original pricing submitted for solicitation.
 - NCPA requests that vendor honor lower pricing for similar size and scope purchases to other members.

Tab 8 – Value Added Products and Services

- ◆ Include any additional products and/or services available that vendor currently performs in their normal course of business that is not included in the scope of the solicitation that you think will enhance and add value to this contract for Region 14 ESC and all NCPA participating entities.

Tab 9 – Required Documents

- ◆ Clean Air and Water Act / Debarment Notice
- ◆ Contractors Requirements
- ◆ Antitrust Certification Statements
- ◆ ARRA Standard Terms and Conditions Addendum for Contracts and Grants
- ◆ FEMA Standard Terms and Conditions Addendum for Contracts and Grants
- ◆ Required Clauses for Federal Assistance by FTA
- ◆ State Notice Addendum

Clean Air and Water Act & Debarment Notice

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

I hereby further certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations

Potential Vendor: _____

Title of Authorized Representative: _____

Mailing Address: _____

Signature: _____

Contractor Requirements

Contractor Certification

Contractor's Employment Eligibility

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it is will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The offeror complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the NCPA Participating entities in which work is being performed

Fingerprint & Background Checks

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed

Business Operations in Sudan, Iran

In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

Signature of Respondent

Date

Antitrust Certification Statements (Tex. Government Code § 2155.005)

I affirm under penalty of perjury of the laws of the State of Texas that:

(1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;

(2) In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;

(3) In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law; and

(4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this bid to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Vendor: _____

Address: _____

Phone: _____
Fax: _____

Bidder: _____
Signature

Printed Name

Position with Company
Authorizing Official:

Signature

Printed Name

Position with Company

ARRA Standard Terms and Conditions Addendum for Contracts and Grants

If a contract or grant involves the use of funds from the federal American Recovery and Reinvestment Act of 2009, Pub. L. 111-5 ("Recovery Act"), the following terms and conditions apply. As used in this Section, "Contractor/Grantee" means the contractor or grantee receiving Recovery Act funds under this agreement.

1. The Contractor/Grantee specifically agrees to comply with each of the terms and conditions contained herein.
2. Contractor/Grantee understands and acknowledges that the federal stimulus funding process is still evolving and that new requirements for Recovery Act compliance may still be forthcoming from federal government. Accordingly, Contractor/Grantee specifically agrees that both it and subcontractors/subgrantees will comply with all such requirements during the contract period.

AVAILABILITY OF FUNDING

Contractor/Grantee agrees that programs supported with temporary federal funds made available from the Recovery Act may not be continued once the temporary federal funds are expended.

BUY AMERICA REQUIREMENT

Contractor/Grantee agrees that pursuant to Section 1605 of Title XV of the Recovery Act, neither Contractor/Grantee or its subcontractors/subgrantees will use Recovery Act funds for a project for the construction, alternation, maintenance, or repair of a public building or public work unless all of the iron, steel and manufactured goods used in the project are produced in the United States in a manner consistent with United States obligations under international agreements. This requirement shall be applied unless the use of alternative materials has been approved by a federal agency pursuant to Section 1605.

CONFLICTING REQUIREMENTS

Contractor/Grantee agrees that, to the extent Recovery Act requirements conflict with the participating agencies requirements, the Recovery Act requirements shall control.

FALSE CLAIMS ACT

Contractor/Grantee agrees that it shall promptly refer to an appropriate federal inspector general any credible evidence that a principal, employee, agent, subgrantee, subcontractor or other person has submitted a claim under the federal False Claims Act, as amended, 31 U.S.C. §§3729-3733, or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds.

Contractor/Grantee agrees that if Contractor/Grantee or one of its subcontractors/subgrantees fails to comply with all applicable federal and state requirements governing the use of Recovery Act funds, the participating agency may withhold or suspend, in whole or in part, funds awarded under the program, or recover misspent funds following an audit. This provision is in addition to all other remedies available to participating agency under all applicable state and federal laws.

INSPECTION OF RECORDS

Contractor/Grantee agrees that it shall permit the United States Comptroller General or his representative or the appropriate inspector general appointed under section 3 or 8G of the federal Inspector General Act of 1978, as amended, 5 U.S. App. §§3 and 8(g), or his representative to: (1) examine any records that directly pertain to, and involve transactions relating to, this contract; and (2) interview any officer or employee of Contractor/Grantee or any of its subcontractors/subgrantees regarding the activities funded with funds appropriated or otherwise made available by the Recovery Act.

JOB POSTING REQUIREMENTS

Section 1512 of the Recovery Act requires states receiving stimulus funds to report on jobs created and retained as a result of the stimulus funds. Contractors/Grantees who receive Recovery Act funded contracts are required to post jobs created and retained as a result of stimulus funds.

PROHIBITION ON USE OF RECOVERY ACT FUNDS

Contractor/Grantee agrees that none of the funds made available under this contract may be used for any casino or other gambling establishment, aquarium, zoo, golf course, swimming pools, or similar projects.

REPORTING REQUIREMENTS

Pursuant to Section 1512 of Title XV of the Recovery Act, entities receiving Recovery Act funds must submit a report to the federal government no later than ten (10) calendar days after the end of each calendar quarter. This report must contain the information outlined below. Accordingly, Contractor/Grantee agrees to provide the County with the following information in a timely manner:

- a. The total amount of Recovery Act funds received by Contractor/Grantee during the Reporting Period;
- b. The amount of Recovery Act funds that were expended or obligated during the Reporting Period;
- c. A detailed list of all projects or activities for which Recovery Act funds were expending or obligated, including:
 - i. the name of the project or activity;
 - ii. a description of the project or activity;
 - iii. an evaluation of the completion status of the project or activity; and
 - iv. an estimate of the number of jobs created and the number of jobs retained by the project or activity;

- d. For any subcontracts or subgrants equal to or greater than \$25,000:
- i. The name of the entity receiving the subaward;
 - ii. The amount of the subaward;
 - iii. The transaction type;
 - iv. The North American Industry Classification System (NAICS) code or Catalog of Federal Domestic Assistance (CFDA) number;
 - v. Program source;
 - vi. An award title descriptive of the purpose of each funding action;
 - vii. The location of the entity receiving the subaward;
 - viii. The primary location of the subaward, including the city, state, congressional district and country; and
 - ix. A unique identifier of the entity receiving the sub-award and the parent entity of Contractor/Grantee, should the entity be owned by another.
 - x. The names and total compensation of the five most highly compensated officers of the company if it received: 1) 80% or more of its annual gross revenues in Federal awards; and 2) \$25M or more in annual gross revenue from Federal awards.
- e. For any subcontracts or subgrants of less than \$25,000 or to individuals, the information required in d may be reported in the aggregate and requires the certification of an authorized officer of Contractor/Grantee that the information contained in the report is accurate.
- f. Any other information reasonably requested by the County or required by state or federal law or regulation. Standard data elements and federal instructions for use in complying with reporting requirements under Section 1512 of the Recovery Act, are pending review by the federal government, and were published in the Federal Register, 74 Federal Register, 14824 (April 1, 2009), and are to be provided online at www.FederalReporting.gov.

SEGREGATION OF FUNDS

Contractor/Grantee agrees that it shall segregate obligations and expenditures of Recovery Act funds from other funding. No part of funds made available under the Recovery Act may be comingled with any other funds or used for a purpose other than that of making payments for costs specifically allowable under the Recovery Act.

Contractor/Grantee agrees that it shall include these standard terms and conditions, including this requirement, in any of its subcontracts or subgrants in connection with projects funded in whole or in part with funds available under the Recovery Act.

WAGE REQUIREMENTS

Contractor/Grantee agrees that, in accordance with Section 1606 of Title XVI of the Recovery Act, both it and its subcontractors shall fully comply with this section in that, notwithstanding any other provision of law, and in a manner consistent with the other provisions of the Recovery Act, all laborers and mechanics employed by contractors and subcontractors on projects funded in whole or in part with funds available under the Recovery Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality, as determined by the United States Secretary of Labor in accordance with Subchapter IV of Chapter 31 of Title 40 of the United States Code

WHISTLEBLOWER PROTECTION

Contractor/Grantee agrees that both it and its subcontractors/subgrantees shall comply with Section 1553 of the Recovery Act, which prohibits all non-federal Contractor/Grantees of Recovery Act funds from discharging, demoting or otherwise discriminating against an employee for disclosures by the employee that the employee reasonably believes are evidence of (1) gross mismanagement of a contract or grant relating to Recovery Act funds; (2) a gross waste of Recovery Act funds; (3) a substantial and specific danger to public health or safety related to the implementation or use

of Recovery Act funds; (4) an abuse of authority related to implementation or use of Recovery Act funds; or (5) a violation of law, rule, or regulation related to an agency contract (including the competition for or negotiation of a contract) or grant, awarded or issued relating to Recovery Act funds. In addition, Contractor/Grantee agrees that it and its subcontractors/subgrantees shall post notice of the rights and remedies available to employees under Section 1553 of Title XV of the Recovery Act.

FEMA Standard Terms and Conditions Addendum for Contracts and Grants

If any purchase made under the Master Agreement is funded in whole or in part by Federal Emergency Management Agency ("FEMA") grants, Contractor shall comply with all federal laws and regulations applicable to the receipt of FEMA grants, including, but not limited to the contractual procedures set forth in Title 44 of the Code of Federal Regulations, Part 13 ("44 CFR 13").

In addition, Contractor agrees to the following specific provisions:

- 1) Pursuant to 44 CFR 13.36(i)(1), University is entitled to exercise all administrative, contractual, or other remedies permitted by law to enforce Contractor's compliance with the terms of this Master Agreement, including but not limited to those remedies set forth at 44 CFR 13.43.
- 2) Pursuant to 44 CFR 13.36(i)(2), University may terminate the Master Agreement for cause or convenience in accordance with the procedures set forth in the Master Agreement and those provided by 44 CFR 13.44.
- 3) Pursuant to 44 CFR 13.36(i)(3)-(6)(12), and (13), Contractor shall comply with the following federal laws:
 - a. Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor ("DOL") regulations (41 CFR Ch. 60);
 - b. Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented in DOL regulations (29 CFR Part 3);
 - c. Davis-Bacon Act (40 U.S.C. 276a-276a-7) as supplemented by DOL regulations (29 CFR Part 5);
 - d. Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-30) as supplemented by DOL regulations (29 CFR Part 5);
 - e. Section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15); and
 - f. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L.94-163, 89 Stat. 871).
- 4) Pursuant to 44 CFR 13.36(i)(7), Contractor shall comply with FEMA requirements and regulations pertaining to reporting, including but not limited to those set forth at 44 CFR 40 and 41.
- 5) Pursuant to 44 CFR 13.36(i)(8), Contractor agrees to the following provisions regarding patents:
 - a. All rights to inventions and/or discoveries that arise or are developed, in the course of or under this Agreement, shall belong to the participating agency and be disposed of in accordance with the participating agency's policy. The participating agency, at its own discretion, may file for patents in connection with all rights to any such inventions and/or discoveries.
- 6) Pursuant to 44 CFR 13.36(i)(9), Contractor agrees to the following provisions, regarding copyrights:
 - a. If this Agreement results in any copyrightable material or inventions, in accordance with 44 CFR 13.34, FEMA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, for Federal Government purposes:
 - 1) The copyright in any work developed under a grant or contract; and
 - 2) Any rights of copyright to which a grantee or a contractor purchases ownership with grant support.
- 7) Pursuant to 44 CFR 13.36(i)(10), Contractor shall maintain any books, documents, papers, and records of the Contractor which are directly pertinent to this Master Agreement. At any time during normal business hours and as often as the participating agency deems necessary, Contractor shall permit participating agency, FEMA, the Comptroller General of United States, or any of their duly authorized representatives to inspect and photocopy such records for the purpose of making audit, examination, excerpts, and transcriptions.

- 8) Pursuant to 44 CFR 13.36(i)(11), Contractor shall retain all required records for three years after FEMA or participating agency makes final payments and all other pending matters are closed. In addition, Contractor shall comply with record retention requirements set forth in 44 CFR 13.42.

Required Clauses for Federal Assistance provided by FTA

ACCESS TO RECORDS AND REPORTS

Contractor agrees to:

- a) Maintain all books, records, accounts and reports required under this Contract for a period of not less than three (3) years after the date of termination or expiration of this Contract or any extensions thereof except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case Contractor agrees to maintain same until Public Agency, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.
- b) Permit any of the foregoing parties to inspect all work, materials, payrolls, and other data and records with regard to the Project, and to audit the books, records, and accounts with regard to the Project and to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed for the purpose of audit and examination.

FTA does not require the inclusion of these requirements of Article 1.01 in subcontracts. Reference 49 CFR 18.39 (i)(11).

CIVIL RIGHTS / TITLE VI REQUIREMENTS

- 1) Non-discrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132, and Federal Transit Law at 49 U.S.C. § 5332, Contractor or subcontractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status age, or disability. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
- 2) Equal Employment Opportunity. The following Equal Employment Opportunity requirements apply to this Contract:
 - a. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal Transit Law at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable Equal Employment Opportunity requirements of U.S. Dept. of Labor regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 CFR, Parts 60 et seq., and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of this Project. Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, marital status, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.

- b. Age. In accordance with the Age Discrimination in Employment Act (ADEA) of 1967, as amended, 29 U.S.C. Sections 621 through 634, and Equal Employment Opportunity Commission (EEOC) implementing regulations, "Age Discrimination in Employment Act", 29 CFR Part 1625, prohibit employment discrimination by Contractor against individuals on the basis of age, including present and prospective employees. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.
 - c. Disabilities. In accordance with Section 102 of the Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. Sections 12101 *et seq.*, prohibits discrimination against qualified individuals with disabilities in programs, activities, and services, and imposes specific requirements on public and private entities. Contractor agrees that it will comply with the requirements of the Equal Employment Opportunity Commission (EEOC), "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR, Part 1630, pertaining to employment of persons with disabilities and with their responsibilities under Titles I through V of the ADA in employment, public services, public accommodations, telecommunications, and other provisions.
 - d. Segregated Facilities. Contractor certifies that their company does not and will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not and will not permit their employees to perform their services at any location under the Contractor's control where segregated facilities are maintained. As used in this certification the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom, or otherwise. Contractor agrees that a breach of this certification will be a violation of this Civil Rights clause.
- 3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation, made by Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor's obligations under this Contract and the regulations relative to non-discrimination on the grounds of race, color, creed, sex, disability, age or national origin.
- 4) Sanctions of Non-Compliance. In the event of Contractor's non-compliance with the non-discrimination provisions of this Contract, Public Agency shall impose such Contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to: 1) Withholding of payments to Contractor under the Contract until Contractor complies, and/or; 2) Cancellation, termination or suspension of the Contract, in whole or in part.

Contractor agrees to include the requirements of this clause in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

DISADVANTAGED BUSINESS PARTICIPATION

This Contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, "*Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*", therefore, it is the policy of the Department of Transportation (DOT) to ensure that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in the performance of DOT-assisted contracts.

- 1) Non-Discrimination Assurances. Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out all applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the

termination of this Contract or other such remedy as public agency deems appropriate. Each subcontract Contractor signs with a subcontractor must include the assurance in this paragraph. (See 49 CFR 26.13(b)).

- 2) **Prompt Payment.** Contractor is required to pay each subcontractor performing Work under this prime Contract for satisfactory performance of that work no later than thirty (30) days after Contractor's receipt of payment for that Work from public agency. In addition, Contractor is required to return any retainage payments to those subcontractors within thirty (30) days after the subcontractor's work related to this Contract is satisfactorily completed and any liens have been secured. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of public agency. This clause applies to both DBE and non-DBE subcontractors. Contractor must promptly notify public agency whenever a DBE subcontractor performing Work related to this Contract is terminated or fails to complete its Work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. Contractor may not terminate any DBE subcontractor and perform that Work through its own forces, or those of an affiliate, without prior written consent of public agency.
- 3) **DBE Program.** In connection with the performance of this Contract, Contractor will cooperate with public agency in meeting its commitments and goals to ensure that DBEs shall have the maximum practicable opportunity to compete for subcontract work, regardless of whether a contract goal is set for this Contract. Contractor agrees to use good faith efforts to carry out a policy in the award of its subcontracts, agent agreements, and procurement contracts which will, to the fullest extent, utilize DBEs consistent with the efficient performance of the Contract.

ENERGY CONSERVATION REQUIREMENTS

Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plans issued under the Energy Policy and Conservation Act, as amended, 42 U.S.C. Sections 6321 *et seq.* and 41 CFR Part 301-10.

FEDERAL CHANGES

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Contract between public agency and the FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

The provisions include, in part, certain Standard Terms and Conditions required by the U.S. Department of Transportation (DOT), whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by the DOT, as set forth in the most current FTA Circular 4220.1F, dated November 1, 2008, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. Contractor agrees not to perform any act, fail to perform any act, or refuse to comply with any public agency requests that would cause public agency to be in violation of the FTA terms and conditions.

NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES

Agency and Contractor acknowledge and agree that, absent the Federal Government's express written consent and notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, the Federal Government is not a party to this Contract and shall not be subject to any obligations or

liabilities to agency, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract.

Contractor agrees to include the above clause in each subcontract financed in whole or in part with federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS

Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Contract. Upon execution of the underlying Contract, Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Contract or the FTA assisted project for which this Contract Work is being performed.

In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Contractor to the extent the Federal Government deems appropriate.

Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307 (n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

Contractor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

State Notice Addendum

Pursuant to certain state notice provisions the following public agencies and political subdivisions of the referenced public agencies are eligible to access the contract award made pursuant to this solicitation. Public agencies and political subdivisions are hereby given notice of the foregoing request for proposal for purposes of complying with the procedural requirement of said statutes:

Nationwide: http://www.usa.gov/Agencies/Local_Government/Cities.shtml

Other States: Cities, Towns, Villages, and Boroughs

No.

