

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

County of Boone

} ea.

January Session of the January Adjourned

Term. 20 16

In the County Commission of said county, on the

28th

day of

January

20

16

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

Now on this day the County Commission of the County of Boone does hereby approve Sole Source Contract 124-123116SS for the purchase of Siren Maintenance from Blue Valley Public Safety, Inc. of Grain Valley, MO.

The terms of the agreement are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement for Siren Maintenance and Sole Source Fact Sheet.

Done this 28th day of January, 2016

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing



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

SOLE SOURCE/NO SUBSTITUTE FACT SHEET

Originating Office	Emergency Management
Person Requesting	Terry Cassil
Date Requested	12/10/15
Contact Phone Number	886-7210

UPON COMPLETION OF THIS FORM, PLEASE SUBMIT TO THE PURCHASING DEPARTMENT.

PURCHASING DEPARTMENT APPROVAL:

Signature

Date

SOLE SOURCE NUMBER: 124-123116SS
(Assigned by Purchasing)

COMMISSION APPROVAL:

Signature

Date

[Handwritten Signature]

1-28-16

Expiration Date: December 31, 2016, then renew (on-going for maintenance) **One Time Purchase (check)**

Vendor Name	Blue Valley Public Safety Inc.
Vendor Address	509 James Rollo Drive, PO Box 363, Grain Valley, MO 64029
Vendor Phone and Fax	816-847-7502
Product Description	Maintenance on Siren
Estimated Cost	\$43,632.00
Department/Account Number(s) Invoices Will Be Paid	2702-60050 / \$43,632 budgeted for 2016

The following is a list of questions that must be answered when making sole source requests. This is a formal document for submission to the County Commission. If a question is not applicable, please indicate N/A. Use layman's terms and avoid jargon and the use of acronyms.

- Please check the reason(s) for this sole request:
 - Only Known Source-Similar equipment or material not available from another vendor
 - Equipment or materials must be compatible with existing Equipment
 - Immediate purchase necessary to correct situation threatening life/property
 - Lease Purchase - Exercise purchase option on lease
 - Medical device or supply specified by physician
 - Used Equipment - Within price set by one/two appraisal(s) by disinterested party(ies)

- Other - List (attach additional sheets if necessary)
-

2. Briefly describe the commodity/material you are requesting and its function.
Maintenance for siren equipment
3. Describe the unique features/compatibility of the commodity/material that precludes competitive bidding.
BVPS is the only authorized service center for the State of Missouri for Federal Signal Corporation brand equipment.
4. What research has been done to verify this vendor as the only known source?
Vendor submitted letter stating this. Also talked to Tom Conrow, Buyer for the City of Independence who is using the MARC cooperative agreement that was based on a bid. Only BVPS responded. And our negotiated pricing is more competitive then this cooperative contract.
5. Does this vendor have any distributors, dealers, resellers, etc. that sell the commodity/material?
 Yes (please attach a list of known sources)
 No, **not in the state of Missouri**
6. Must this commodity/material be compatible with present inventory/equipment, or in compliance with the manufacturer's warranty or existing service agreement? If yes, please explain.
7. If this is an initial purchase, what are the future consequences of the purchase? That is, once this purchase is approved and processed, what additional upgrades/additions/supplies/etc. are anticipated/projected over the useful life of this product?
Yearly, on-going maintenance
8. If this is an upgrade/add-on/supply/repair/etc. to existing equipment, how was the original equipment purchased (sole source or competitive bid)? What additional, related, sole source purchases have occurred since the initial purchase? Please state previous purchase order number(s).
Originally purchased by the state of Missouri
9. How has this commodity/material been purchased in the past? (Sealed Bid, Sole Source, RFP, other) Please provide document numbers.
Sole source by City of Columbia
10. What are the consequences of not securing this specific commodity/material?
Would not be able to maintain the sirens around the County
11. List any other information relevant to the acquisition of this commodity/material (additional sheets may be attached, if necessary).
11. How long is sole source approval necessary for this type of purchase? Is this a one-time purchase or is there an identified time period needed?
On-going on maintenance



FEDERAL SIGNAL CORPORATION
Federal Warning Systems

December 11, 2015

Boone County Emergency Mgmt.
ATTN: Melinda Bobbitt
2201 I-70 Drive NW
Columbia, MO 65202

Dear Ms. Bobbitt,

This letter is to confirm that Blue Valley Public Safety, Inc. is the exclusive sales representative of products manufactured and sold by Federal Warning Systems, a division of Federal Signal Corporation for the states of Utah, Colorado, Kansas, Missouri and Southern Illinois. This exclusivity extends to Blue Valley Public Safety, Inc. also, as the field service provider and regional installer for FWS.