Cities, Towns, Villages and Boroughs in Oregon

- 1 CEDAR MILL COMMUNITY LIBRARY
- 2 CITY COUNTY INSURANCE SERVICES
- 3 CITY OF ADAIR VILLAGE
- 4 CITY OF ALBANY
- 5 CITY OF ASHLAND
- 6 CITY OF ASTORIA OREGON
- 7 CITY OF AUMSVILLE
- 8 CITY OF AURORA
- 9 CITY OF BEAVERTON
- 10 CITY OF BOARDMAN

- 11 CITY OF BURNS
- 12 CITY OF CANBY
- 13 CITY OF CANNON BEACH OR
- 14 CITY OF CANYONVILLE
- 15 CITY OF CENTRAL POINT POLICE DEPARTMENT
- 16 CITY OF CLATSKANIE
- 17 CITY OF COBURG
- 18 CITY OF CONDON
- 19 CITY OF COOS BAY
- 20 CITY OF CORVALLIS
- 21 CITY OF COTTAGE GROVE
- 22 CITY OF CRESWELL
- 23 CITY OF DALLAS

24 CITY OF DAMASCUS
 25 CITY OF DUNDEE
 26 CITY OF EAGLE POINT
 27 CITY OF ECHO
 28 CITY OF ESTACADA
 29 CITY OF EUGENE
 30 CITY OF FAIRVIEW
 31 CITY OF FALLS CITY
 32 CITY OF GATES
 33 CITY OF GEARHART
 34 CITY OF GERVAIS
 35 CITY OF GOLD HILL
 36 CITY OF GRANTS PASS
 37 CITY OF GRESHAM
 38 CITY OF HAPPY VALLEY
 39 CITY OF HILLSBORO
 40 CITY OF HOOD RIVER
 41 CITY OF JOHN DAY
 42 CITY OF KLAMATH FALLS
 43 CITY OF LA GRANDE
 44 CITY OF LAKE OSWEGO
 45 CITY OF LAKESIDE
 46 CITY OF LEBANON
 47 CITY OF MALIN
 48 CITY OF MCMINNVILLE
 49 CITY OF MEDFORD
 50 CITY OF MILL CITY
 51 CITY OF MILLERSBURG
 52 CITY OF MILWAUKIE
 53 CITY OF MORO
 54 CITY OF MOSIER
 55 CITY OF NEWBERG
 56 CITY OF NORTH PLAINS
 57 CITY OF OREGON CITY
 58 CITY OF PHOENIX
 59 CITY OF PILOT ROCK
 60 CITY OF PORT ORFORD
 61 CITY OF PORTLAND
 62 CITY OF POWERS
 63 CITY OF REDMOND
 64 CITY OF REEDSPORT
 65 CITY OF RIDDLE
 66 CITY OF SALEM
 67 CITY OF SANDY
 68 CITY OF SANDY
 69 CITY OF SCAPPOOSE
 70 CITY OF SEASIDE
 71 CITY OF SHADY COVE
 72 CITY OF SHERWOOD
 73 CITY OF SPRINGFIELD
 74 CITY OF ST. PAUL
 75 CITY OF STAYTON
 76 CITY OF TIGARD, OREGON
 77 CITY OF TUALATIN, OREGON
 78 CITY OF WARRENTON
 79 CITY OF WEST LINN/PARKS
 80 CITY OF WILSONVILLE
 81 CITY OF WINSTON
 82 CITY OF WOOD VILLAGE
 83 CITY OF WOODBURN
 84 CITY OF YACHATS
 85 FLORENCE AREA CHAMBER OF COMMERCE
 86 GASTON RURAL FIRE DEPARTMENT
 87 GLADSTONE POLICE DEPARTMENT
 88 HOUSING AUTHORITY OF THE CITY OF SALEM
 89 KEIZER POLICE DEPARTMENT
 90 LEAGUE OF OREGON CITIES
 91 MALIN COMMUNITY PARK AND RECREATION DISTRICT
 92 METRO
 93 MONMOUTH - INDEPENDENCE NETWORK
 94 PORTLAND DEVELOPMENT COMMISSION
 95 RAINIER POLICE DEPARTMENT

96 RIVERGROVE WATER DISTRICT
 97 SUNSET EMPIRE PARK AND RECREATION
 98 THE NEWPORT PARK AND RECREATION CENTER
 99 TILLAMOOK PEOPLES UTILITY DISTRICT
 100 TUALATIN VALLEY FIRE & RESCUE
 101 WEST VALLEY HOUSING AUTHORITY

No. Counties and Parishes

1 ASSOCIATION OF OREGON COUNTIES
 2 BENTON COUNTY
 3 CLACKAMAS COUNTY DEPT OF TRANSPORTATION
 4 CLATSOP COUNTY
 5 COLUMBIA COUNTY, OREGON
 6 COOS COUNTY HIGHWAY DEPARTMENT
 7 CROOK COUNTY ROAD DEPARTMENT
 8 CURRY COUNTY OREGON
 9 DESCHUTES COUNTY
 10 DOUGLAS COUNTY
 11 GILLIAM COUNTY
 12 GILLIAM COUNTY OREGON
 13 GRANT COUNTY, OREGON
 14 HARNEY COUNTY SHERIFFS OFFICE
 15 HOOD RIVER COUNTY
 16 HOUSING AUTHORITY OF CLACKAMAS COUNTY
 17 JACKSON COUNTY HEALTH AND HUMAN SERVICES
 18 JEFFERSON COUNTY
 19 KLAMATH COUNTY VETERANS SERVICE OFFICE
 20 LAKE COUNTY
 21 LANE COUNTY
 22 LINCOLN COUNTY
 23 LINN COUNTY
 24 MARION COUNTY , SALEM, OREGON
 25 MORROW COUNTY
 26 MULTNOMAH COUNTY
 27 MULTNOMAH COUNTY
 28 MULTNOMAH LAW LIBRARY
 29 NAMI LANE COUNTY
 30 POLK COUNTY
 31 SHERMAN COUNTY
 32 UMATILLA COUNTY, OREGON
 33 UNION COUNTY
 34 WALLOWA COUNTY
 35 WASCO COUNTY
 36 WASHINGTON COUNTY
 37 YAMHILL COUNTY
 1 BOARD OF WATER SUPPLY
 2 COUNTY OF HAWAII
 3 MAUI COUNTY COUNCIL

No. Higher Education

1 BIRTHINGWAY COLLEGE OF MIDWIFERY
 2 BLUE MOUNTAIN COMMUNITY COLLEGE
 3 CENTRAL OREGON COMMUNITY COLLEGE
 4 CHEMEKETA COMMUNITY COLLEGE
 5 CLACKAMAS COMMUNITY COLLEGE
 6 COLUMBIA GORGE COMMUNITY COLLEGE
 7 GEORGE FOX UNIVERSITY
 8 KLAMATH COMMUNITY COLLEGE DISTRICT
 9 LANE COMMUNITY COLLEGE
 10 LEWIS AND CLARK COLLEGE
 11 LINFIELD COLLEGE
 12 LINN-BENTON COMMUNITY COLLEGE
 13 MARYLHURST UNIVERSITY
 14 MT. HOOD COMMUNITY COLLEGE
 15 MULTNOMAH BIBLE COLLEGE
 16 NATIONAL COLLEGE OF NATURAL MEDICINE
 17 NORTHWEST CHRISTIAN COLLEGE
 18 OREGON HEALTH AND SCIENCE UNIVERSITY
 19 OREGON UNIVERSITY SYSTEM
 20 PACIFIC UNIVERSITY
 21 PORTLAND COMMUNITY COLLEGE
 22 PORTLAND STATE UNIV.
 23 REED COLLEGE

24 ROGUE COMMUNITY COLLEGE
 25 SOUTHWESTERN OREGON COMMUNITY COLLEGE
 26 TILLAMOOK BAY COMMUNITY COLLEGE
 27 UMPQUA COMMUNITY COLLEGE
 28 WESTERN STATES CHIROPRACTIC COLLEGE
 29 WILLAMETTE UNIVERSITY
 1 ARGOSY UNIVERSITY
 2 BRIGHAM YOUNG UNIVERSITY - HAWAII
 3 COLLEGE OF THE MARSHALL ISLANDS
 4 RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
 5 UNIVERSITY OF HAWAII AT MANOA

No. K - 12

1 ARCHBISHOP FRANCIS NORBERT BLANCHET SCHOOL
 2 BAKER COUNTY SCHOOL DIST. 16J - MALHEUR ESD
 3 BAKER SCHOOL DISTRICT S-J
 4 BANDON SCHOOL DISTRICT
 5 BANKS SCHOOL DISTRICT
 6 BEAVERTON SCHOOL DISTRICT
 7 BEND / LA PINE SCHOOL DISTRICT
 8 BEND-LA PINE SCHOOL DISTRICT
 9 BROOKING HARBOR SCHOOL DISTRICT NO.17-C
 10 CANBY SCHOOL DISTRICT
 11 CANYONVILLE CHRISTIAN ACADEMY
 12 CASCADE SCHOOL DISTRICT
 13 CASCADES ACADEMY OF CENTRAL OREGON
 14 CENTENNIAL SCHOOL DISTRICT
 15 CENTRAL CATHOLIC HIGH SCHOOL
 16 CENTRAL POINT SCHOOL DISTRICT NO. 6
 17 CENTRAL SCHOOL DISTRICT 13J
 18 CLACKAMAS EDUCATION SERVICE DISTRICT
 19 COOS BAY SCHOOL DISTRICT
 20 COOS BAY SCHOOL DISTRICT NO.9
 21 COQUILLE SCHOOL DISTRICT 8
 22 COUNTY OF YAMHILL SCHOOL DISTRICT 29
 23 CRESWELL SCHOOL DISTRICT
 24 CROSSROADS CHRISTIAN SCHOOL
 25 CULVER SCHOOL DISTRICT NO.
 26 DALLAS SCHOOL DISTRICT NO. 2
 27 DAVID DOUGLAS SCHOOL DISTRICT
 28 DAYTON SCHOOL DISTRICT NO.8
 29 DE LA SALLE N CATHOLIC HS
 30 DESCHUTES COUNTY SD NO.6 - SISTERS SD
 31 DOUGLAS COUNTY SCHOOL DISTRICT 116
 32 DOUGLAS EDUCATION SERVICE DISTRICT
 33 DUFUR SCHOOL DISTRICT NO.29
 34 ELKTON SCHOOL DISTRICT NO.34
 35 ESTACADA SCHOOL DISTRICT NO.108
 36 FOREST GROVE SCHOOL DISTRICT
 37 GASTON SCHOOL DISTRICT 511J
 38 GEN CONF OF SDA CHURCH WESTERN OR
 39 GLADSTONE SCHOOL DISTRICT
 40 GLENDALE SCHOOL DISTRICT
 41 GLIDE SCHOOL DISTRICT NO.12
 42 GRANTS PASS SCHOOL DISTRICT 7
 43 GREATER ALBANY PUBLIC SCHOOL DISTRICT
 44 GRESHAM-BARLOW SCHOOL DISTRICT
 45 HARNEY COUNTY SCHOOL DIST. NO.3
 46 HARNEY EDUCATION SERVICE DISTRICT
 47 HEAD START OF LANE COUNTY
 48 HERITAGE CHRISTIAN SCHOOL
 49 HIGH DESERT EDUCATION SERVICE DISTRICT
 50 HOOD RIVER COUNTY SCHOOL DISTRICT
 51 JACKSON CO SCHOOL DIST NO.9
 52 JEFFERSON COUNTY SCHOOL DISTRICT 509-J
 53 JEFFERSON SCHOOL DISTRICT
 54 KLAMATH FALLS CITY SCHOOLS
 55 LA GRANDE SCHOOL DISTRICT
 56 LAKE OSWEGO SCHOOL DISTRICT 7J
 57 LANE COUNTY SCHOOL DISTRICT 4J
 58 LANE COUNTY SCHOOL DISTRICT 69
 59 LEBANON COMMUNITY SCHOOLS NO.9
 60 LINCOLN COUNTY SCHOOL DISTRICT

61 LINN CO. SCHOOL DIST. 95C - SCIO SD
 62 LOST RIVER JR/SR HIGH SCHOOL
 63 LOWELL SCHOOL DISTRICT NO.71
 64 MARION COUNTY SCHOOL DISTRICT 103 - WASHINGTON ES
 65 MCMINNVILLE SCHOOL DISTRICT NO.40
 66 MEDFORD SCHOOL DISTRICT S49C
 67 MITCH CHARTER SCHOOL
 68 MOLALLA RIVER ACADEMY
 69 MOLALLA RIVER SCHOOL DISTRICT NO.35
 70 MONROE SCHOOL DISTRICT NO.1J
 71 MORROW COUNTY SCHOOL DISTRICT
 72 MT. ANGEL SCHOOL DISTRICT NO.91
 73 MT.SCOTT LEARNING CENTERS
 74 MULTISENSORY LEARNING ACADEMY
 75 MULTNOMAH EDUCATION SERVICE DISTRICT
 76 MYRTLE POINT SCHOOL DISTRICT NO.41
 77 NEAH-KAH-NIE DISTRICT NO.56
 78 NESTUCCA VALLEY SCHOOL DISTRICT NO.101
 79 NOBEL LEARNING COMMUNITIES
 80 NORTH BEND SCHOOL DISTRICT 13
 81 NORTH CLACKAMAS SCHOOL DISTRICT
 82 NORTH SANTIAM SCHOOL DISTRICT 29J
 83 NORTH WASCO CTY SCHOOL DISTRICT 21 - CHENOWITH
 84 NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT
 85 NYSSA SCHOOL DISTRICT NO. 26
 86 ONTARIO MIDDLE SCHOOL
 87 OREGON TRAIL SCHOOL DISTRICT NO.46
 88 OUR LADY OF THE LAKE SCHOOL
 89 PHILOMATH SCHOOL DISTRICT
 90 PHOENIX-TALENT SCHOOL DISTRICT NO.4
 91 PORTLAND ADVENTIST ACADEMY
 92 PORTLAND JEWISH ACADEMY
 93 PORTLAND PUBLIC SCHOOLS
 94 RAINIER SCHOOL DISTRICT
 95 REDMOND SCHOOL DISTRICT
 96 REEDSPORT SCHOOL DISTRICT
 97 REYNOLDS SCHOOL DISTRICT
 98 ROGUE RIVER SCHOOL DISTRICT NO.35
 99 ROSEBURG PUBLIC SCHOOLS
 100 SALEM-KEIZER PUBLIC SCHOOLS
 101 SCAPPOOSE SCHOOL DISTRICT 1J
 102 SEASIDE SCHOOL DISTRICT 10
 103 SEVEN PEAKS SCHOOL
 104 SHERWOOD SCHOOL DISTRICT 88J
 105 SILVER FALLS SCHOOL DISTRICT
 106 SIUSLAW SCHOOL DISTRICT
 107 SOUTH COAST EDUCATION SERVICE DISTRICT
 108 SOUTH LANE SCHOOL DISTRICT 45J3
 109 SOUTHERN OREGON EDUCATION SERVICE DISTRICT
 110 SOUTHWEST CHARTER SCHOOL
 111 SPRINGFIELD SCHOOL DISTRICT NO.19
 112 STANFIELD SCHOOL DISTRICT
 113 SWEET HOME SCHOOL DISTRICT NO.55
 114 THE CATLIN GABEL SCHOOL
 115 TIGARD-TUALATIN SCHOOL DISTRICT
 116 UMATILLA-MORROW ESD
 117 VERNONIA SCHOOL DISTRICT 47J
 118 WEST HILLS COMMUNITY CHURCH
 119 WEST LINN WILSONVILLE SCHOOL DISTRICT
 120 WHITEAKER MONTESSORI SCHOOL
 121 YONCALLA SCHOOL DISTRICT NO.32
 1 CONGREGATION OF CHRISTIAN BROTHERS OF HAWAII, INC.
 2 EMMANUAL LUTHERAN SCHOOL
 3 HANAHAU'OLI SCHOOL
 4 HAWAII TECHNOLOGY ACADEMY
 5 ISLAND SCHOOL
 6 KAMEHAMEHA SCHOOLS
 7 KE KULA O S. M. KAMAKAU
 8 MARYKNOLL SCHOOL
 9 PACIFIC BUDDHIST ACADEMY

No. Nonprofit & Other

1 211INFO

2	ACUMENTRA HEALTH	74	FOUNDATIONS FOR A BETTER OREGON
3	ADDICTIONS RECOVERY CENTER, INC	75	FRIENDS OF THE CHILDREN
4	ALLFOURONE/CRESTVIEW CONFERENCE CTR.	76	GATEWAY TO COLLEGE NATIONAL NETWORK
5	ALVORD-TAYLOR INDEPENDENT LIVING SERVICES	77	GOAL ONE COALITION
6	ALZHEIMERS NETWORK OF OREGON	78	GOLD BEACH POLICE DEPARTMENT
7	ASHLAND COMMUNITY HOSPITAL	79	GOOD SHEPHERD COMMUNITIES
8	ATHENA LIBRARY FRIENDS ASSOCIATION	80	GOODWILL INDUSTRIES OF LANE AND SOUTH COAST COUNTIES
9	BARLOW YOUTH FOOTBALL	81	GRANT PARK CHURCH
10	BAY AREA FIRST STEP, INC.	82	GRANTS PASS MANAGEMENT SERVICES, DBA
11	BENTON HOSPICE SERVICE	83	GREATER HILLSBORO AREA CHAMBER OF COMMERCE
12	BETHEL CHURCH OF GOD	84	HALFWAY HOUSE SERVICES, INC.
13	BIRCH COMMUNITY SERVICES, INC.	85	HEARING AND SPEECH INSTITUTE INC
14	BLACHLY LANE ELECTRIC COOPERATIVE	86	HELP NOW! ADVOCACY CENTER
15	BLIND ENTERPRISES OF OREGON	87	HIGHLAND HAVEN
16	BONNEVILLE ENVIRONMENTAL FOUNDATION	88	HIGHLAND UNITED CHURCH OF CHRIST
17	BOYS AND GIRLS CLUBS OF PORTLAND METROPOLITAN AREA	89	HIV ALLIANCE, INC
18	BROAD BASE PROGRAMS INC.	90	HOUSING AUTHORITY OF LINCOLN COUNTY
19	CANBY FOURSQUARE CHURCH	91	HOUSING AUTHORITY OF PORTLAND
20	CANCER CARE RESOURCES	92	HOUSING NORTHWEST
21	CASCADIA BEHAVIORAL HEALTHCARE	93	INDEPENDENT INSURANCE AGENTS AND BROKERS OF OREGON
22	CASCADIA REGION GREEN BUILDING COUNCIL	94	INTERNATIONAL SOCIETY FOR TECHNOLOGY IN EDUCATION
23	CATHOLIC CHARITIES	95	INTERNATIONAL SUSTAINABLE DEVELOPMENT FOUNDATION
24	CATHOLIC COMMUNITY SERVICES	96	IRCO
25	CENTER FOR RESEARCH TO PRACTICE	97	JASPER MOUNTAIN
26	CENTRAL BIBLE CHURCH	98	JUNIOR ACHIEVEMENT
27	CENTRAL CITY CONCERN	99	KLAMATH HOUSING AUTHORITY
28	CENTRAL DOUGLAS COUNTY FAMILY YMCA	100	LA CLINICA DEL CARINO FAMILY HEALTH CARE CENTER
29	CENTRAL OREGON COMMUNITY ACTION AGENCY NETWORK	101	LA GRANDE UNITED METHODIST CHURCH
30	CHILDPEACE MONTESSORI	102	LANE ELECTRIC COOPERATIVE
31	CITY BIBLE CHURCH	103	LANE MEMORIAL BLOOD BANK
32	CLACKAMAS RIVER WATER	104	LANECO FEDERAL CREDIT UNION
33	CLASSROOM LAW PROJECT	105	LAUREL HILL CENTER
34	COAST REHABILITATION SERVICES	106	LIFEWORCS NW
35	COLLEGE HOUSING NORTHWEST	107	LIVING WAY FELLOWSHIP
36	COLUMBIA COMMUNITY MENTAL HEALTH	108	LOAVES & FISHES CENTERS, INC.
37	COMMUNITY ACTION ORGANIZATION	109	LOCAL GOVERNMENT PERSONNEL INSTITUTE
38	COMMUNITY ACTION TEAM, INC.	110	LOOKING GLASS YOUTH AND FAMILY SERVICES
39	COMMUNITY CANCER CENTER	111	MACDONALD CENTER
40	COMMUNITY HEALTH CENTER, INC	112	MAKING MEMORIES BREAST CANCER FOUNDATION, INC.
41	COMMUNITY VETERINARY CENTER	113	METRO HOME SAFETY REPAIR PROGRAM
42	CONFEDERATED TRIBES OF GRAND RONDE	114	METROPOLITAN FAMILY SERVICE
43	CONSERVATION BIOLOGY INSTITUTE	115	MID COLUMBIA COUNCIL OF GOVERNMENTS
44	CONTEMPORARY CRAFTS MUSEUM AND GALLERY	116	MID-COLUMBIA CENTER FOR LIVING
45	CORVALLIS MOUNTAIN RESCUE UNIT	117	MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY, INC
46	COVENANT CHRISTIAN HOOD RIVER	118	MORNING STAR MISSIONARY BAPTIST CHURCH
47	COVENANT RETIREMENT COMMUNITIES	119	MORRISON CHILD AND FAMILY SERVICES
48	DECISION SCIENCE RESEARCH INSTITUTE, INC.	120	MOSAIC CHURCH
49	DELIGHT VALLEY CHURCH OF CHRIST	121	NATIONAL PSORIASIS FOUNDATION
50	DOGS FOR THE DEAF, INC.	122	NATIONAL WILD TURKEY FEDERATION
51	DOUGLAS ELECTRIC COOPERATIVE, INC.	123	NEW AVENUES FOR YOUTH INC
52	EAST HILL CHURCH	124	NEW BEGINNINGS CHRISTIAN CENTER
53	EAST SIDE FOURSQUARE CHURCH	125	NEW HOPE COMMUNITY CHURCH
54	EAST WEST MINISTRIES INTERNATIONAL	126	NEWBERG FRIENDS CHURCH
55	EDUCATIONAL POLICY IMPROVEMENT CENTER	127	NORTH BEND CITY- COOS/JURRY HOUSING AUTHORITY
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57	EMERALD PUD	129	NORTHWEST LINE JOINT APPRENTICESHIP & TRAINING COMMITTEE
58	EMMAUS CHRISTIAN SCHOOL	130	NORTHWEST REGIONAL EDUCATIONAL LABORATORY
59	EN AVANT, INC.	131	NORTHWEST YOUTH CORPS
60	ENTERPRISE FOR EMPLOYMENT AND EDUCATION	132	OCHIN
61	EUGENE BALLET COMPANY	133	OHSU FOUNDATION
62	EUGENE SYMPHONY ASSOCIATION, INC.	134	OLIVET BAPTIST CHURCH
63	EUGENE WATER & ELECTRIC BOARD	135	OMNIMEDIX INSTITUTE
64	EVERGREEN AVIATION MUSEUM AND CAP. MICHAEL KING.	136	OPEN MEADOW ALTERNATIVE SCHOOLS, INC.
65	FAIR SHARE RESEARCH AND EDUCATION FUND	137	OREGON BALLET THEATRE
66	FAITH CENTER	138	OREGON CITY CHURCH OF THE NAZARENE
67	FAITHFUL SAVIOR MINISTRIES	139	OREGON COAST COMMUNITY ACTION
68	FAMILIES FIRST OF GRANT COUNTY, INC.	140	OREGON DEATH WITH DIGNITY
69	FANCONI ANEMIA RESEARCH FUND INC.	141	OREGON DONOR PROGRAM
70	FARMWORKER HOUSING DEV CORP	142	OREGON EDUCATION ASSOCIATION
71	FIRST CHURCH OF THE NAZARENE	143	OREGON ENVIRONMENTAL COUNCIL
72	FIRST UNITARIAN CHURCH	144	OREGON MUSUEM OF SCIENCE AND INDUSTRY
73	FORD FAMILY FOUNDATION	145	OREGON PROGRESS FORUM

146	OREGON REPERTORY SINGERS	218	SUSTAINABLE NORTHWEST
147	OREGON STATE UNIVERSITY ALUMNI ASSOCIATION	219	TENAS ILLAHEE CHILDCARE CENTER
148	OREGON SUPPORTED LIVING PROGRAM	220	THE EARLY EDUCATION PROGRAM, INC.
149	OSLC COMMUNITY PROGRAMS	221	THE NATIONAL ASSOCIATION OF CREDIT MANAGEMENT-OREGON, INC.
150	OUTSIDE IN	222	THE NEXT DOOR
151	OUTSIDE IN	223	THE OREGON COMMUNITY FOUNDATION
152	PACIFIC CASCADE FEDERAL CREDIT UNION	224	THE SALVATION ARMY - CASCADE DIVISION
153	PACIFIC FISHERY MANAGEMENT COUNCIL	225	TILLAMOOK CNTY WOMENS CRISIS CENTER
154	PACIFIC INSTITUTES FOR RESEARCH	226	TILLAMOOK ESTUARIES PARTNERSHIP
155	PACIFIC STATES MARINE FISHERIES COMMISSION	227	TOUCHSTONE PARENT ORGANIZATION
156	PARALYZED VETERANS OF AMERICA	228	TRAILS CLUB
157	PARTNERSHIPS IN COMMUNITY LIVING, INC.	229	TRAINING EMPLOYMENT CONSORTIUM
158	PENDLETON ACADEMIES	230	TRI-COUNTY HEALTH CARE SAFETY NET ENTERPRISE
159	PENTAGON FEDERAL CREDIT UNION	231	TRILLIUM FAMILY SERVICES, INC.
160	PLANNED PARENTHOOD OF SOUTHWESTERN OREGON	232	UMPQUA COMMUNITY DEVELOPMENT CORPORATION
161	PORT CITY DEVELOPMENT CENTER	233	UNION GOSPEL MISSION
162	PORTLAND ART MUSEUM	234	UNITED CEREBRAL PALSY OF OR AND SW WA
163	PORTLAND BUSINESS ALLIANCE	235	UNITED WAY OF THE COLUMBIA WILLAMETTE
164	PORTLAND HABILITATION CENTER, INC.	236	US CONFERENCE OF MENONNITE BRETHREN CHURCHES
165	PORTLAND SCHOOLS FOUNDATION	237	US FISH AND WILDLIFE SERVICE
166	PORTLAND WOMENS CRISIS LINE	238	USAGENCIES CREDIT UNION
167	PREGNANCY RESOUCE CENTERS OF GRETER PORTLAND	239	VERMONT HILLS FAMILY LIFE CENTER
168	PRINGLE CREEK SUSTAINABLE LIVING CENTER	240	VIRGINIA GARCIA MEMORIAL HEALTH CENTER
169	PUBLIC DEFENDER SERVICES OF LANE COUNTY, INC.	241	VOLUNTEERS OF AMERICA OREGON
170	QUADRIPLLEGICS UNITED AGAINST DEPENDENCY, INC.	242	WE CARE OREGON
171	REBUILDING TOGETHER - PORTLAND INC.	243	WESTERN RIVERS CONSERVANCY
172	REGIONAL ARTS AND CULTURE COUNCIL	244	WESTERN STATES CENTER
173	RELEVANT LIFE CHURCH	245	WESTSIDE BAPTIST CHURCH
174	RENEWABLE NORTHWEST PROJECT	246	WILD SALMON CENTER
175	ROGUE FEDERAL CREDIT UNION	247	WILLAMETTE FAMILY
176	ROSE VILLA, INC.	248	WILLAMETTE VIEW INC.
177	SACRED HEART CATHOLIC DAUGHTERS	249	WOODBURN AREA CHAMBER OF COMMERCE
178	SAIF CORPORATION	250	WORD OF LIFE COMMUNITY CHURCH
179	SAINT ANDREW NATIVITY SCHOOL	251	WORKSYSTEMS INC
180	SAINT CATHERINE OF SIENA CHURCH	252	YOUTH GUIDANCE ASSOC.
181	SAINT JAMES CATHOLIC CHURCH	253	YWCA SALEM
182	SALEM ALLIANCE CHURCH	1	ALOCHOLIC REHABILITATION SVS OF HI INC DBA HINA MAUKA
183	SALEM ELECTRIC	2	ALOHACARE
184	SALMON-SAFE INC.	3	AMERICAN LUNG ASSOCIATION
185	SCIENCEWORKS	4	BISHOP MUSEUM
186	SE WORKS	5	BUILDING INDUSTRY ASSOCIATION OF HAWAII
187	SECURITY FIRST CHILD DEVELOPMENT CENTER	6	CTR FOR CULTURAL AND TECH INTERCHNG BETW EAST AND WEST
188	SELF ENHANCEMENT INC.	7	EAH, INC.
189	SERENITY LANE	8	EASTER SEALS HAWAII
190	SEXUAL ASSAULT RESOURCE CENTER	9	GOODWILL INDUSTRIES OF HAWAII, INC.
191	SEXUAL ASSAULT RESOURCE CENTER	10	HABITAT FOR HUMANITY MAUI
192	SHELTERCARE	11	HALE MAHAOLU
193	SHERIDAN JAPANESE SCHOOL FOUNDATION	12	HAROLD K.L. CASTLE FOUNDATION
194	SHERMAN DEVELOPMENT LEAGUE, INC.	13	HAWAII AGRICULTURE RESEARCH CENTER
195	SILVERTON AREA COMMUNITY AID	14	HAWAII EMPLOYERS COUNCIL
196	SISKIYOU INITIATIVE	15	HAWAII FAMILY LAW CLINIC DBA ALA KUOLA
197	SMART	16	HONOLULU HABITAT FOR HUMANITY
198	SOCIAL VENTURE PARTNERS PORTLAND	17	IUPAT, DISTRICT COUNCIL 50
199	SOUTH COAST HOSPICE, INC.	18	LANAKILA REHABILITATION CENTER INC.
200	SOUTH LANE FAMILY NURSERY DBA FAMILY RELIEF NURSE	19	LEEWARD HABITAT FOR HUMANITY
201	SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.	20	MAUI COUNTY FCU
202	SOUTHERN OREGON HUMANE SOCIETY	21	MAUI ECONOMIC DEVELOPMENT BOARD
203	SPARC ENTERPRISES	22	MAUI ECONOMIC OPPORTUNITY, INC.
204	SPIRIT WIRELESS	23	MAUI FAMILY YMCA
205	SPONSORS, INC.	24	NA HALE O MAUI
206	SPOTLIGHT THEATRE OF PLEASANT HILL	25	NA LEI ALOHA FOUNDATION
207	SPRINGFIELD UTILITY BOARD	26	NETWORK ENTERPRISES, INC.
208	ST VINCENT DE PAUL	27	ORI ANUENUE HALE, INC.
209	ST. ANTHONY CHURCH	28	PARTNERS IN DEVELOPMENT FOUNDATION
210	ST. ANTHONY SCHOOL	29	POLYNESIAN CULTURAL CENTER
211	ST. MARYS OF MEDFORD, INC.	30	PUNAHOU SCHOOL
212	ST. VINCENT DEPAUL OF LANE COUNTY	31	ST. THERESA CHURCH
213	STAND FOR CHILDREN	32	WAIANAEE COMMUNITY OUTREACH
214	STAR OF HOPE ACTIVITY CENTER INC.	33	WAILUKU FEDERAL CREDIT UNION
215	SUMMIT VIEW COVENANT CHURCH	34	YMCA OF HONOLULU
216	SUNNYSIDE FOURSQUARE CHURCH		
217	SUNRISE ENTERPRISES	No.	Special/Independent Districts

1 BAY AREA HOSPITAL DISTRICT
 2 CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
 3 CENTRAL OREGON IRRIGATION DISTRICT
 4 CHEHALEM PARK AND RECREATION DISTRICT
 5 CITY COUNTY INSURANCE SERVICES
 6 CLEAN WATER SERVICES
 7 COLUMBIA 911 COMMUNICATIONS DISTRICT
 8 COLUMBIA RIVER PUD
 9 DESCHUTES COUNTY RFPD NO.2
 10 DESCHUTES PUBLIC LIBRARY SYSTEM
 11 EAST MULTNOMAH SOIL AND WATER CONSERVANCY
 12 GASTON RURAL FIRE DEPARTMENT
 13 GLADSTONE POLICE DEPARTMENT
 14 GLENDALE RURAL FIRE DISTRICT
 15 HOODLAND FIRE DISTRICT NO.74
 16 HOODLAND FIRE DISTRICT #74
 17 HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY
 18 KLAMATH COUNTY 9-1-1
 19 LANE EDUCATION SERVICE DISTRICT
 20 LANE TRANSIT DISTRICT
 21 MALIN COMMUNITY PARK AND RECREATION DISTRICT
 22 MARION COUNTY FIRE DISTRICT #1
 23 METRO
 24 METROPOLITAN EXPOSITION-RECREATION COMMISSION
 25 MONMOUTH - INDEPENDENCE NETWORK
 26 MULTONAH COUNTY DRAINAGE DISTRICT #1
 27 NEAH KAH NIE WATER DISTRICT
 28 NW POWER POOL
 29 OAK LODGE WATER DISTRICT
 30 OR INT'L PORT OF COOS BAY
 31 PORT OF ST HELENS
 32 PORT OF UMPQUA
 33 REGIONAL AUTOMATED INFORMATION NETWORK
 34 RIVERGROVE WATER DISTRICT
 35 SALEM AREA MASS TRANSIT DISTRICT
 36 SANDY FIRE DISTRICT NO. 72
 37 SUNSET EMPIRE PARK AND RECREATION
 38 THE NEWPORT PARK AND RECREATION CENTER

39 THE PORT OF PORTLAND
 40 TILLAMOOK PEOPLES UTILITY DISTRICT
 41 TUALATIN HILLS PARK AND RECREATION DISTRICT
 42 TUALATIN VALLEY FIRE & RESCUE
 43 TUALATIN VALLEY WATER DISTRICT
 44 UNION SOIL & WATER CONSERVATION DISTRICT
 45 WEST MULTNOMAH SOIL AND WATER CONSERVATION DISTRICT
 46 WEST VALLEY HOUSING AUTHORITY
 47 WILLAMALANE PARK AND RECREATION DISTRICT
 48 YOUNGS RIVER LEWIS AND CLARK WATER DISTRICT

No. State Agencies

1 BOARD OF MEDICAL EXAMINERS
 2 OFFICE OF MEDICAL ASSISTANCE PROGRAMS
 3 OFFICE OF THE STATE TREASURER
 4 OREGON BOARD OF ARCHITECTS
 5 OREGON CHILD DEVELOPMENT COALITION
 6 OREGON DEPARTMENT OF EDUCATION
 7 OREGON DEPARTMENT OF FORESTRY
 8 OREGON DEPT OF TRANSPORTATION
 9 OREGON DEPT. OF EDUCATION
 10 OREGON LOTTERY
 11 OREGON OFFICE OF ENERGY
 12 OREGON STATE BOARD OF NURSING
 13 OREGON STATE POLICE
 14 OREGON TOURISM COMMISSION
 15 OREGON TRAVEL INFORMATION COUNCIL
 16 SANTIAM CANYON COMMUNICATION CENTER
 17 SEIU LOCAL 503, OPEU
 1 ADMIN. SERVICES OFFICE
 2 HAWAII CHILD SUPPORT ENFORCEMENT AGENCY
 3 HAWAII HEALTH SYSTEMS CORPORATION
 4 SOH- JUDICIARY CONTRACTS AND PURCH
 5 STATE DEPARTMENT OF DEFENSE
 6 STATE OF HAWAII
 7 STATE OF HAWAII
 8 STATE OF HAWAII, DEPT. OF EDUCATION

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Business Name	Charter No.	Type	Status	Created	Registered Agent Name
<u>BUSCHART OFFICE PRODUCTS, INC.</u>	<u>00232459</u>	Gen. Business - For Profit (Domestic)	Inactive - Merged	7/2/1981	<u>ALAN G. JOHNSON</u>
<i><u>OFFICE ESSENTIALS, INC. (previous name)</u></i>					
<u>OFFICE ESSENTIALS INC.</u>	<u>00496309</u>	Gen. Business - For Profit (Domestic)	Good Standing	5/9/2001	<u>JAMES H. PORTER</u>

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Filing Type Acceptance of a General Business to a Non Pr

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General Information	Filings	Address	Contact(s)
Name(s) OFFICE ESSENTIALS INC.		Address Office Essentials Inc. 1834 walton road St. Louis, MO 63114	
Type Gen. Business - For Profit		Charter No. 00496309	
Domesticity Domestic		Status Good Standing	
Registered Agent JAMES H PORTER 1834 WALTON RD. St. Louis, MO 63114		Date Formed 5/9/2001	
Duration Perpetual			
Renewal Month January			
Report Due 4/30/2015			

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Entity	Business World Ltd	Status: Active
DUNS: 090537903	CAGE Code: 1KJK7	View Details
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 02/18/2015	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		
Entity	OFFICE INTERIORS, INC.	Status: Active
DUNS: 070270202	CAGE Code: 0M4R1	View Details
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 09/04/2015	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		
Entity	ZIA OFFICE ESSENTIALS, LLC	Status: Active
DUNS: 968407424	CAGE Code: 6EH60	View Details
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 07/13/2015	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		
Entity	OFFICE ESSENTIALS INC.	Status: Active
DUNS: 030232115	CAGE Code: 3LEF8	View Details
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 04/07/2015	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		

Glossary

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OFFICE ESSENTIALS INC.
DUNS: 030232115 CAGE Code: 3LEF8
Status: Active

1834 WALTON RD
SAINT LOUIS, MO, 63114-5820 ,
UNITED STATES

Expiration Date: 04/07/2015
Purpose of Registration: All Awards

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Entity Overview

Entity Information

Name: OFFICE ESSENTIALS INC.
Business Type: Business or Organization
POC Name: Charles Himes
Registration Status: Active
Activation Date: 04/07/2014
Expiration Date: 04/07/2015

Exclusions

Active Exclusion Records? No



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CORPORATION/LLC SEARCH RESULTS

Search Criteria: **AMERICAN OFFICE PRODUCTS DISTRIBUTORS, INC.**

Entity Type	File Number	Corporation/LLC Name
CORP MST	51875516	<u>AMERICAN OFFICE PRODUCTS DISTRIBUTORS, INC.</u>

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CORPORATION FILE DETAIL REPORT

Entity Name	AMERICAN OFFICE PRODUCTS DISTRIBUTORS, INC.	File Number	51875516
Status	ACTIVE		
Entity Type	CORPORATION	Type of Corp	NOT-FOR-PROFIT
Incorporation Date (Domestic)	10/10/1979	State	ILLINOIS
Agent Name	SHARON A STEPIEN	Agent Change Date	11/24/2004
Agent Street Address	1652 E MAIN ST STE 220	President Name & Address	
Agent City	ST CHARLES	Secretary Name & Address	
Agent Zip	60174	Duration Date	PERPETUAL
Annual Report Filing Date	09/15/2014	For Year	2014

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Purchase Certificate of Good Standing
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Search Results

Current Search Terms: american* office* products* distributors* Inc.*

Your search for "American* Office* Products* Distributors* Inc.*" returned the following results...

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity	AOPD, INC.	Status: Active
DUNS: 170631746	CAGE Code: 33WL7	[View Details]
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 09/08/2015	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		

Entity	AMERICAN OFFICE PRODUCTS DISTRIBUTORS, INC.	Status: Active
DUNS: 039636337	CAGE Code: 3E6Y9	[View Details]
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 09/08/2015	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		

Glossary

Search

Results

Entity

Exclusion

Search

Filters

By Record Status

By Functional Area - Entity Management

By Functional Area - Performance Information

SAM | System for Award Management 1.0

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[Exclusions](#)

[Active Exclusions](#)

[Inactive Exclusions](#)

[Excluded Family Members](#)

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AMERICAN OFFICE PRODUCTS DISTRIBUTORS, INC.

DUNS: 039636337 CAGE Code: 3E6Y9

Status: Active

1652 E MAIN ST STE 220

SAINT CHARLES, IL, 60174-4702 ,

UNITED STATES

Expiration Date: 09/08/2015

Purpose of Registration: All Awards

Entity Overview

Entity Information

Name: AMERICAN OFFICE PRODUCTS DISTRIBUTORS, INC.