Their contact point is:

Blue Valley Public Safety, Inc.
P.O. Box 363
509 James Rollo Drive
Grain Valley, MO 64029
Attn: Norma Cates

You can reach Norma at 816-847-7502.

If I can answer additional questions or provide you with any information about Blue Valley or the Federal Warning System product line, please feel free to contact me directly at (708) 465-0824. In addition, you can find information about our products on our website at <http://www.alertnotification.com>.

Sincerely,
Federal Signal Corporation

Andrew Labahn
Central Region Sales Manager

cc: Norma Cates, Blue Valley Public Safety, Inc.

Boone County Purchasing

Melinda Bobbitt, CPPO
Director of Purchasing



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

To: Ruby Kuhler
rwheeler@tribmail.com

From: Melinda Bobbitt, Director of Purchasing

RE: Advertisement for Sole Source Purchase

Date: January 5, 2016

The following is a sole source purchase advertisement. Please call if you have any questions.

NOTICE OF INTENT TO MAKE SINGLE FEASIBLE SOURCE PURCHASE

Boone County believes there is only a single feasible source from which to purchase the following and intends to make a single feasible source purchase unless viable competition is established. Please contact the Boone County Purchasing Department if you can supply the following:

Siren Maintenance for Federal Signal Corporation Equipment from Blue Valley Public Safety, Inc. of Grain Valley, Missouri

To receive additional information or to express an interest in providing the above, please contact the Purchasing Department by **1:30 p.m. on January 21, 2016**. Boone County Purchasing Department, 613 E. Ash, Columbia, MO 65201.

Information is available in the Purchasing Office by phone: (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymmo.org.

Melinda Bobbitt, CPPO
Director, Boone County Purchasing

Insertion date: Thursday, January 7, 2016
COLUMBIA TRIBUNE

Boone County Purchasing

Melinda Bobbitt, CPPO
Director of Purchasing



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

To: Melody Cook (884-0003)
cookmr@missouri.edu
advertising@columbiamissourian.com

From: Melinda Bobbitt, Director of Purchasing

RE: Advertisement for Sole Source Purchase

Date: January 5, 2016

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Melinda Bobbitt, CPPO
Director, Boone County Purchasing

Insertion date: Thursday, January 7, 2016
COLUMBIA MISSOURIAN

Page	:	1 of 1	01/05/2016 15:49:16	Ad Number	:	31005316
Order Number	:	30994193		Ad Key	:	30994193
PO Number	:			Salesperson	:	67 - Legal Acct
Customer	:	L8864390 Boone Co. Purchasing		Publication	:	Columbia Missourian
Contact	:			Section	:	Classified Section
Address1	:	613 East Ash		Sub Section	:	Classified Section
Address2	:			Category	:	Legal Notices 1300
City St Zip	:	Columbia MO 65201		Dates Run	:	01/07/2016-01/07/2016
Phone	:	(573) 886-4392		Days	:	1
Fax	:	(573) 886-4390		Size	:	1 x 2.70, 27 lines
Credit Card	:			Words	:	133
Printed By	:	Cook, Melody R.		Ad Rate	:	Open
Entered By	:	Cook, Melody R.		Ad Price	:	17.55
				Amount Paid	:	0.00
				Amount Due	:	17.55
Keywords	:	NOTICE OF INTENT TO MAKE SINGLE FEASIBLE SOURCE PU				
Notes	:					
Zones	:					

**NOTICE OF INTENT TO MAKE SINGLE
FEASIBLE SOURCE PURCHASE**

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Melinda Bobbitt, CPPO
Director, Boone County Purchasing
Insertion date: January 7, 2016

Melinda Bobbitt - RE: sole source ad

From: "Kuhler, Ruby" <rgkuhler@columbiatribune.com>
To: 'Melinda Bobbitt' <mbobbitt@boonecountymo.org>
Date: 1/5/2016 3:39 PM
Subject: RE: sole source ad
Attachments: 2037458.pdf

Melinda:

I have attached a copy of the notice as it will appear Thursday 1/7. Total cost is \$32.85. Please review the attached proof closely and make the following notations:

- If changes are required, mark them clearly on the proof; either email changes or and fax to 815-1851
- If no changes are required, please email confirmation

For your convenience, we will fax affidavits of publication on the final or next business day after the completion of your notice. If you'd like to utilize this option, please let us know with your fax number. We will mail the hard copy file after completion of the notice or with your bill.

CANCELLATION POLICY

Please be advised that if a legal notice is cancelled prior to publication, a \$35.00 production fee will be charged. Cancellations or changes made within the duration of the ad will be effective for the next available publication according to our deadlines (typically 72 – 96 hours prior to publication, depending on publication date). Cancellation instructions MUST be faxed to 866.294.7696. If you do not receive confirmation from us that the notice has been cancelled, it is your responsibility to follow up on the cancellation request by calling 573-815-1855. The Columbia Daily Tribune will not be liable for cancellation discrepancies if these procedures are not followed.

Thanks,

Ruby

Ruby Kuhler
Classified Advertising Manager
Columbia Daily Tribune / ColumbiaTribune.com PO Box 798, Columbia, MO 65205
Ph 573.815.1859
Fx 866.294.7696

TRIBUNE CLASSIFIEDS

The Market Leader

From: Melinda Bobbitt [mailto:mbobbitt@boonecountymo.org]
Sent: Tuesday, January 05, 2016 3:01 PM

To: Kuhler, Ruby <rgkuhler@columbiatribune.com>

Subject: sole source ad

Ruby,

See attached ad.

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!

**NOTICE OF INTENT TO
MAKE SINGLE FEASIBLE
SOURCE PURCHASE**

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To receive additional information or to express an interest in providing the above, please contact the Purchasing Department by **1:30 p.m. on January 21, 2016**. Boone County Purchasing Department, 613 E. Ash, Columbia, MO 65201. Information is available in the Purchasing Office by phone: (573) 886-4391; fax (573) 886-4390 or e-mail:

mbobbitt@boonecountymo.org.

Melinda Bobbitt, CPPO
Director, Boone County Purchasing
INSERTION DATE: January 7, 2016

Boone County Purchasing

Melinda Bobbitt, CPPO
Director of Purchasing



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

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPB
DATE: January 19, 2016
RE: Sole Source Approval – 124-123116SS – Siren Maintenance

Attached for signature and approval is a Sole Source Request Form from Emergency Management Operations for the purchase of siren maintenance from Blue Valley Public Safety, Inc. of Grain Valley, Missouri.

Blue Valley Public Safety is the exclusive sales representative of products manufactured and sold by Federal Warning Systems and also, as the field service providers and regional installer for Federal Warning Systems (see attached letter).

The maintenance will be purchased from department 2702 – Emergency Management Operations, account 60050 – Equipment Service Contract. \$43,632 is budgeted for 2016.

The intent to purchase as sole source was advertised in the Missouriian and Tribune on Thursday, January 7, 2016.

ATT Sole Source Request

cc: Terry Cassil, Emergency Management
Sole Source File



December 11, 2015

Boone County Emergency Mgmt.
ATTN: Melinda Bobbitt
2201 I-70 Drive NW
Columbia, MO 65202

Dear Ms. Bobbitt,

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Their contact point is:

Blue Valley Public Safety, Inc.
P.O. Box 363
509 James Rollo Drive
Grain Valley, MO 64029
Attn: Norma Cates

You can reach Norma at 816-847-7502.

If I can answer additional questions or provide you with any information about Blue Valley or the Federal Warning System product line, please feel free to contact me directly at (708) 465-0824. In addition, you can find information about our products on our website at <http://www.alertnotification.com>.

Sincerely,
Federal Signal Corporation



Andrew Labahn
Central Region Sales Manager

cc: Norma Cates, Blue Valley Public Safety, Inc.

**PURCHASE AGREEMENT FOR
SIREN MAINTENANCE
TERM & SUPPLY**

THIS AGREEMENT dated the 28th day of January 2016 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Blue Valley Public Safety, Inc.** herein "Contractor."

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

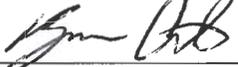
1. **Contract Documents** - This agreement shall consist of this Purchase Agreement, the County of Boone Request for Quote for **Siren Maintenance**, quote/sole source number **124-123115SS**, Boone County Insurance Requirements, Work Authorization Certification, and the Contractor's quote response dated **December 8, 2015** and executed by **Dee A. Wieduwilt** on behalf of the Contractor. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with quote response may be permanently maintained in the County Purchasing Office file for this maintenance agreement if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement and Boone County Standard Terms and Conditions shall prevail and control over the Contractor's quote response.
2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County **Siren Maintenance** as identified and responded to in the Contractor's quote response. Equipment/Service shall be provided as required in the quote specifications and in conformity with the contract documents for the prices set forth in the Contractor's quote response for Forty Three Thousand Six Hundred Thirty Two Dollars (\$43,632.00).
3. **Delivery** - Contractor agrees to deliver maintenance as set forth in the quote documents and as ordered by the County.
4. **Contract Duration** - This agreement shall commence on **January 1, 2016 and extend through December 31, 2016** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for **an additional two (2) year period. Pricing is firm for the first renewal period.** Contract may be renewed beyond the first renewal period 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.
5. **Billing and Payment** - All billing shall be invoiced to the Boone County Emergency Management Operations, Attn: Terry Cassil, 17 N. 7th Street, Columbia, MO 65201 and billings may only include the prices listed in the Contractor's bid response. No additional fees for extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct monthly statements within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.
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. **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.