Doing Business As: A O P D

Business Type: Business or Organization

POC Name: Sharon Stepien

Registration Status: Active

Activation Date: 09/08/2014

Expiration Date: 09/08/2015

Exclusions

Active Exclusion Records? No



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Entity Dashboard

AOPD, INC.
DUNS: 170631746 CAGE Code: 33WL7
Status: Active

1652 E MAIN ST
SAINT CHARLES, IL, 60174-4700 ,
UNITED STATES

Expiration Date: 09/08/2015
Purpose of Registration: All Awards

[Entity Overview](#)

[Entity Record](#)

[Core Data](#)

[Assertions](#)

[Reps & Certs](#)

[POCs](#)

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[Service Contract Report](#)

[BioPreferred Report](#)

[Exclusions](#)

[Active Exclusions](#)

[Inactive Exclusions](#)

[Excluded Family Members](#)

RETURN TO SEARCH

Entity Overview

Entity Information

Name: AOPD, INC.
Doing Business As: AMERICAN OFFICE PRODUCTS DISTRIBUTORS
Business Type: Business or Organization
POC Name: Sharon Stepien
Registration Status: Active
Activation Date: 09/08/2014
Expiration Date: 09/08/2015

Exclusions

Active Exclusion Records? No



CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 15

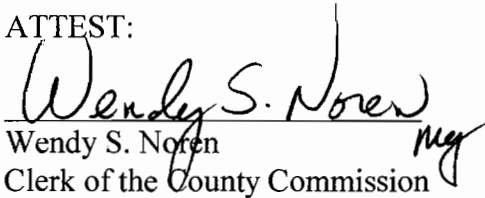
In the County Commission of said county, on the 22nd day of January 20 15

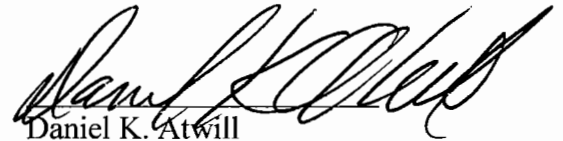
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the attached order authorizing and directing the issuance, sale and delivery of \$13,320,000 principal amount of special obligation bonds (Emergency Communications Center Project) Series 2015, of Boone County Missouri; and authorizing and approving certain documents and actions in connection with the issuance.

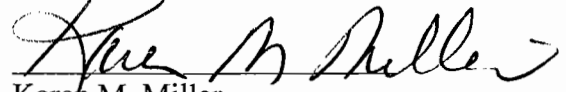
Done this 22nd day of January, 2015.

ATTEST:

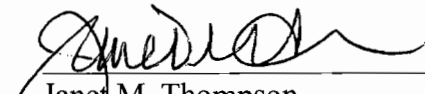

Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

RESOLUTION AND ORDER

OF

BOONE COUNTY, MISSOURI

PASSED

JANUARY 22, 2015

\$13,320,000
SPECIAL OBLIGATION BONDS
(EMERGENCY COMMUNICATIONS CENTER PROJECT)
SERIES 2015

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- Exhibit A – Form of Bond
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- Exhibit C – Form of Continuing Disclosure Agreement
- Exhibit D – Form of Federal Tax Certificate

RESOLUTION AND ORDER AUTHORIZING AND DIRECTING THE ISSUANCE, SALE AND DELIVERY OF \$13,320,000 PRINCIPAL AMOUNT OF SPECIAL OBLIGATION BONDS (EMERGENCY COMMUNICATIONS CENTER PROJECT), SERIES 2015, OF BOONE COUNTY, MISSOURI; PRESCRIBING THE FORM AND DETAILS OF SAID BONDS; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH.

WHEREAS, Boone County, Missouri (the “County”), is a county of the first class and political subdivision of the State of Missouri, duly created, organized and existing under and by virtue of the constitution and laws of the State of Missouri; and

WHEREAS, the County is authorized under the provisions of Article VI, Section 26(a) of the Constitution of Missouri, as amended, and Sections 49.520 to 49.580, of the Revised Statutes of Missouri, as amended (the “Act”), to acquire land and purchase and construct buildings and appurtenances to be used for proper county purposes and to borrow money and issue negotiable bonds when authorized by an order of the governing body of the County; and

WHEREAS, the Bonds, when issued, are payable from all legally available funds, subject to annual appropriation by the County; the Bonds do not, however, constitute general obligations or indebtedness of the County within the meaning of any constitutional or statutory limitation or provision, and that County has not pledged general tax revenues, funds or moneys of the County to pay the Bonds; and

WHEREAS, the County can only obligate itself to make such payments for one year but with an option to continue to use and occupy the building so long as it shall make the payments herein provided for; and

WHEREAS, it is hereby found and determined that it is necessary and advisable and in the best interest of the County and its inhabitants that bonds be issued and secured in the form and manner as hereinafter provided to provide funds to construct, improve and equip a consolidated 911 Call Center, Office of Emergency Management, and Emergency Operations Center, known collectively as the Emergency Communications Center (ECC), including the acquisition and installation of all hardware, software, radio, and call-taking technology and equipment (the “Project”); and

WHEREAS, all of the Bonds so authorized have been duly sold, and it is necessary at this time to authorize the issuance and delivery of said Bonds for the purposes aforesaid;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE COUNTY COMMISSION OF BOONE COUNTY, MISSOURI, AS FOLLOWS:

ARTICLE I

DEFINITIONS

Section 101. Definitions of Words and Terms. In addition to words and terms defined elsewhere herein, the following words and terms as used in this Order shall have the following meanings:

“**Arbitrage Instructions**” means the Arbitrage Instructions attached to the County’s Federal Tax Certificate delivered concurrently with the issuance of the Bonds, as the same may be amended or supplemented in accordance with the provisions thereof.

“Bondowner” or **“Registered Owner”** when used with respect to any Bond means the Person in whose name such Bond is registered on the Bond Register.

“Bond Payment Dates” means any date on which principal of or interest on any Bond is payable.

“Bond Register” means the books for the registration, transfer and exchange of Bonds kept at the office of the Paying Agent.

“Bonds” means the Special Obligation Bonds (Emergency Communications Center Project), Series 2015, authorized and issued by the County pursuant to this Order.

“Business Day” means a day other than a Saturday, Sunday or holiday on which the Paying Agent shall be scheduled in the normal course of its operations to be open to the public for conduct of its banking operations.

“Cede & Co.” means Cede & Co., as nominee name of The Depository Trust Company, New York, New York, and any successor nominee with respect to the Bonds.

“Code” means the Internal Revenue Code of 1986, as amended, and the applicable regulations of the Treasury Department proposed or promulgated thereunder.

“Continuing Disclosure Agreement” means the Continuing Disclosure Undertaking dated February 4, 2015, delivered by the County and substantially in the form attached to this Order as **Exhibit C**.

“County” means Boone County, Missouri, and any successors or assigns.

“Debt Service Fund” means the fund by that name referred to in **Section 501** hereof.

“Defaulted Interest” means interest on any Bond that is payable but not paid on any Interest Payment Date.

“Defeasance Obligations” means any of the following obligations:

(a) United States Government Obligations that are not subject to redemption in advance of their maturity dates; or

(b) obligations of any state or political subdivision of any state, the interest on which is excluded from gross income for federal income tax purposes and which meet the following conditions:

(1) the obligations are (i) not subject to redemption prior to maturity or (ii) the trustee for such obligations has been given irrevocable instructions concerning their calling and redemption and the issuer of such obligations has covenanted not to redeem such obligations other than as set forth in such instructions;

(2) the obligations are secured by cash or United States Government Obligations that may be applied only to principal of, premium, if any, and interest payments on such obligations;

(3) such cash and the principal of and interest on such United States Government Obligations (plus any cash in the escrow fund) are sufficient to meet the liabilities of the obligations;

(4) such cash and United States Government Obligations serving as security for the obligations are held in an escrow fund by an escrow agent or a trustee irrevocably in trust;

(5) such cash and United States Government Obligations are not available to satisfy any other claims, including those against the trustee or escrow agent; and

(6) the obligations are rated the same rating afforded United States Government Obligations by any NRSRO.

“Federal Tax Certificate” means the Federal Tax Certificate dated February 4, 2015, delivered by the County and substantially in the form attached to this Order as **Exhibit D**.

“Interest Payment Date” means the Stated Maturity of an installment of interest on any Bond.

“Maturity” when used with respect to any Bond means the date on which the principal of such Bond becomes due and payable as therein and herein provided, whether at the Stated Maturity thereof or call for redemption or otherwise.

“NRSRO” means a nationally-recognized statistical rating organization registered within the United States Securities and Exchange Commission.

“Order” means this Resolution and Order passed by the governing body of the County, authorizing the issuance of the Bonds.

“Outstanding” means, when used with reference to Bonds, as of any particular date of determination, all Bonds theretofore authenticated and delivered hereunder, except the following Bonds:

(a) Bonds theretofore cancelled by the Paying Agent or delivered to the Paying Agent for cancellation;

(b) Bonds deemed to be paid in accordance with the provisions of **Section 701** hereof; and

(c) Bonds in exchange for or in lieu of which other Bonds have been authenticated and delivered hereunder.

“Participants” means those financial institutions for whom the Securities Depository effects book-entry transfers and pledges of securities deposited with the Securities Depository, as such listing of Participants exists at the time of such reference.

“Paying Agent” means UMB Bank, N.A., in St. Louis, Missouri, and any successors or assigns.

“Permitted Investments” means any of the following securities, if and to the extent the same are at the time legal for investment of the County’s funds:

(a) United States Government Obligations;

- (b) certificates of deposit or time deposits, whether negotiable or nonnegotiable, issued by any bank or trust company organized under the laws of the United States or any state, provided that such certificates of deposit or time deposits shall be either (1) continuously and fully insured by the Federal Deposit Insurance Corporation, or (2) continuously and fully secured by United States Government Obligations which shall have a market value, exclusive of accrued interest, at all times at least equal to the principal amount of such certificates of deposit or time deposits;
- (c) direct obligations of (including obligations issued or held in book entry form on the books of) the Department of Treasury of the United States of America;
- (d) obligations of any of the following federal agencies which obligations represent the full faith and credit of the United States of America, including:
 - Export - Import Bank,
 - Farm Credit System Financial Assistance Corporation,
 - Rural Economic Community Development Administration (formerly the Farmers Home Administration),
 - General Services Administration,
 - U.S. Maritime Administration,
 - Small Business Administration,
 - Government National Mortgage Association (GNMA),
 - U.S. Department of Housing & Urban Development (PHA's),
 - Federal Housing Administration, and
 - Federal Financing Bank;
- (e) direct obligations of any of the following federal agencies which obligations are not fully guaranteed by the full faith and credit of the United States of America:
 - Senior debt obligations issued by the Federal National Mortgage Association (FNMA) or Federal Home Loan Mortgage Corporation (FHLMC),
 - Obligations of the Resolution Funding Corporation (REFCORP), and
 - Senior debt obligations of the Federal Home Loan Bank System;
- (f) banker's acceptances with domestic commercial banks which have a short term rating at the time of purchase in the single highest classification from one NRSRO, and which mature not more than 180 days after the date of purchase. (Ratings on holding companies are not considered as the rating of the bank);
- (g) commercial paper issued by an issuer with at least \$250,000,000 in commercial paper outstanding, which has a short term rating at the time of purchase in the single highest classification from two NRSROs and a long term rating of "A" from at least one NRSRO, and which matures not more than 270 days after the date of purchase;
- (h) Repurchase Agreements, which must meet the following criteria:

Repurchase agreements provide for the transfer of securities from a dealer bank or securities firm (seller/borrower) to a municipal entity (buyer/lender), and the transfer of cash from a municipal entity to the dealer bank or securities firm with an agreement that

the dealer bank or securities firm will repay the cash plus a yield to the municipal entity in exchange for the securities at a specific date.

- (1) Repos must be between the Paying Agent and a dealer bank or securities firm
 - (A) Primary dealers on the Federal Reserve reporting dealer list which are rated in the third highest rating category or better (without respect to modifiers) by any two NRSROs, or
 - (B) Banks rated in the third highest rating category or better (without respect to modifiers) by any two NRSROs.
- (2) The written repo contract must include the following:
 - (A) Securities which are acceptable for transfer are:
 - (i) Direct United States Government Obligations, or
 - (ii) Obligations described in clause (d), (e) or (f) above.
 - (B) The term of the repo may be up to 30 days
 - (C) The collateral must be delivered to the municipal entity, trustee (if trustee is not supplying the collateral) or third party acting as agent for the trustee (if the trustee is supplying the collateral) before/simultaneous with payment (perfection by possession of certificated securities).
 - (D) Valuation of Collateral
 - (i) The securities must be valued weekly, marked-to-market at current market price plus accrued interest
 - (a) The value of collateral must be equal to **104%** of the amount of cash transferred by the municipal entity to the dealer bank or security firm under the repo plus accrued interest. If the value of securities held as collateral slips below **104%** of the value of cash transferred by municipality, then additional cash and/or acceptable securities must be transferred. If, however, the securities used as collateral are FNMA or FHLMC, then the value of collateral must equal **105%**.
- (3) Legal opinion which must be delivered to the Paying Agent:
 - (A) Repo meets guidelines under state law for legal investment of public funds.
 - (i) any other securities or investments that are lawful for the investment of moneys held in such funds or accounts under the laws of the State of Missouri.

“**Person**” means any natural person, corporation, partnership, joint venture, association, firm, joint-stock company, trust, unincorporated organization, or government or any agency or political subdivision thereof or other public body.

“**Project**” means the Project described in the recitals to this Order.

“**Project Fund**” means the fund by that name referred to in **Section 501** hereof.

“**Purchaser**” means Robert W. Baird & Co., Milwaukee, Wisconsin, the original purchaser of the Bonds.

“**Rebate Fund**” means the fund by that name referred to in **Section 501** hereof.

“**Record Date**” for the interest payable on any Interest Payment Date means the 15th day (whether or not a Business Day) of the calendar month next preceding such Interest Payment Date.

“**Redemption Date**” when used with respect to any Bond to be redeemed means the date fixed for such redemption pursuant to the terms of this Order.

“**Redemption Price**” when used with respect to any Bond to be redeemed means the price at which such Bond is to be redeemed pursuant to the terms of this Order, including the applicable redemption premium, if any, but excluding installments of interest whose Stated Maturity is on or before the Redemption Date.

“**Securities Depository**” means, initially, The Depository Trust Company, New York, New York, and its successors and assigns.

“**Special Record Date**” means the date fixed by the Paying Agent pursuant to **Section 204** hereof for the payment of Defaulted Interest.

“**Stated Maturity**” when used with respect to any Bond or any installment of interest thereon means the date specified in such Bond and this Order as the fixed date on which the principal of such Bond or such installment of interest is due and payable.

“**United States Government Obligations**” means bonds, notes, certificates of indebtedness, treasury bills or other securities constituting direct obligations of, or obligations the principal of and interest on which are fully and unconditionally guaranteed as to full and timely payment by, the United States of America, including evidences of a direct ownership interest in future interest or principal payments on obligations issued or guaranteed by the United States of America (including the interest component of obligations of the Resolution Funding Corporation), or securities which represent an undivided interest in such obligations, which obligations are held in a custodial account for the benefit of the County.

ARTICLE II

AUTHORIZATION OF BONDS

Section 201. Authorization of Bonds. There shall be issued and hereby are authorized and directed to be issued the Special Obligation Bonds (Emergency Communications Center Project), Series 2015 of the County in the principal amount of \$13,320,000 (the “Bonds”), for the purpose of paying a portion of the costs of the Project and the costs of issuing the Bonds.

Section 202. Description of Bonds. The Bonds shall consist of fully registered bonds without coupons, numbered from 1 upward, in denominations of \$5,000 or any integral multiple thereof. The Bonds, as originally issued or issued upon transfer, exchange or substitution, shall be substantially in the form set forth in **Exhibit A** attached hereto, and shall be subject to registration, transfer and exchange as provided in **Section 205** hereof. The Bonds shall be dated as of their initial delivery date, shall become due in the amounts on the Stated Maturities (subject to redemption prior to Stated Maturity as provided in **Article III** hereof), and shall bear interest at the rates per annum, as follows:

SERIAL BONDS

Stated Maturity <u>April 1</u>	Principal <u>Amount</u>	Annual Rate <u>of Interest</u>
2015	\$640,000	2.000%
2016	525,000	2.000
2017	540,000	2.000
2018	550,000	2.000
2019	560,000	2.000
2020	570,000	2.000
2021	585,000	2.000
2022	595,000	3.000
2023	615,000	3.000
2024	635,000	3.000
2025	655,000	3.000
2026	675,000	3.000
2027	695,000	3.000
2031	780,000	3.000
2032	805,000	3.000
2033	830,000	3.000
2034	855,000	3.125

TERM BONDS

Stated Maturity <u>April 1</u>	Principal <u>Amount</u>	Annual Rate <u>of Interest</u>
2030	\$2,210,000	3.000%

The Bonds shall bear interest at the above-specified rates (computed on the basis of a 360-day year of twelve 30-day months) from the date thereof or from the most recent Interest Payment Date to which interest has been paid or duly provided for, payable semiannually on April 1 and October 1 in each year, beginning on April 1, 2015.

Each of the Bonds, as originally issued or issued upon transfer, exchange or substitution, shall be in substantially the form set forth in **Exhibit A** attached hereto.

Section 203. Designation of Paying Agent. UMB Bank, N.A. in St. Louis, Missouri, is hereby designated as the County’s paying agent for the payment of principal of and interest on the Bonds, and as bond registrar with respect to the registration, transfer and exchange of Bonds (the “Paying Agent”).

The County will at all times maintain a Paying Agent meeting the qualifications herein described for the performance of the duties hereunder. The County reserves the right to appoint a successor Paying Agent by (1) filing with the Paying Agent then performing such function a certified copy of the proceedings giving notice of the termination of such Paying Agent and appointing a successor, and (2) causing notice of the appointment of the successor Paying Agent to be given to each Bondowner by first class mail. The Paying Agent may resign upon given written notice by first class mail to the County and the Bondowners not less than 60 days prior to the date such resignation is to take effect. No resignation or removal of the Paying Agent shall become effective until a successor has been appointed and has accepted the duties of Paying Agent.

Every Paying Agent appointed hereunder shall at all times be a commercial banking association or corporation or trust company located in the State of Missouri organized and in good standing doing business under the laws of the United States of America or of the State of Missouri, authorized under such laws to exercise trust powers and subject to supervision or examination by federal or state regulatory authority.

To the extent permitted by law, the County hereby agrees to indemnify and save harmless the Paying Agent from all losses, liabilities, costs and expenses, including attorney fees and expenses, which may be incurred by it as a result of its acceptance of or arising from the performance of its duties hereunder, unless such losses, liabilities, costs and expenses shall have resulted from the bad faith or negligence of the Paying Agent, and such indemnification shall survive its resignation or removal of the Paying Agent or the defeasance of the Bonds.

Section 204. Method and Place of Payment of Bonds. The principal of or Redemption Price and interest on the Bonds shall be payable in any coin or currency of the United States of America that, on the respective dates of payment thereof, is legal tender for the payment of public and private debts.

The principal or Redemption Price of each Bond shall be paid at Maturity by check or draft to the Person in whose name such Bond is registered on the Bond Register at the Maturity thereof, upon presentation and surrender of such Bond at the principal corporate trust office of the Paying Agent.

The interest payable on each Bond on any Interest Payment Date shall be paid to the Registered Owner of such Bond as shown on the Bond Register at the close of business on the Record Date for such interest by check or draft mailed by the Paying Agent to the address of such Registered Owner shown on the Bond Register on the Record Date, or in the case of an interest payment to any Registered Owner of \$1,000,000 or more in aggregate principal amount of Bonds, by electronic transfer to such Registered Owner upon written notice signed by such Registered Owner and given to the Paying Agent not less than 15 days prior to the Record Date for such interest, containing the electronic transfer instructions including the bank (which shall be in the continental United States), address, ABA routing number and account name and number to which such Registered Owner wishes to have such transfer directed.

Notwithstanding the foregoing provisions of this Section, any Defaulted Interest with respect to any Bond shall cease to be payable to the Registered Owner of such Bond on the relevant Record Date and shall be payable to the Registered Owner in whose name such Bond is registered at the close of business on the Special Record Date for the payment of such Defaulted Interest, which Special Record Date shall be fixed as hereinafter specified in this paragraph. The County shall notify the Paying Agent in writing of the amount of Defaulted Interest proposed to be paid on each Bond and the date of the proposed payment (which date shall be at least 30 days after receipt of such notice by the Paying Agent) and shall deposit with the Paying Agent at the time of such notice an amount of money equal to the aggregate amount proposed to be paid in respect of such Defaulted Interest or shall make arrangements satisfactory to the Paying Agent for such deposit prior to the date of the proposed payment. Following receipt of such funds the Paying Agent

shall fix a Special Record Date for the payment of such Defaulted Interest which shall be not more than 15 nor less than 10 days prior to the date of the proposed payment. The Paying Agent shall promptly notify the County of such Special Record Date and, in the name and at the expense of the County, shall cause notice of the proposed payment of such Defaulted Interest and the Special Record Date therefor to be mailed, by first class mail, postage prepaid, to each Registered Owner of a Bond entitled to such notice at the address of such Registered Owner as it appears on the Bond Register not less than 10 days prior to such Special Record Date.

The Paying Agent shall keep a record of payment of principal and Redemption Price of and interest on all Bonds and shall upon the written request of the County at least annually forward a copy or summary of such records to the County.

Section 205. Registration, Transfer and Exchange of Bonds. The County covenants that, as long as any of the Bonds remain Outstanding, it will cause the Bond Register to be kept at the office of the Paying Agent as herein provided. Each Bond when issued shall be registered in the name of the owner thereof on the Bond Register.

Bonds may be transferred and exchanged only on the Bond Register as provided in this Section. Upon surrender of any Bond at the principal payment office of the Paying Agent, the Paying Agent shall transfer or exchange such Bond for a new Bond or Bonds in any authorized denomination of the same Stated Maturity and in the same aggregate principal amount as the Bond that was presented for transfer or exchange. Bonds presented for transfer or exchange shall be accompanied by a written instrument or instruments of transfer or authorization for exchange, in a form and with guarantee of signature satisfactory to the Paying Agent, duly executed by the Registered Owner thereof or by the Registered Owner's duly authorized agent.

In all cases in which the privilege of transferring or exchanging Bonds is exercised, the Paying Agent shall authenticate and deliver Bonds in accordance with the provisions of this Order. The County shall pay the fees and expenses of the Paying Agent for the registration, transfer and exchange of Bonds provided for by this Order and the cost of printing a reasonable supply of registered bond blanks. Any additional costs or fees that might be incurred in the secondary market, other than fees of the Paying Agent, are the responsibility of the Registered Owners of the Bonds. In the event any Registered Owner fails to provide a correct taxpayer identification number to the Paying Agent, the Paying Agent may make a charge against such Registered Owner sufficient to pay any governmental charge required to be paid as a result of such failure. In compliance with Section 3406 of the Code, such amount may be deducted by the Paying Agent from amounts otherwise payable to such Registered Owner hereunder or under the Bonds.

The County and the Paying Agent shall not be required (a) to register the transfer or exchange of any Bond after notice calling such bond or portion thereof for redemption has been mailed by the Paying Agent pursuant to **Section 303** hereof and during the period of 15 days next preceding the date of mailing of such notice of redemption; or (b) to register the transfer or exchange of any Bond during a period beginning at the opening of business on the day after receiving written notice from the County of its intent to pay Defaulted Interest and ending at the close of business on the date fixed for the payment of Defaulted Interest pursuant to **Section 204** hereof.

The County and the Paying Agent may deem and treat the Person in whose name any Bond is registered on the Bond Register as the absolute owner of such Bond, whether such Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal or Redemption Price of and interest on said Bond and for all other purposes. All payments so made to any such Registered Owner or upon the Registered Owner's order shall be valid and effective to satisfy and discharge the liability upon such Bond

to the extent of the sum or sums so paid, and neither the County nor the Paying Agent shall be affected by any notice to the contrary.

At reasonable times and under reasonable regulations established by the Paying Agent, the Bond Register may be inspected and copied by the Registered Owners of 10% or more in principal amount of the Bonds then Outstanding or any designated representative of such Registered Owners whose authority is evidenced to the satisfaction of the Paying Agent.

Section 206. Execution, Registration, Authentication and Delivery of Bonds. Each of the Bonds, including any Bonds issued in exchange or as substitutions for the Bonds initially delivered, shall be signed by the manual or facsimile signature of the Presiding Commissioner and attested by the manual or facsimile signature of the County Clerk and shall have the official seal of the County affixed or imprinted thereon. In case any officer whose signature appears on any Bonds ceases to be such officer before the delivery of such Bonds, such signature shall nevertheless be valid and sufficient for all purposes, as if such person had remained in office until delivery. Any Bond may be signed by such persons who at the actual time of the execution of such Bond are the proper officers to sign such Bond although at the date of such Bond such persons may not have been such officers.

The Presiding Commissioner and County Clerk are hereby authorized and directed to prepare and execute the Bonds in the manner herein specified, and, when duly executed and registered, to deliver the Bonds to the Paying Agent for authentication.

The Bonds shall have endorsed thereon a certificate of authentication substantially in the form set forth in **Exhibit A** attached hereto, which shall be manually executed by an authorized signatory of the Paying Agent, but it shall not be necessary that the same signatory sign the certificate of authentication on all of the Bonds that may be issued hereunder at any one time. No Bond shall be entitled to any security or benefit under this Order or be valid or obligatory for any purpose unless and until such certificate of authentication has been duly executed by the Paying Agent. Such executed certificate of authentication upon any Bond shall be conclusive evidence that such Bond has been duly authenticated and delivered under this Order. Upon authentication, the Paying Agent shall deliver the Bonds to or upon the order of the Purchaser upon payment of the purchase price to the County.

Section 207. Mutilated, Destroyed, Lost and Stolen Bonds. If (a) any mutilated Bond is surrendered to the Paying Agent or the Paying Agent receives evidence to its satisfaction of the destruction, loss or theft of any Bond, and (b) there is delivered to the County and the Paying Agent such security or indemnity as may be required by the Paying Agent, then, in the absence of notice to the County and the Paying Agent that such Bond has been acquired by a bona fide purchaser, the County shall execute and the Paying Agent shall authenticate and deliver, in exchange for or in lieu of any such mutilated, destroyed, lost or stolen Bond, a new Bond of the same Stated Maturity and of like tenor and principal amount.

If any such mutilated, destroyed, lost or stolen Bond has become or is about to become due and payable, the Paying Agent, in its discretion, may pay such Bond instead of delivering a new Bond.

Upon the issuance of any new Bond under this Section, the County or the Paying Agent may require the payment by the Registered Owner of a sum sufficient to cover any tax or other governmental charge that may be imposed in relation thereto and any other expenses (including the fees and expenses of the Paying Agent) connected therewith.

Every new Bond issued pursuant to this Section shall constitute a replacement of the prior obligation of the County, and shall be entitled to all the benefits of this Order equally and ratably with all other Outstanding Bonds.

Section 208. Cancellation and Destruction of Bonds Upon Payment. All Bonds that have been paid or redeemed or that otherwise have been surrendered to the Paying Agent, either at or before Maturity, shall be cancelled by the Paying Agent immediately upon the payment, redemption and surrender thereof to the Paying Agent and subsequently destroyed in accordance with the customary practices of the Paying Agent. The Paying Agent shall execute a certificate in duplicate describing the Bonds so cancelled and destroyed and shall file an executed counterpart of such certificate with the County.

Section 209. Preliminary and Final Official Statement. The Preliminary Official Statement dated January 15, 2015, in the form attached hereto as **Exhibit B**, is hereby ratified and approved, and the final Official Statement is hereby authorized and approved by supplementing, amending and completing the Preliminary Official Statement, with such changes and additions thereto as are necessary to conform to and describe the transaction. The Presiding Commissioner is hereby authorized to execute the final Official Statement as so supplemented, amended and completed, and the use and public distribution of the final Official Statement by the Purchaser in connection with the reoffering of the Bonds is hereby authorized. The proper officials of the County are hereby authorized to execute and deliver a certificate pertaining to such Official Statement as prescribed therein, dated as of the date of payment for and delivery of the Bonds.

For the purpose of enabling the Purchaser to comply with the requirements of Rule 15c2-12(b)(1) of the Securities and Exchange Commission, the County hereby deems the information regarding the County contained in the Preliminary Official Statement to be "final" as of its date, except for the omission of such information as is permitted by Rule 15c2-12(b)(1), and the appropriate officers of the County are hereby authorized, if requested, to provide the Purchaser a letter or certification to such effect and to take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary to enable the Purchaser to comply with the requirement of such Rule.

The County agrees to provide to the Purchaser within seven business days of the date of the sale of Bonds sufficient copies of the final Official Statement to enable the Purchaser to comply with the requirements of Rule 15c2-12(b)(4) of the Securities and Exchange Commission and with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

Section 210. Sale of Bonds. The County hereby agrees to sell the Bonds to the Purchaser at a purchase price of \$13,374,267.38, representing the principal amount of the Bonds plus net original issue premium on the Bonds of \$282,996.95, less an underwriting discount of \$228,729.57, upon the terms and conditions set forth herein.

Section 211. Book-Entry Bonds; Securities Depository.

(a) The Bonds shall initially be registered to Cede & Co., the nominee for the Securities Depository, and no beneficial owner will receive certificates representing their respective interests in the Bonds, except in the event the Paying Agent issues Replacement Bonds as provided in subsection (b) hereof. It is anticipated that during the term of the Bonds, the Securities Depository will make book-entry transfers among its Participants and receive and transmit payment of principal of, premium, if any, and interest on, the Bonds to the Participants until and unless the Paying Agent authenticates and delivers Replacement Bonds to the beneficial owners as described in subsection (b).

(b) (1) If the County determines (A) that the Securities Depository is unable to properly discharge its responsibilities, or (B) that the Securities Depository is no longer qualified to act as a securities depository and registered clearing agency under the Securities and Exchange Act of 1934, as

amended, or (C) that the continuation of a book-entry system to the exclusion of any Bonds being issued to any Owner other than Cede & Co. is no longer in the best interests of the beneficial owners of the Bonds, or (2) if the Paying Agent receives written notice from Participants having interests in not less than 50% of the Bonds Outstanding, as shown on the records of the Securities Depository (and certified to such effect by the Securities Depository), that the continuation of a book-entry system to the exclusion of any Bonds being issued to any Owner other than Cede & Co. is no longer in the best interests of the beneficial owners of the Bonds, then the Paying Agent shall notify the Owners of such determination or such notice and of the availability of certificates to Owners requesting the same, and the Paying Agent shall register in the name of and authenticate and deliver Replacement Bonds to the beneficial owners or their nominees in principal amounts representing the interest of each, making such adjustments as it may find necessary or appropriate as to accrued interest and previous calls for redemption; provided, that in the case of a determination under (1)(A) or (1)(B) of this subsection (b), the County, with the consent of the Paying Agent, may select a successor securities depository in accordance with **Section 211(c)** hereof to effect book-entry transfers. In such event, all references to the Securities Depository herein shall relate to the period of time when at least one Bond is registered in the name of the Securities Depository or its nominee. Upon the issuance of Replacement Bonds, all references herein to obligations imposed upon or to be performed by the Securities Depository shall be deemed to be imposed upon and performed by the Paying Agent, to the extent applicable with respect to such Replacement Bonds. If the Securities Depository resigns and the County, the Paying Agent or Owners are unable to locate a qualified successor of the Securities Depository in accordance with **Section 211(c)** hereof, then the Paying Agent shall authenticate and cause delivery of Replacement Bonds to Owners, as provided herein. The Paying Agent may rely on information from the Securities Depository and its Participants as to the names of the beneficial owners of the Bonds, their addresses and principal amount held. The cost of printing, registration, authentication and delivery of Replacement Bonds shall be paid for by the County.

(c) In the event the Securities Depository resigns, is unable to properly discharge its responsibilities, or is no longer qualified to act as a securities depository and registered clearing agency under the Securities and Exchange Act of 1934, as amended, the County may appoint a successor Securities Depository provided the Paying Agent and the County receive written evidence with respect to the ability of the successor Securities Depository to discharge its responsibilities. Any such successor Securities Depository shall be a securities depository which is a registered clearing agency under the Securities and Exchange Act of 1934, as amended, or other applicable statute or regulation that operates a securities depository upon reasonable and customary terms. The Paying Agent upon its receipt of a Bond or Bonds for cancellation shall cause the delivery of Bonds to the successor Securities Depository in appropriate denominations and form as provided herein.

Section 211. Continuing Disclosure Agreement. The County is hereby authorized to enter into the Continuing Disclosure Agreement in substantially the form attached to this Order and marked **Exhibit C**, and the Presiding Commissioner and County Clerk are hereby authorized and directed to execute said document with such changes therein as such officials may deem appropriate, for and on behalf of and as the act and deed of the County.

ARTICLE III

REDEMPTION OF BONDS

Section 301. Redemption.

(a) *Optional Redemption by the County.* At the option of the County, the Bonds maturing on or after April 1, 2024, may be called for redemption and payment prior to their Stated Maturity on April 1, 2023, and thereafter as a whole or in part at any time, Bonds of less than a full maturity to be selected by the Paying Agent in multiples of \$5,000 principal amount) at a Redemption Prices equal to the principal amount of Bonds being redeemed, plus accrued interest thereon to the Redemption Date.

(b) *Mandatory Redemption by the County.* The Term Bonds shall be subject to mandatory redemption and payment prior to Stated Maturity pursuant to the mandatory redemption requirements of this Section at a Redemption Price equal to 100% of the principal amount thereof plus accrued interest to the Redemption Date. The payments specified in **Section 504** hereof which are to be deposited into the Debt Service Fund shall be sufficient to redeem, and the County shall redeem on April 1 in each year, the following principal amounts of such Bonds:

Term Bonds Maturing April 1, 2030

<u>Year</u>	<u>Principal Amount</u>
2028	\$715,000
2029	735,000
2030	760,000*

*Final maturity

At its option, to be exercised on or before the 45th day next preceding any mandatory Redemption Date, the County may: (1) deliver to the Paying Agent for cancellation Term Bonds subject to mandatory redemption on said mandatory Redemption Date, in any aggregate principal amount desired; or (2) furnish the Paying Agent funds, together with appropriate instructions, for the purpose of purchasing any Term Bonds subject to mandatory redemption on said mandatory Redemption Date from any Registered Owner thereof, whereupon the Paying Agent shall expend such funds for such purpose to such extent as may be practical; or (3) receive a credit with respect to the mandatory redemption obligation of the County under this Section for any Term Bonds subject to mandatory redemption on said mandatory Redemption Date which, prior to such date, have been redeemed (other than through the operation of the mandatory redemption requirements of this subsection (b)) and cancelled by the Paying Agent and not theretofore applied as a credit against any redemption obligation under this subsection (b). Each Term Bond so delivered or previously purchased or redeemed shall be credited at 100% of the principal amount thereof on the obligation of the County to redeem Term Bonds of the same Stated Maturity on such mandatory Redemption Date, and any excess of such amount shall be credited on future mandatory redemption obligations for Term Bonds of the same Stated Maturity in chronological order, and the principal amount of Term Bonds of the same Stated Maturity to be redeemed by operation of the requirements of this Section shall be accordingly reduced. If the County intends to exercise any option granted by the provisions of clauses (1), (2) or (3) above, the County will, on or before the 45th day next preceding each mandatory Redemption Date, furnish the Paying Agent a written certificate indicating to what extent the provisions of said clauses (1), (2) and (3) are to be complied with with respect to such mandatory redemption payment.

Section 302. Selection of Bonds to Be Redeemed.

(a) The Paying Agent shall call Bonds for redemption and payment and shall give notice of such redemption as herein provided upon receipt by the Paying Agent at least 45 days prior to the Redemption Date of written instructions from the County specifying the principal amount, Stated Maturities, Redemption Date and Redemption Prices of the Bonds to be called for redemption. If the Bonds are refunded more than 90 days in advance of such Redemption Date, any escrow agreement entered into by the County in connection with such refunding shall provide that such written instructions to the Paying Agent shall be given by the escrow agent on behalf of the County not less than 45 days prior to the Redemption Date. The Paying Agent may in its discretion waive such notice period so long as the notice requirements set forth in **Section 303** are met.

(b) Bonds shall be redeemed only in the principal amount of \$5,000 or any integral multiple thereof. Bonds of less than a full Stated Maturity shall be selected by the Paying Agent in \$5,000 units of principal amount in such equitable manner as the Paying Agent may determine.

(c) In the case of a partial redemption of Bonds at the time outstanding in denominations greater than \$5,000, then for all purposes in connection with such redemption each \$5,000 of face value shall be treated as though it were a separate Bond of the denomination of \$5,000. If it is determined that one or more, but not all, of the \$5,000 units of face value represented by any Bond are selected for redemption, then upon notice of intention to redeem such \$5,000 unit or units, the Registered Owner of such Bond or the Registered Owner's duly authorized agent shall present and surrender such Bond to the Paying Agent (1) for payment of the Redemption Price and interest to the Redemption Date of such \$5,000 unit or units of face value called for redemption, and (2) for exchange, without charge to the Registered Owner thereof, for a new Bond or Bonds of the aggregate principal amount of the unredeemed portion of the principal amount of such Bond. If the Registered Owner of any such Bond fails to present such Bond to the Paying Agent for payment and exchange as aforesaid, such Bond shall, nevertheless, become due and payable on the redemption date to the extent of the \$5,000 unit or units of face value called for redemption (and to that extent only).

Section 303. Notice and Effect of Call for Redemption. Unless waived by any Registered Owner of Bonds to be redeemed, official notice of any redemption shall be given by the Paying Agent on behalf of the County by mailing a copy of an official redemption notice by first class mail at least 30 days prior to the Redemption Date to the Purchaser of the Bonds and each Registered Owner of the Bond or Bonds to be redeemed at the address shown on the Bond Register.

All official notices of redemption shall be dated and shall contain the following information:

- (a) the Redemption Date;
- (b) the Redemption Price;
- (c) if less than all Outstanding Bonds of a maturity are to be redeemed, the identification number, Stated Maturity, and, in the case of partial redemption of any Bonds, the respective principal amounts of the Bonds to be redeemed;
- (d) a statement that on the Redemption Date the Redemption Price will become due and payable upon each such Bond or portion thereof called for redemption and that interest thereon shall cease to accrue from and after the Redemption Date; and

(e) the place where such Bonds are to be surrendered for payment of the Redemption Price, which shall be the principal corporate trust office of the Paying Agent.

The failure of any Registered Owner to receive notice given as heretofore provided or any defect therein shall not invalidate any redemption.

On or prior to any Redemption Date, the County shall deposit with the Paying Agent an amount of money sufficient to pay the Redemption Price of all the Bonds or portions of Bonds that are to be redeemed on that date. The Paying Agent may provide a redemption notice which states that the redemption of the Bonds on the Redemption Date, as set forth in the notice, is conditioned upon the receipt by the Paying Agent of the Redemption Price on or before the Redemption Date.

Official notice of redemption having been given as aforesaid, the Bonds or portions of Bonds to be redeemed shall become due and payable on the Redemption Date, at the Redemption Price therein specified, and from and after the Redemption Date (unless the County defaults in the payment of the Redemption Price) such Bonds or portion of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with such notice, the Redemption Price of such Bonds shall be paid by the Paying Agent. Installments of interest due on or prior to the Redemption Date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, there shall be prepared for the Registered Owner a new Bond or Bonds of the same Stated Maturity in the amount of the unpaid principal as provided herein. All Bonds that have been surrendered for redemption shall be cancelled and destroyed by the Paying Agent as provided herein and shall not be reissued.

The Paying Agent is also directed to comply with any mandatory standards established by the Securities and Exchange Commission and then in effect for processing redemptions of municipal securities. Failure to comply with such standards shall not affect or invalidate the redemption of any Bond.

For so long as the Securities Depository is effecting book-entry transfers of the Bonds, the Paying Agent shall provide the notices specified in this Section to the Securities Depository. It is expected that the Securities Depository shall, in turn, notify its Participants and that the Participants, in turn, will notify or cause to be notified the beneficial owners. Any failure on the part of the Securities Depository or a Participant, or failure on the part of a nominee of a beneficial owner of a Bond (having been mailed notice from the Paying Agent, the Securities Depository, a Participant or otherwise) to notify the beneficial owner of the Bond so affected, shall not affect the validity of the redemption of such Bond.

ARTICLE IV

SECURITY FOR AND PAYMENT OF BONDS

Section 401. Security for the Bonds. The Bonds shall be special obligations of the County payable from all legally available funds, subject to annual appropriation by the County. The obligation of the County does not constitute a debt of the County, nor has the County pledged general tax revenues, funds or moneys of the County to pay such obligation. The Bonds do not give rise to a general obligation or other indebtedness of the County, the State of Missouri, or any other political subdivision thereof within the meaning of any constitutional or statutory debt limitation or provision.

Section 402. Covenant to Request Appropriations. The County Commission hereby directs that, from and after delivery of the Bonds and so long as any of the Bonds remain Outstanding, subject to **Section 401**, the County Auditor or any other officer of the County at any time charged with the responsibility of formulating budget proposals to (i) include in each annual budget an appropriation of the amount necessary (after taking into account any moneys legally available for such purpose, including moneys then on deposit in the Debt Service Account) to pay debt service on the Bonds, and (ii) take such further action (or cause the same to be taken) as may be necessary or desirable to assure the availability of moneys appropriated to pay debt service on the Bonds.

Section 403. Order to Constitute Contract. In consideration of the purchase and acceptance of any and all of the Bonds authorized to be issued under this Order by those who shall hold the same from time to time, this Order shall be deemed to be and shall constitute a contract between the County and the Owners from time to time of the Bonds; and the pledge made and security interest granted in this Order and the covenant and agreements herein set forth to be performed on behalf of the County shall be for the equal benefit, protection and security of the Owners of any and all of the Bonds, all of which, regardless of the time or times of the authentication and delivery or maturity of such Bonds, shall be of equal rank with respect to such pledge, without preference, priority or distinction of any of the Bonds over any other thereof.

ARTICLE V

ESTABLISHMENT OF FUNDS; DEPOSIT AND APPLICATION OF MONEYS

Section 501. Establishment of Funds. There have been or shall be established the following separate funds, all of which shall be held by the County:

- (a) Boone County, Missouri, Series 2015 Special Obligation Bonds— Project Fund;
- (b) Boone County, Missouri, Series 2015 Special Obligation Bonds— Debt Service Fund; and
- (c) Boone County, Missouri, Series 2015 Special Obligation Bonds— Rebate Fund.

Section 502. Deposit of Bond Proceeds and Other Funds. The net proceeds received from the sale of the Bonds shall be deposited simultaneously with the delivery of the Bonds in the Project Fund and shall be applied in accordance with **Section 503** hereof.

Section 503. Application of Moneys in the Project Fund. Moneys in the Project Fund shall be used by the County solely for the purpose of (a) paying the costs of the Project, as hereinbefore provided, in accordance with the plans and specifications therefor prepared by the County's architect's heretofore approved by the County Commission and on file in the office of the Clerk, including any alterations in or amendments to said plans and specifications deemed advisable by the County's architects and approved by the County and (b) paying the costs and expenses of issuing the Bonds.

Withdrawals from the Project Fund shall be made only when authorized by the County Commission and only on duly authorized and executed warrants or vouchers therefor accompanied by a certificate executed by the County's architects that such payment is being made for a purpose within the scope of this Order and that the amount of such payment represents only the contract price of the property, equipment, labor, materials or service being paid for or, if such payment is not being made pursuant to an express contract, that such payment is not in excess of the reasonable value thereof.

Nothing hereinbefore contained shall prevent the payment out of the Project Fund of all costs and expenses incident to the issuance of the Bonds without a certificate from the County's architects.

Upon completion of the purpose for which the Bonds have been issued any surplus remaining in the Project Fund shall be transferred to and deposited in the Debt Service Fund.

Section 504. Application of Moneys in the Debt Service Fund. All amounts paid and credited to the Debt Service Fund shall be expended and used by the County for the sole purpose of paying the principal or Redemption Price of and interest on the Bonds as and when the same become due and the usual and customary fees and expenses of the Paying Agent. The Treasurer is authorized and directed to withdraw from the Debt Service Fund sums sufficient to pay both principal or Redemption Price of and interest on the Bonds, the costs of compliance related to the tax-exemption on the Bonds (in accordance with the Federal Tax Certificate) and the fees and expenses of the Paying Agent as and when the same become due, and to forward such sums to the Paying Agent in a manner which ensures that the Paying Agent will receive immediately available funds in such amounts on or before the Business Day immediately preceding the dates when such principal, interest and fees of the Paying Agent will become due. If, through the lapse of time or otherwise, the Registered Owners of Bonds are no longer entitled to enforce payment of the Bonds or the interest thereon, the Paying Agent shall return said funds to the County. All moneys deposited with the Paying Agent shall be deemed to be deposited in accordance with and subject to all of the provisions contained in this Order and shall be held in trust by the Paying Agent for the benefit of the Registered Owners of the Bonds entitled to payment from such moneys.

Any moneys or investments remaining in the Debt Service Fund after the retirement of the indebtedness for which the Bonds were issued and all other indebtedness of the County shall be transferred and paid into the 911/Emergency Management sales tax fund of the County.

Section 505. Application of Moneys in the Rebate Fund. There shall be deposited in the Rebate Fund such amounts as are required to be deposited therein pursuant to the Federal Tax Certificate. All money in the Rebate Fund shall be held in trust, to the extent required to satisfy the Rebate Amount (as detailed in the Federal Tax Certificate), for payment to the United States of America, and neither the County nor the Registered Owner of any Bond shall have any rights in or claim to such money.

Section 506. Deposits and Investment of Moneys. Moneys in each of the funds created by and referred to in this Order shall be deposited in a bank or banks or other legally permitted financial institutions and shall be continuously and adequately secured as provided by the laws of the State of Missouri. All moneys held in the funds created by this Order shall be kept separate and apart from all other funds of the County so that there shall be no commingling of such funds with any other funds of the County.

Moneys held in any fund referred to in this Order shall be invested in accordance with this Order and the Arbitrage Instructions, in Permitted Investments; provided, however, that no such investment shall be made for a period extending longer than to the date when the moneys invested may be needed for the purpose for which such fund was created. All earnings on any investments held in any fund shall accrue to and become a part of such fund.

Section 507. Payments Due on Saturdays, Sundays and Holidays. In any case where a Bond Payment Date is not a Business Day, then payment of principal, Redemption Price or interest need not be made on such Bond Payment Date but may be made on the next succeeding Business Day with the same force and effect as if made on such Bond Payment Date, and no interest shall accrue for the period after such Bond Payment Date.

Section 508. Nonpresentment of Bonds. If any Bond is not presented for payment when the principal thereof becomes due at Maturity, if funds sufficient to pay such Bond have been made available to the Paying Agent all liability of the County to the Registered Owner thereof for the payment of such Bond shall forthwith cease, determine and be completely discharged, and thereupon it shall be the duty of the Paying Agent to hold such funds, without liability for interest thereon, for the benefit of the Registered Owner of such Bond, who shall thereafter be restricted exclusively to such funds for any claim of whatever nature on his part under this Order or on, or with respect to, said Bond. If any Bond is not presented for payment within four years following the date when such Bond becomes due at Maturity, the Paying Agent shall repay to the County without liability for interest thereon the funds theretofore held by it for payment of such Bond, and such Bond shall, subject to the defense of any applicable statute of limitation, thereafter be an unsecured obligation of the County, and the Registered Owner thereof shall be entitled to look only to the County for payment, and then only to the extent of the amount so repaid to it by the Paying Agent, and the County shall not be liable for any interest thereon and shall not be regarded as a trustee of such money.

ARTICLE VI

REMEDIES

Section 601. Remedies. The provisions of this Order, including the covenants and agreements herein contained, shall constitute a contract between the County and the Registered Owners of the Bonds, and the Registered Owner or Owners of not less than 10% in principal amount of the Bonds at the time Outstanding shall have the right for the equal benefit and protection of all Registered Owners of Bonds similarly situated:

(a) by mandamus or other suit, action or proceedings at law or in equity to enforce the rights of such Registered Owner or Owners against the County and its officers, agents and employees, and to require and compel duties and obligations required by the provisions of this Order, or by the Constitution and laws of the State of Missouri;

(b) by suit, action or other proceedings in equity or at law to require the County, its officers, agents and employees to account as if they were the trustees of an express trust; and

(c) by suit, action or other proceedings in equity or at law to enjoin any acts or things which may be unlawful or in violation of the rights of the Registered Owners of the Bonds.

Section 602. Limitation on Rights of Bondowners. The covenants and agreements of the County contained herein and in the Bonds shall be for the equal benefit, protection and security of the legal owners of any or all of the Bonds. All of the Bonds shall be of equal rank and without preference or priority of one Bond over any other Bond in the application of the funds herein pledged to the payment of the principal of and the interest on the Bonds, or otherwise, except as to rate of interest, or date of Maturity or right of prior redemption as provided in this Order. No one or more Bondowners secured hereby shall have any right in any manner whatever by his or their action to affect, disturb or prejudice the security granted and provided for herein, or to enforce any right hereunder, except in the manner herein provided, and all proceedings at law or in equity shall be instituted, had and maintained for the equal benefit of all Registered Owners of such Outstanding Bonds.

Section 603. Remedies Cumulative. No remedy conferred herein upon the Bondowners is intended to be exclusive of any other remedy, but each such remedy shall be cumulative and in addition to every other remedy and may be exercised without exhausting and without regard to any other remedy conferred herein. No waiver of any default or breach of duty or contract by the Registered Owner of any Bond shall extend to or affect any subsequent default or breach of duty or contract or shall impair any rights or remedies consequent thereon. No delay or omission of any Bondowner to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver of any such default or acquiescence therein. Every substantive right and every remedy conferred upon the Registered Owners of the Bonds by this Order may be enforced and exercised from time to time and as often as may be deemed expedient. If any suit, action or proceedings taken by any Bondowner on account of any default or to enforce any right or exercise any remedy has been discontinued or abandoned for any reason, or has been determined adversely to such Bondowner, then, and in every such case, the County and the Registered Owners of the Bonds shall be restored to their former positions and rights hereunder, respectively, and all rights, remedies, powers and duties of the Bondowners shall continue as if no such suit, action or other proceedings had been brought or taken.

Section 604. No Acceleration. Notwithstanding anything herein to the contrary, the Bonds are not subject to acceleration upon the occurrence of an event of default hereunder.

ARTICLE VII

DEFEASANCE

Section 701. Defeasance. When any or all of the Bonds or scheduled interest payments thereon have been paid and discharged, then the requirements contained in this Order and all other rights granted hereby shall terminate, with respect to the Project, the Bonds or scheduled interest payments thereon and discharged. Bonds or scheduled interest payments thereon shall be deemed to have been paid and discharged within the meaning of this Order if there has been deposited with the Paying Agent, or other commercial bank or trust company located in the State of Missouri and having full trust powers, at or prior to the Stated Maturity or Redemption Date of said Bonds, in trust for and irrevocably appropriated thereto, moneys and/or Defeasance Obligations which, together with the interest to be earned on any such Defeasance Obligations, will be sufficient for the payment of the principal of said Bonds and/or interest accrued to the Stated Maturity or Redemption Date, or if default in such payment has occurred on such date, then to the date of the tender of such payments; provided, however, that if any such Bonds are to be redeemed prior to their Stated Maturity, (1) the County has elected to redeem such Bonds, and (2) either notice of such redemption has been given, or the County has given irrevocable instructions to the Paying Agent to give such notice of redemption. Any moneys and Defeasance Obligations that at any time shall be deposited with the Paying Agent or other commercial bank or trust company by or on behalf of the County, for the purpose of paying and discharging any of the Bonds, shall be and are hereby assigned, transferred and set over to the Paying Agent or other bank or trust company in trust for the respective Registered Owners of the Bonds, and such moneys shall be and are hereby irrevocably appropriated to the payment and discharge thereof. All moneys and Defeasance Obligations deposited with the Paying Agent or other bank or trust company shall be deemed to be deposited in accordance with and subject to all of the provisions of this Order.

ARTICLE VIII

MISCELLANEOUS PROVISIONS

Section 801. Representations and Covenants. The County hereby represents and certifies that the facility included in the Project is a necessary and essential county facility.

Section 802. Annual Audit.

Annually, promptly after the end of the fiscal year, the County will cause an audit to be made of its funds and accounts for the preceding fiscal year by a certified public accountant or firm of certified public accountants.

Within 30 days after the completion of each such audit, a copy thereof shall be filed in the office of the County Clerk, with an electronic copy made available on the County's official website or on the MSRB's EMMA online portal.

As soon as possible after the completion of the annual audit, the governing body of the County shall review such audit, and if the audit discloses that proper provision has not been made for all of the requirements of the Order, the County shall promptly cure such deficiency.

Section 803. Insurance. The County will carry and maintain, throughout the term of the Bonds, fire and extended coverage insurance, either commercial or self-insured, upon all of the properties that constitute a part of the Project, insofar as the same are or shall be of an insurable nature and are financed with the proceeds of the Bonds, such insurance to be in an amount at least equal to the lesser of the amount of the Bonds then Outstanding and the replacement cost of the Project. In the event of loss or damage, the County, with reasonable dispatch, will use the proceeds of such insurance in the reconstruction and/or replacement of the property damaged or destroyed, or, if such reconstruction or replacement is unnecessary or impracticable, then the County will pay and deposit the proceeds of such insurance into the Debt Service Fund to be used in accordance with this Order.

Section 804. Amendments.

The rights and duties of the County and the Bondowners, and the terms and provisions of the Bonds or of this Order, may be amended or modified at any time in any respect by ordinance of the County with the written consent of the Registered Owners of not less than a majority in principal amount of the Bonds then Outstanding, such consent to be evidenced by an instrument or instruments executed by such Registered Owners and duly acknowledged or proved in the manner of a deed to be recorded, and such instrument or instruments shall be filed with the County Clerk, but no such modification or alteration shall:

- (a) extend the maturity of any payment of principal or interest due upon any Bond;
- (b) effect a reduction in the amount which the County is required to pay as principal of or interest on any Bond;
- (c) permit preference or priority of any Bond over any other Bond; or
- (d) reduce the percentage in principal amount of Bonds required for the written consent to any modification or alteration of the provisions of this Order.

Any provision of the Bonds or of this Order may, however, be amended or modified by order or resolution duly adopted by the governing body of the County at any time in any legal respect with the written consent of the Registered Owners of all of the Bonds at the time Outstanding.

Without notice to or the consent of any Bondowners, the County may amend or supplement this Order for the purpose of curing any formal defect, omission, inconsistency or ambiguity therein or in connection with any other change therein which is not materially adverse to the interests of the Bondowners.

Every amendment or modification of the provisions of the Bonds or of this Order, to which the written consent of the Bondowners is given, as above provided, shall be expressed in a resolution adopted by the governing body of the County amending or supplementing the provisions of this Order and shall be deemed to be a part of this Order. A certified copy of every such amendatory or supplemental ordinance, if any, and a certified copy of this Order shall always be kept on file in the office of the County Clerk, and shall be made available for inspection by the Registered Owner of any Bond or a prospective purchaser or owner of any Bond authorized by this Order, and upon payment of the reasonable cost of preparing the same, a certified copy of any such amendatory or supplemental ordinance or of this Order will be sent by the County Clerk to any such Bondowner or prospective Bondowner.

Any and all modifications made in the manner hereinabove provided shall not become effective until there has been filed with the County Clerk a copy of the resolution or order of the County hereinabove provided for, duly certified, as well as proof of any required consent to such modification by the Registered Owners of the Bonds then Outstanding. It shall not be necessary to note on any of the Outstanding Bonds any reference to such amendment or modification.

The County shall furnish to the Paying Agent a copy of any amendment to the Bonds or this Order which affects the duties or obligations of the Paying Agent under this Order.

Section 805. Notices, Consents and Other Instruments by Bondowners. Any notice, consent, request, direction, approval or other instrument to be signed and executed by the Bondowners may be in any number of concurrent writings of similar tenor and may be signed or executed by such Bondowners in person or by agent appointed in writing. Proof of the execution of any such instrument or of the writing appointing any such agent and of the ownership of Bonds (except for the assignment of ownership of a Bond as provided for in the form of Bond set forth in **Exhibit A** hereto), if made in the following manner, shall be sufficient for any of the purposes of this Order, and shall be conclusive in favor of the County and the Paying Agent with regard to any action taken, suffered or omitted under any such instrument, namely:

(a) The fact and date of the execution by any person of any such instrument may be proved by a certificate of any officer in any jurisdiction who by law has power to take acknowledgments within such jurisdiction that the person signing such instrument acknowledged before such officer the execution thereof, or by affidavit of any witness to such execution.

(b) The fact of ownership of Bonds, the amount or amounts, numbers and other identification of Bonds, and the date of holding the same shall be proved by the Bond Register.

In determining whether the Registered Owners of the requisite principal amount of Bonds Outstanding have given any request, demand, authorization, direction, notice, consent or waiver under this Order, Bonds owned by the County shall be disregarded and deemed not to be Outstanding hereunder,

except that, in determining whether the Bondowners shall be protected in relying upon any such request, demand, authorization, direction, notice, consent or waiver, only Bonds which the Bondowners know to be so owned shall be so disregarded. Notwithstanding the foregoing, Bonds so owned which have been pledged in good faith shall not be disregarded as aforesaid if the pledgee establishes to the satisfaction of the Bondowners the pledgee's right so to act with respect to such Bonds and that the pledgee is not the County.

Section 806. Further Authority. The officers of the County, including the Presiding Commissioner and County Clerk, are hereby authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Order and to make ministerial alterations, changes or additions in the foregoing agreements, statements, instruments and other documents herein approved, authorized and confirmed which they may approve, and the execution or taking of such action shall be conclusive evidence of such necessity or advisability.

Section 807. Severability. If any section or other part of this Order, whether large or small, is for any reason held invalid, the invalidity thereof shall not affect the validity of the other provisions of this Order.

Section 808. Governing Law. This Order shall be governed exclusively by and construed in accordance with the applicable laws of the State of Missouri.

Section 809. Electronic Transactions. The parties agree that the transaction described herein may be conducted and related documents may be stored by electronic means.

Section 810. Effective Date. This Order shall take effect and be in full force from and after its passage by the County Commission.

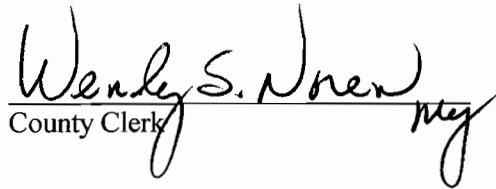
[Remainder of this page intentionally left blank.]

PASSED by the County Commission of Boone County, Missouri, this 22nd day of January, 2015.


Presiding Commissioner

(SEAL)

ATTEST:


County Clerk

**EXHIBIT A
TO ORDER**

(FORM OF BOND)

**EXCEPT AS OTHERWISE PROVIDED IN THE ORDER (DESCRIBED
HEREIN), THIS GLOBAL BOND MAY BE TRANSFERRED, IN WHOLE BUT
NOT IN PART, ONLY TO ANOTHER NOMINEE OF THE SECURITIES
DEPOSITORY (DESCRIBED HEREIN) OR TO A SUCCESSOR SECURITIES
DEPOSITORY OR TO A NOMINEE OF A SUCCESSOR SECURITIES
DEPOSITORY.**

**UNITED STATES OF AMERICA
STATE OF MISSOURI**

**Registered
No. _____**

**Registered
\$ _____**

BOONE COUNTY, MISSOURI

**SPECIAL OBLIGATION BOND
(EMERGENCY COMMUNICATIONS CENTER PROJECT)
SERIES 2015**

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Dated Date</u>	<u>CUSIP Number</u>
	April 1, 20__	February 4, 2015	098882 ____

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT:

BOONE COUNTY, MISSOURI, a county of the first class and a political subdivision of the State of Missouri (the "County"), for value received, hereby promises to pay, but only from the sources and in the manner hereinafter described, to the registered owner shown above, or registered assigns, the principal amount shown above on the maturity date shown above, and to pay interest thereon from said sources at the interest rate per annum shown above (computed on the basis of a 360-day year of twelve 30-day months) from the date of Bonds shown above or from the most recent interest payment date to which interest has been paid or duly provided for, payable semiannually on April 1 and October 1 in each year, beginning on April 1, 2015, until said principal amount has been paid.

The principal or redemption price of this Bond shall be paid at maturity or upon earlier redemption to the person in whose name this Bond is registered at the maturity or redemption date thereof, upon presentation and surrender of this Bond at the designated corporate trust payment office of UMB Bank, N.A., in St. Louis, Missouri (the "Paying Agent"). The interest payable on this Bond shall be paid to the Registered Owner hereof as shown on the Bond Register at the close of business on the Record Date for such interest by check or draft mailed by the Paying Agent to the address of such Registered Owner shown on the Bond Register on the Record Date, or in the case of such interest to any Registered Owner of

\$1,000,000 or more in aggregate principal amount of Bonds, by electronic transfer to such Registered Owner upon written notice given to the Trustee by such Registered Owner not less than 15 days prior to the Record Date for such interest, containing the electronic transfer instructions including the bank (which shall be in the continental United States), ABA routing number and account name and number to which such Registered Owner wishes to have such transfer directed. The principal or redemption price of and interest on the Bonds shall be payable in any coin or currency that, on the respective dates of payment thereof, is legal tender for the payment of public and private debts.

THIS BOND IS A SPECIAL OBLIGATION OF THE COUNTY PAYABLE FROM ALL LEGALLY AVAILABLE FUNDS, SUBJECT TO ANNUAL APPROPRIATION BY THE COUNTY. THE BOND DOES NOT CONSTITUTE A GENERAL OBLIGATION OR AN INDEBTEDNESS OF THE COUNTY WITHIN THE MEANING OF ANY CONSTITUTIONAL OR STATUTORY LIMITATION OR PROVISION, AND THE COUNTY DOES NOT PLEDGE ITS FULL FAITH AND CREDIT AND IS NOT OBLIGATED TO LEVY TAXES TO PAY THE PRINCIPAL AND INTEREST ON THE BONDS.

THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON THIS BOND IS SUBJECT TO AN ANNUAL APPROPRIATION BY THE COUNTY. THE COUNTY IS NOT REQUIRED OR OBLIGATED TO MAKE ANY SUCH ANNUAL APPROPRIATION.

This Bond is one of an authorized series of bonds of the County designated "Special Obligation Bonds (Emergency Communications Center Project), Series 2015," aggregating the principal amount of \$13,320,000 (the "Bonds"), issued by the County for the purpose of constructing, equipping and improving a consolidated 911 Call Center, Office of Emergency Management, and Emergency Operations Center, known collectively as the Emergency Communications Center, under the authority of and in full compliance with the constitution and laws of the State of Missouri, including Sections 49.250 to 49.580, Revised Statutes of Missouri, 1986, as amended, and a resolution and order duly passed (the "Order") and proceedings duly and legally had by the governing body of the County. Capitalized terms not otherwise defined herein shall have the meanings specified therefor in the Order.

At the option of the County, the Bonds maturing on or after April 1, 2024, may be called for redemption and payment prior to their Stated Maturity on April 1, 2023, and thereafter as a whole or in part at any time (Bonds of less than a full maturity to be selected by the Paying Agent in multiples of \$5,000 principal amount) at a Redemption Price of 100% of the principal amount of Bonds being redeemed, plus accrued interest thereon to the Redemption Date.

Bonds maturing on April 1, 2030, are subject to mandatory redemption and payment prior to maturity pursuant to the mandatory redemption requirements of the Order on April 1, 2028 and on each April 1 thereafter prior to maturity, at a redemption price equal to 100% of the Principal Amount thereof plus accrued interest to the Redemption Date.

Notice of redemption, unless waived, is to be given by the Paying Agent by mailing an official redemption notice by first class, registered or certified mail at least 30 days prior to the redemption date to the original purchaser of the Bonds and each registered owner of the Bond or Bonds to be redeemed at the address shown on the Bond Register maintained by the Paying Agent or at such other address furnished in writing by such registered owner to the Paying Agent. Notice of redemption having been given as aforesaid, the Bonds or portions of Bonds to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the County defaults in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest.

The Bonds shall be a special obligation of the County payable from all legally available funds, subject to annual appropriation by the County. The obligation of the County does not constitute a debt of the County, nor has the County pledged general tax revenues, funds or moneys of the County to pay such obligation. The Bonds do not give rise to a general obligation or other indebtedness of the County, the State of Missouri, or any other political subdivision thereof within the meaning of any constitutional or statutory debt limitation or provision.

The Bonds are being issued by means of a book-entry system with no physical distribution of bond certificates to be made except as provided in the Order. One Bond certificate with respect to each date on which the Bonds are stated to mature, registered in the nominee name of the Securities Depository, is being issued and required to be deposited with the Securities Depository and immobilized in its custody. The book-entry system will evidence positions held in the Bonds by the Securities Depository's participants, beneficial ownership of the Bonds in authorized denominations being evidenced in the records of such participants. Transfers of ownership shall be effected on the records of the Securities Depository and its participants pursuant to rules and procedures established by the Securities Depository and its participants. The County and the Paying Agent will recognize the Securities Depository nominee, while the registered owner of this Bond, as the owner of this Bond for all purposes, including (i) payments of principal of, and redemption premium, if any, and interest on, this Bond, (ii) notices and (iii) voting. Transfers of principal, interest and any redemption premium payments to participants of the Securities Depository, and transfers of principal, interest and any redemption premium payments to beneficial owners of the Bonds by participants of the Securities Depository will be the responsibility of such participants and other nominees of such beneficial owners. The County and the Paying Agent will not be responsible or liable for such transfers of payments or for maintaining, supervising or reviewing the records maintained by the Securities Depository, the Securities Depository nominee, its participants or persons acting through such participants. While the Securities Depository nominee is the owner of this Bond, notwithstanding the provision hereinabove contained, payments of principal of and interest on this Bond shall be made in accordance with existing arrangements among the County, the Paying Agent and the Securities Depository.

EXCEPT AS OTHERWISE PROVIDED IN THE ORDER, THIS GLOBAL BOND MAY BE TRANSFERRED, IN WHOLE BUT NOT IN PART, ONLY TO ANOTHER NOMINEE OF THE SECURITIES DEPOSITORY OR TO A SUCCESSOR SECURITIES DEPOSITORY OR TO A NOMINEE OF A SUCCESSOR SECURITIES DEPOSITORY.

The Bonds are issuable in the form of fully registered Bonds without coupons in the denominations of \$5,000 or any integral multiple thereof.

This Bond may be transferred or exchanged, as provided in the Order, only on the Bond Register kept for that purpose at the designated corporate trust office of the Paying Agent, upon surrender of this Bond together with a written instrument of transfer or authorization for exchange satisfactory to the Paying Agent duly executed by the Registered Owner or the Registered Owner's duly authorized agent, and thereupon a new Bond or Bonds in any authorized denomination of the same maturity and in the same aggregate principal amount shall be issued to the transferee in exchange therefor as provided in the Order and upon payment of the charges therein prescribed. The County and the Paying Agent may deem and treat the person in whose name this Bond is registered on the Bond Register as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Order until the Certificate of Authentication hereon has been executed by the Paying Agent.


IT IS HEREBY DECLARED AND CERTIFIED that all acts, conditions and things required to be done and to exist precedent to and in the issuance of the Bonds have been done and performed and do exist in due and regular form and manner as required by the constitution and laws of the State of Missouri and that the total indebtedness of the County, including this Bond and the series of which it is one, does not exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, BOONE COUNTY, MISSOURI, has caused this Bond to be executed by the manual or facsimile signature of its Presiding Commissioner and attested by the manual or facsimile signature of its County Clerk and its official seal to be affixed or imprinted hereon.

CERTIFICATE OF AUTHENTICATION

BOONE COUNTY, MISSOURI

This Bond is one of the Bonds of the issue described in the within-mentioned Order.

By: 
Presiding Commissioner

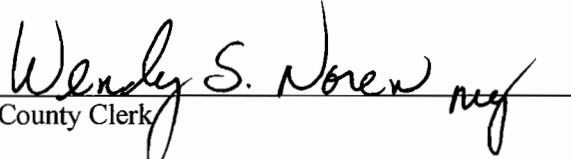
Registration Date: _____

UMB BANK, N.A.,
Paying Agent

(Seal)

ATTESTED:

By _____
Authorized Officer or Signatory


County Clerk

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned hereby sells, assigns and transfers unto

Print or Type Name, Address and Social Security Number
or other Taxpayer Identification Number of Transferee

the within Bond and all rights thereunder, and hereby irrevocably constitutes and appoints _____ agent to transfer the within Bond on the Bond Register kept by the Paying Agent for the registration thereof, with full power of substitution in the premises.

Dated: _____

NOTICE: The signature to this assignment must correspond with the name of the Registered Owner as it appears upon the face of the within Bond in every particular.

Signature Guaranteed By:

(Name of Eligible Guarantor Institution as defined by SEC Rule 17 Ad-15 (17 CFR 240.17 Ad-15))

By: _____
Title: _____

CERTIFICATE

I, the undersigned, hereby certify that the above and foregoing is a true and correct copy of the Order of Boone County, Missouri, adopted by the County Commission on January 22, 2015, authorizing the issuance of \$13,320,000 principal amount of Special Obligation Bonds (Emergency Communications Center Project), Series 2015, as the same appears of record in my office, and that said Order has not been modified, amended or repealed and is in full force and effect as of this date.

DATED: January 22, 2015.

(SEAL)

Wendy S. Wren
County Clerk of Boone County, Missouri

27 -2015

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 15

In the County Commission of said county, on the 22nd day of January 20 15

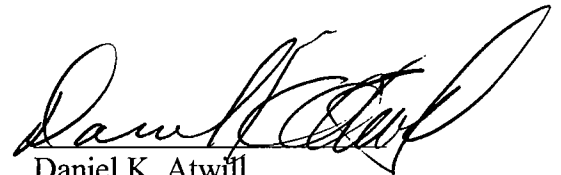
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the disposition of surplus, per attached summary order description, to Katherine Sue Creason in the amount of \$3,543.97, as recommended by the County Treasurer.

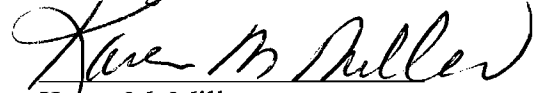
Done this 22nd day of January, 2015.

ATTEST:

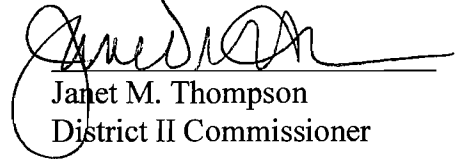
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission *my*



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

Now on this day the County Commission of the County of Boone does hereby take up the matter of the disposition of the 2014 tax sale surplus relating to parcel 17-114-00-05-003.00:

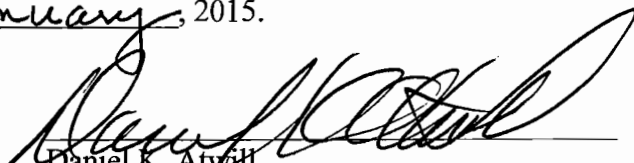
Pursuant to the provisions of RSMo §140.230, as revised, the Commission has the authority to approve claims for any tax sale surplus that is being held by the County Treasurer associated with the County Collector's annual tax sale. The owner or owners of the subject real property have a period of three (3) years to make a claim for said surplus. In this instance, the owner of record at the time the subject property went to tax sale was Katherine Sue Creason. Katherine Sue Creason has filed a verified surplus claim with the Boone County Treasurer claiming the tax surplus proceeds. The verified surplus claim, the title report prepared by True Line Title Company received June 19, 2014, by the Boone County Collector, and other supporting documentation filed by Katherine Sue Creason are made a part of this record. The application to the County Treasurer for the surplus funds is timely.

The County Treasurer, based upon the documents presented to her office and made a part of the record before the Commission, is satisfied that Katherine Sue Creason is the owner of record of the subject property at the time of the tax sale and as such is entitled to the total surplus of \$3,543.97, and recommends the Commission approve the same.

NOW, THEREFORE, upon the recommendation of the County Treasurer and the evidence made a part of this record, the County Commission hereby approves the disposition of surplus to Katherine Sue Creason in the amount of \$3,543.97 via check payable to Katherine Sue Creason in that amount.

Done this 22nd day of January, 2015.

C

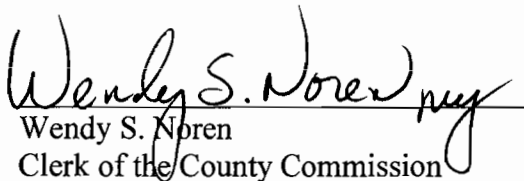


Daniel K. Atwell
Presiding Commissioner



Karen M. Miller
District I Commissioner

ATTEST:



Wendy S. Noren
Clerk of the County Commission



Janet M. Thompson
District II Commissioner



NICOLE GALLOWAY, CPA
BOONE COUNTY TREASURER

SURPLUS CLAIM

NOTE: FORM MUST BE SIGNED BY ALL PARTIES AND NOTARIZED

I, Katherine Sue Creason, shown in the Boone County Collector's tax records as owner of the property listed below, hereby claim the surplus amount of \$3,543.97 resulting from the tax certificate sale conducted by the Boone County Collector on August 25, 2014.

- Claiming surplus does not waive legal right of property redemption within statutory limits
The Boone County Treasurer processes surplus claims without charge
Claimants may be called to testify directly to the Boone County Commission before surplus claim is approved
The claim may not be approved as submitted, and additional information might be requested

Property: Sec 07 T48 R12
1904 Gordon St
E70' of L13 in Wellington Gordon's SD of City of Columbia as rec FSTL Book/Page 627/362

Current mailing address:

5915 Thompson Road
Street

Columbia MO 65202
City State Zip

Social Security Number: 000000000
Driver's License/State ID Number:
Daytime Telephone Number(s): 573-268-6148

Katherine Sue Creason
Signature Date 12/10/14

State of Missouri
County of Boone

On this 10th day of December in the year 2014, before me, the undersigned notary public, personally appeared in Boone County Clerk Office, known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that he/she/they executed the named for the purposes therein contained.

Michael Yaquinto
Notary Public

Return form to Boone County Treasurer's Office, 801 E. Walnut Rm. 205, Columbia, MO 65201.

YOU MUST INCLUDE A PHOTO COPY OF DRIVER'S LICENSE(S) OR STATE ID(S).

Once paperwork is received and verified a check will be issued and mailed to address above.

MICHAEL YAQUINTO
Notary Public - Notary Seal
State of Missouri
County of Boone

My Commission Expires September 9, 2017
Commission #13524500

BOONE COUNTY GOVERNMENT CENTER
801 EAST WALNUT STREET, ROOM 205
COLUMBIA, MISSOURI 65201
(573) 886-4365
FAX (573) 886-4369
TREASURER@BOONECOUNTYMO.ORG
WWW.SHOWMEBOONE.COM/TREASURER

Property Information

Property Location (Situs Address)	1904 GORDON ST
--	----------------

Legal Description <small>FB Initial If legal description matches description on delinquent statements. If not, explain discrepancies in Additional Info.</small>	WELLINGTON GORDON E 70' LOT 13 SUR 2-144	<p>RECEIVED JUN 19 2014 BOONE COUNTY COLLECTOR</p>

Vesting Deed


Name of Owner(s)	CREASON KATHERINE SUE
Address	5915 THOMPSON RD, COLUMBIA MO 65202-8039
Title Taken By	PROBATE
Date of Deed	04/30/1987
Date Recorded	05/1/1987
Book/Page	687 / 362
Address Correction	

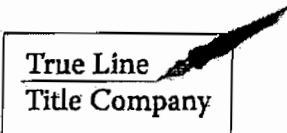
Open Deed(s) of Trust

First Deed of Trust	BANK OF AMERICA
Lender's Address	14 WEST 10 TH , KANSAS CITY, MO 64105
Deed of Trust Date	4/7/2005
Date Recorded	5/23/2005 11:58:33 AM
Book/ Page	2729 / 114
Loan Amount	\$27,487.00
Assigned To	
Date Assigned	

Second Deed of Trust	
Lender's Address	
Deed of Trust Date	
Date Recorded	
Book/ Page	
Loan Amount	
Assigned To	
Date Assigned	

Lien Search Company

Signature of Searcher	
Searcher (print)	CARRIE BELLINGHAUSEN
Date Searched	05/29/2014



True Line Title Company
110 E Ash Street
Columbia, MO 65203

Additional Liens

Special Assessments	
Tax Bill #	
Address	

Federal Tax Liens	
Date	
Address	

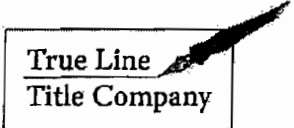
State Tax Liens	
Date	
Address	

Mechanics Liens	
Date	
Address	

Judgments	
Date	
Address	
Case #	

Other (Lis Pendens, Bankruptcies, etc)	
Date	
Address	
Case #	

Additional Information



True Line Title Company
110 E Ash Street
Columbia, MO 65203

Boone County, Missouri
Unofficial Document

Filed for record on July 21, 1987 at 1:25 P.M. in Boone Co. Mo.
Document No. 362 by Battle Johnson, Recorder of Deeds.
IN THE CIRCUIT COURT OF BOONE COUNTY, MISSOURI
PROBATE DIVISION

In the estate of
B.W. (Bennie) Vankirk, Deceased Estate No. 803150

FINAL SETTLEMENT APPROVED; FINDING AND DECREE
OF *HEIRSHIP, ~~REVERSION~~, *DISTRIBUTION ~~AND REVERSION~~

On April 30, 1987 the court takes up the Final Settlement and Petition for Distribution and determination of rights of succession, filed on March 12, 1987 by Katherine Sue Crason, personal representative of the estate of B.W. (Bennie) Vankirk deceased, and finds that decedent died AUGUST 3, 1986 domiciled in and a resident of Boone County, Missouri; that due and timely notice of the filing of said Settlement and petition was given according to law, and proof thereof filed herein; that due and timely notice, by publication and ordinary mail, of the granting of letters on said estate, the first publication of which was had August 28, 1986 was given according to law, and proof thereof filed herein within ten days after the completion of such publication, and that no objections to said settlement or petition have been filed and the time allowed therefor has expired, that this estate is in a condition to be closed and that all claims have been paid except (here note exceptions if any - see Sec. 473.617, RSMo for suggestions).

The Final Settlement, showing that the personal representative has on hand \$ 3,691.37 in cash and other personal property valued at \$ 18,587.58, has been filed and audited

It is therefore, ordered and adjudged that said settlement be hereby approved, and that all orders of partial distribution heretofore made, if any, be hereby confirmed.

*~~THE COURT FINDS AND ADJUDGES THAT THE DECEDENT DIED TESTATE, LEAVING A LAST WILL AND TESTAMENT WHICH WAS ADMITTED TO PROBATE BY THIS COURT ON~~

*The court finds and adjudges that the decedent died testate, leaving a Last Will and Testament which was admitted to probate by this court on August 18, 1986

that all legacies thereunder, other than those hereinafter set forth, have been paid or satisfied.

*The court further finds and adjudges that the descendible interest of the decedent in real property, the successors to such interest and the extent and character of their interest thereon, as of the date of death are as set out on Schedule A attached hereto and made a part of this order.

*(Note: Strike inapplicable provisions)

(continued on reverse)

Boone County, Missouri.
Unofficial Document

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Successors's Name	Successors Relationship (Intestate) ^a of Item of Will (Testate) ^a	Interest	Cash	Other Personal Property
Bobby Pauley	THIRD E.	100%		See Attachment I
Raymond Pauley	THIRD F.	100%		See Attachment J
Jerry Dean Pauley	THIRD G.	100%		See Attachment K
Helen Louise Stapleton	THIRD H	100%		See Attachment L

Distribution of Intestate Property

Katherine Sue Creason	Daughter	100%	\$3,691.37	Union Electric Co. Certificates No. SLX 66512 No. SLX 74845 459 total shares
-----------------------	----------	------	------------	--

Boone County, Missouri
Unofficial Document

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Schedule A.

*The court finds that the decedent owned at the time of death the following described real property, to wit:

(NOTE: Describe tracts and number 1, 2, 3, etc.)

- I The East seventy (70) feet of Lot No. Thirteen (13)
 in Wallington Gordon's Subdivision of the Town,
 now the City of Columbia, Missouri.
 (1904 Gordon Street)

The court further finds and adjudges that the successors to the descendible interest of the decedent in and to the above described real property and the extent and character of their interests therein, as of said date of death are as follows:

(NOTE: Describe tracts by number but do not include property sold under court order or taken as part or all of homestead allowance. Group tracts wherever interests are identical.

Tract Number	Name of Successor	Relationship (Intestate) Item of Will (Testate)*	Interest
I	Katherine Sue Creason	THIRD A.	100%

Boone County, Missouri Unofficial Document

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The Court further finds that the successors to the personal property of said decedent and their respective interest in said property are as set forth hereinbelow, and orders, adjudges and decrees that the balance of cash and other personal property as shown on said settlement be distributed among said successors as follows:

(NOTE: The personal property on hand to which each distributee is entitled should be specifically described, taking into consideration any partial distribution or allowances chargeable against the share of each distributee)

Successor's Name	Successor's Relationship (Intestate)* or Item of Will (Testate)*	Interest	Cash	Other Personal Property
Katherine Sue Creason	THIRD A.	100%		See Attachment A & B
	THIRD J.	33 1/3%		See Attachment A
Patty Creason	THIRD C.	100%		See Attachment C & D
	THIRD I.	50%		See Attachment D & E
	THIRD J.	33 1/3%		See Attachment D
Christie Creason	THIRD D.	100%		See Attachment F
	THIRD I.	50%		See Attachment F & G
	THIRD J.	33 1/3%		See Attachment F
Norman Creason	THIRD B.	100%		See Attachment H

(CONTINUED ON ATTACHMENT 1.)

*It is further ordered by the court that all other real and personal property owned by the decedent at the time of death, subject to any lawful disposition thereof heretofore made, be and the same are hereby assigned, transferred and distributed to and the title thereto vested in the aforesaid residuary distributees in the respective proportionate interests pursuant to said Last Will and Testament as above set forth. (Testate)

*It is further ordered by the court that the personal representative file herein receipts showing that distribution of the personal property on hand has been made as herein directed and that the personal representative thereafter present proposed Finding and Order of Discharge.

In the presence of representatives of the court, the undersigned personal representative of the estate of the decedent, and the undersigned clerk of the court, the personal property on hand was distributed as herein directed.

Allen D. Pope

Clerk

CERTIFICATE OF TRUE COPY

STATE OF MISSOURI }
COUNTY OF BOONE } ss. B.W. (Bennie) VanKirk, Deceased
Estate Number 3190

I, Connie Degenhardt, Clerk of the Probate Division of the Circuit Court in and for said County, hereby certify that the above is a true copy of the original order approving Final Settlement, Finding and Decree of Heirship, Appointment and Distribution and Discharge as the same appears of record in my office.

WITNESS my hand and the seal of said Court. Done at office in Columbia on May 11, 1987.

Connie Degenhardt

CONNIE DEGENHARDT Clerk
By _____
Deputy Clerk



STATE OF MISSOURI
COUNTY OF BOONE

I, the undersigned Recorder of Deeds for said County and State, do hereby certify that the foregoing instrument of writing was filed for record in my office on the 1 day of May, 1987, at 2 o'clock and 06 minutes P.M. and is truly recorded in Book 627, Page 352.

Witness my hand and official seal on the day and year aforesaid.

BESSIE JOHNSON, RECORDER OF DEEDS
by *Lena Garrett*
LENA GARRETT deputy

Property Information

Property Location (Situs Address)	1904 GORDON ST
-----------------------------------	----------------

Legal Description ____ Initial if legal description matches description on delinquent statements. If not, explain discrepancies in Additional Info.	WELLINGTON GORDON E 70' LOT B SUR 2-144	RECEIVED JUN 12 2014 BOONE COUNTY COLLECTOR
--	---	---

Vesting Deed


Name of Owner(s)	CREASON KATHERINE SUE
Address	5915 THOMPSON RD, COLUMBIA MO 65202-8039
Title Taken By	PROBATE
Date of Deed	04/30/1987
Date Recorded	05/1/1987
Book/Page	687 / 362
Address Correction	

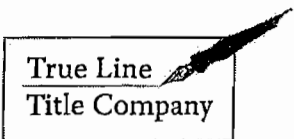
Open Deed(s) of Trust

First Deed of Trust	BANK OF AMERICA
Lender's Address	14 WEST 10 TH , KANSAS CITY, MO 64105
Deed of Trust Date	4/7/2005
Date Recorded	5/23/2005 11:58:33 AM
Book/ Page	2729 / 114
Loan Amount	\$27,487.00
Assigned To	
Date Assigned	

Second Deed of Trust	
Lender's Address	
Deed of Trust Date	
Date Recorded	
Book/ Page	
Loan Amount	
Assigned To	
Date Assigned	

Lien Search Company

Signature of Searcher	
Searcher (print)	CARRIE BELLINGHAUSEN
Date Searched	05/29/2014



Additional Liens

Special Assessments	
Tax Bill #	
Address	

Federal Tax Liens	
Date	
Address	

State Tax Liens	
Date	
Address	

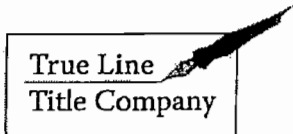
Mechanics Liens	
Date	
Address	

Judgments	
Date	
Address	
Case #	

Other (Lis Pendens, Bankruptcies, etc)	
Date	
Address	
Case #	

Additional Information

LEGAL DESCRIPTION ON VESTING DEED DOEA NOT MATCH COLLECTORS INFORMATION



True Line Title Company
110 E Ash Street
Columbia, MO 65203

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

January Session of the January Adjourned

Term. 20 15

County of Boone

In the County Commission of said county, on the

22nd

day of January

20 15

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

Now on this day the County Commission of the County of Boone does hereby approve the attached contract for Cost-Share between Boone County and Michael & Jennifer Brooks for the installation and maintenance of one vegetated drainage swale. The terms of the Cost-Share are stipulated in the attached Contract. It is further ordered the Presiding Commission is hereby authorized to sign said Contract.

Done this 22nd day of January, 2015.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

~ 1

**Contract for Cost-Share between County of Boone and
Michael and Jennifer Brooks**

Applicant Name: Michael and Jennifer Brooks

Applicant address: 500 South Court

Best Management Practices (BMPs) to be installed: Vegetated Drainage Swale

Lifespan of practice: Five (5) years

The County of Boone (hereafter, 'Boone') and Michael and Jennifer Brooks (hereafter, 'Applicant') agree to the following terms of the contract.

Description of Practices:

Installation and maintenance of one vegetated drainage swale on the following property commonly known as 500 South Court, tract eight (8) of Resubdivision No. 2 of the Replat of Sunrise Estates Subdivision as shown by the plat recorded in Plat Book 14, Page 23, Records of Boone County, Missouri for the purpose of slowing down stormwater flows and increasing infiltration in a subcatchment of Sunrise Estates.

The financial assistance provided is part of a cost-share project, with Boone providing labor and project oversight, 100% of the cost of the installation materials and 50% cost of the maintenance materials. The Applicant will provide labor to maintain the swale, and 50% cost of the maintenance materials if required. The specific item in this conservation practice that is eligible for cost-share is sod and/or native grass seed.

It is understood and agreed that the following conditions shall apply:

1. Installation: The vegetated swale will be installed under the direction of and in accordance with the design plans provided by Boone. Boone shall provide the earthwork, labor and sod material necessary to install the stormwater feature.
2. Inspection: The vegetated swale will periodically require maintenance in the form of watering and possibly sod replacement. Applicant or her/his designee should inspect the project biweekly and after every rain event. Any observed anomalies such as extended length of ponded water, excessive sedimentation, etc. shall be reported to Boone within 48 hours of observation. Boone shall have the right to inspect and require maintenance as necessary. Needed maintenance should be made as soon as practically possible.
3. Maintenance: The vegetated swale shall be properly maintained for five (5) years by Applicant or her/his designee.
 - The vegetated swale shall be kept reasonably free of exotic weedy vegetation that may threaten the survival of the grass as part of this cost-share contract for five (5) years following its establishment.

28-2015

- The vegetated swale shall remain as intended (see attached plans) until five (5) years from signing of the contract by all parties. The swale shall not be removed, altered, or modified so as to lessen its effectiveness or the purpose for which it is installed, without the consent of Boone. This requirement also applies should the property change ownership during the five (5) year period.
- The vegetated swale shall be watered daily for three (3) weeks, enough to soak four (4) inches into the soil without causing runoff.
- Reposition areas of sod that have moved along the slope. Inspect the channel for erosion after every rainfall event, repair any eroded areas, replace sod, and stabilize as needed. Any replacement vegetation required to maintain the effectiveness of the purpose for which it is installed will be 50/50 cost-shared between Boone and the Applicant.
- Mow after three (3) inches of new growth occurs. During the first four (4) months, mow no more than 1/3 the grass height.

4. Grant of License:

The Applicant shall allow Boone property access as required to monitor progress for the duration of the grant monitoring period. This work is scheduled to continue through February 2015, at which time this License shall expire. The Applicant will make any successors in title aware of this irrevocable grant of a license for access as contemplated herein through February 28, 2015.

5. The project financial responsibilities shall be shared between Boone and the Applicant. Following is a breakdown of the responsibilities by party: Boone shall cover the costs of the mobilization, earthwork, and sod material to install the vegetated swale. Boone shall cover 50% of the maintenance costs involving plant material throughout the monitoring period. Boone shall provide oversight and labor as necessary to ensure compliance with project goals.

6. The Applicant shall provide labor for maintenance of sod. Any labor or materials to be counted shall be documented (via written record) with: the date and total time labor was used, printed name and signature of the person providing the labor and the quantity and price/quantity for each of the materials. Any reimbursement costs claimed by Applicant are to be supported by documentation from vendors, contractors, or other workers. Boone staff, or their representatives, must inspect the installations to ensure they are completed as planned before funds are disbursed.

7. Absent an additional written agreement with Boone County, the total payments from Boone County to the Applicant under this Agreement shall not exceed two hundred (\$200.00) dollars.

8. The vegetated swale shall be installed and planted in the fall of 2014 pending appropriate site conditions. Should fall 2014 installation be hindered, the stormwater feature will be installed as soon as practicality allows.

The Applicant understands that before receiving any funds it will be necessary to sign this agreement. The original will be kept on file with the Boone County Department of Resource Management; a copy will be provided to Applicant. This contract does not constitute a lien upon the Applicant's property or heirs or assignees.

Signature Michael Brooks Date 12/21/14
Michael S. Brooks, Landowner

Signature Jennifer R Brooks Date 12/21/14
Jennifer R. Brooks, Landowner

BOONE COUNTY
(By and through its County Commission):

By: [Signature]
Daniel K. Atwill, Presiding Commissioner

ATTEST:
Wendy S. Noren my
Wendy S. Noren, County Clerk

Approved:
[Signature]
Stan Shawver, County Resource Management Director

Approved as to legal form:

[Signature]
Charles J. Dykhouse, County Counselor

Auditor 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 said appropriation sufficient to pay the costs arising from this contract.

June E. Pitchford Date 11/4/15
June E. Pitchford, Auditor by ag 1725-70050

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

January Session of the January Adjourned

Term. 20 15

County of Boone

In the County Commission of said county, on the

22nd

day of January

20 15

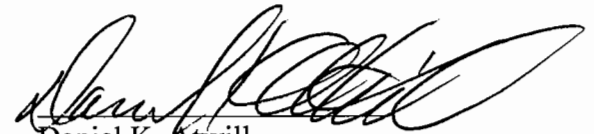
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the Request to Transfer Above ATS for Kelle Westcott, Budget Administrator Resource Management, at 89% of mid-point.

Done this 22nd day of January, 2015.

ATTEST:

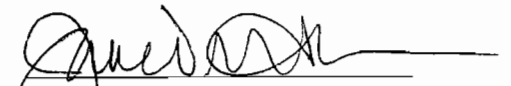
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

REQUEST TO TRANSFER ABOVE "ATS" (Authorized Transfer Salary)

BOONE COUNTY Commission Order 146-2006

Description of form: To request approval to transfer above "ATS" (authorized transfer salary).

Procedure:

1. The Administrative Authority or designee completes the form and prepares a schedule that demonstrates that funding is available within the salary and wage appropriation (account #10100) and calculates the amount for a budget revision, if needed. The Administrative Authority submits the form, the schedule, and the budget revision (if needed) to the Auditor for certification of funds availability.
2. The Auditor certifies funds availability, approves budget revision (if applicable), returns original form to the Administrative Authority and forwards a copy to Human Resource Director.
3. The Human Resource Director reviews the request and provides recommendation to the Administrative Authority.
4. The Administrative Authority will schedule the request for approval by the Commission and provide the Commission with the HR Director's recommendation.
5. The County Commission will review all requests for a starting salary above the "ATS" and will either approve or deny the request. After approval/denial, the County Commission will return this form to the Administrative Authority.
6. The Administrative Authority will attach a copy of this approved form to the Personnel Action Form.

Name of prospective employee Kelle Westcott Department Resource Management
 Position Title Budget Administrator Position No. _____

Proposed Starting Salary (complete one only) Annual: _____ % of Mid-Point _____
 OR Hourly: \$18.56 % of Mid-Point 89

No. of employees in this job classification within your Department? 1

Justification (Describe the prospective employee's education and/or work experience which supports this proposed compensation level) Employee will be taking responsibility for all financial aspects of the Resource Management Dept

If proposed salary exceeds what other employees in the same job classification are paid, explain how the prospective employee's background exceeds others working in the same job classification: N/A

What effect, if any, will this proposal have on salary relationships with other positions in your office and/or positions in other offices? N/A

Additional comments: Employee will assume a new position yet still be responsible for current duties.

Administrative Authority's Signature: [Signature] Date: 1/15/15

Auditor's Certification: Funds are available within the existing departmental salary and wage appropriation (#10100).
 Funds are not available within the existing departmental salary and wage appropriation (#10100); budget revision required to provide funding is attached.

Auditor's Signature: [Signature] Date: 1/16/15

Human Resource Director's Recommendations: Approve. Requested pay is 3% increase w/ an increase in duties. Pay rate would not cause internal equity issues w/ other Budget Admins as their pay ranges from \$17 to \$22.00

Human Resource Director's Signature: [Signature] Date: 1/16/15

County Commission Approve Deny
 Comment(s): _____

Presiding Commissioner's Signature: [Signature] Date: 1/22/15

District I Commissioner's Signature: [Signature] Date: 1/22/15

District II Commissioner's Signature: [Signature] Date: 1/22/15

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

January Session of the January Adjourned

Term. 20 15

County of Boone

} ea.

In the County Commission of said county, on the

22nd

day of January

20 15

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

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Tuesday, January 27, 2015, at 2:00 p.m. The meeting will be held in Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(1), to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Done this 22nd of January, 2015.

ATTEST:

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

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Karen M. Miller

Karen M. Miller
District I Commissioner

Janet M. Thompson

Janet M. Thompson
District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 15

In the County Commission of said county, on the 22nd day of January 20 15

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

Now on this day the County Commission of the County of Boone does hereby approve the Organizational Use of the Government Center Chambers by the Constitution Party of Missouri for September 19, 2015 from 10:00 a.m. to 4:00 p.m.

Done this 22nd day of January, 2015.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

Ken Pearson, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin District II Commissioner



Boone County Government Center
801 E. Walnut, Room 245
Columbia, MO 65201
573-886-4305 • FAX 573-886-4311
E-mail: commission@boonecountymmo.org

Boone County Commission

APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The undersigned organization hereby applies for a permit to use the Boone County Courthouse Grounds and/or Roger B Wilson Government Center or Centralia Satellite Office as follows:

Description of Use: Semi-annual meeting of the Constitution Party of Missouri

Date(s) of Use: Saturday September 19th, 2015

Time of Use: From: 10:00 a.m./p.m. thru 4:00 a.m./p.m.

Facility requested: Courthouse Grounds - Courtyard Square - Chambers - Rm220 - Rm208 - Rm139
Centralia Office

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and date of use and abide by all applicable laws, ordinances and county policies in using Courthouse grounds or designated rooms.
2. To remove all trash or other debris that may be deposited (by participants) on the courthouse grounds and/or in rooms by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds and/or carpet and furnishings in rooms.
4. To conduct its use of courthouse grounds and/or rooms in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds and/or use of rooms as specified in this application.
6. Organizations and user groups must provide any and all equipment needed for their event or presentation (i.e.; TV, projector, microphones, etc.)
7. Boone County reserves the right to cancel or alter your meeting schedule due to an emergency or any conflicts in scheduling for governmental use. If this should occur we would make every effort to contact you in ample time.

Name of Organization/Person: Constitution Party of Missouri

Organization Representative/Title: Daniel W. Howell

Address/Phone Number: 2312 Katy Lane, Columbia, MO 65203, CP: 573-529-9036, HP: 573-442-6615

Date of Application: 14 January 2015

PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

Wendy S. Nowe
County Clerk

BOONE COUNTY, MISSOURI

[Signature]
County Commissioner

DATE: 1-22-15