8. **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.

BLUE VALLEY PUBLIC SAFETY, INC.

by 

title General Manager

BOONE COUNTY, MISSOURI

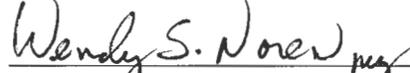
by: Boone County Commission


Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

by: 
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 the contract do not create in a measurable county obligation at this time.)

 01/20/2016 2702 / 60050 / \$43,632.00
 Signature Date Appropriation Account

Insurance Requirements: The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and the Certificate of 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 its 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. 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 it 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 \$3,000,000.00 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 \$3,000,000.00 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 County. Contractor shall provide to County copies of certificates of insurance evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name County 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, non-renewal or reduction of coverage without 30 days prior written notice to the Owner. 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 services provided.

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.

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

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

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

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

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

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

CERTIFICATION OF INDIVIDUAL BIDDER

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

- _____1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- _____2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.

- _____3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

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

State of Missouri)
)SS.
County of _____)

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

_____)
Date

_____)
Signature

_____)
Social Security Number
or Other Federal I.D. Number

_____)
Printed Name

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

_____)
Notary Public

My Commission Expires:

BVPS

Complete Solutions
Blue Valley Public Safety Inc.



509 JAMES ROLLO DRIVE ♦ PO BOX 363
GRAIN VALLEY, MO 64029
(816) 847-7502

MAINTENANCE AGREEMENT

PO # _____

Maintenance Period: 1/1/16 thru 12/31/16

Payment Period: Monthly

Customer Address		Billing Address		
Columbia/Boone Co. OEM 2201 I-70 Drive NW Columbia, MO 65202				
Phone	Attention of			
Qty.	Model and Description	Unit per Month	Month Total	Annual
City of Columbia				
40	M/N 2001 Sirens	15.00	600.00	
1	MOD6024 Siren	22.00	22.00	
12	M/N FC/DCFCTBDU Radio Controls	12.00	144.00	
1	UVTDU Radio Control	18.50	18.50	
164	Batteries	5.00	820.00	
5	M/N 2T22 Sirens & Controls	32.00	160.00	
1	M/N 2T22 Siren & Control	20.00	20.00	
1	M/N T-Bolt Siren & Control	32.00	32.00	
29	M/N DCFCTBDH Controls	12.00	348.00	
1	SFCD255 Software Warranty	100.00	100.00	
2	SS2000 Encoders	12.00	24.00	
	Monthly Total:		2,288.50	
	City of Columbia ANNUAL TOTAL:			\$ 27,462.00
Boone County				
18	M/N 2001 Sirens	15.00	270.00	
18	DCFCTBDU Radio Controllers	12.00	216.00	
3	Modulator Sirens	22.00	66.00	
3	UVTDU Controllers	18.50	55.50	
82	Batteries	5.00	410.00	
	Monthly Total:		1,017.50	
	Total County Sirens:			\$ 12,210.00

2	HALLSVILLE T-Bolt sirens & FCU Controls	40.00	80.00	960.00
	ASHLAND			
1	2T22 & FCU Control	32.00	32.00	
1	2001DC, Control & Batteries	43.00	43.00	
	Total for Ashland		75.00	900.00
	STURGEON			
1	RSH10 & FCU control	34.00	34.00	
1	2001ACDC, Control & Batteries		0.00	408.00
	HARRISBURG			
1	2001DC, Control & Batteries	47.00	47.00	564.00
	ROCHEPORT			
1	2001DC, Control & Batteries	47.00	47.00	564.00
	HARTSBURG			
1	2001DC, Control & Batteries	47.00	47.00	564.00
	Boone County ANNUAL TOTAL:			<u>\$16,170.00</u>
	CITY/COUNTY ANNUAL TOTAL:			<u>\$ 43,632.00</u>

BLUE VALLEY PUBLIC SAFETY

CUSTOMER
Columbia/Boone Co. OEM

Dee A. Wieduwilt

Dee A. Wieduwilt, Office Manager

By: _____

Date: 12/8/2015 2:53:00 PM

Date: _____

Siren Model Numbers

Siren	Siren Address	Siren MN	Radio 1 MN	Warranty Date	Siren	Radio	Batteries	City C
System: Columbia, MO								
01	1300 Woodrail	2001D-2way	DCFCTBDH	09/30/2004	\$ 15.00	\$ 12.00	\$ 20.00	\$
02	2500 S Old Hwy 63	2001DC	DCFCTBDU	8/25/1999 - RC 2/1/2013	\$ 15.00	\$ 12.00	\$ 20.00	\$
03	Chapel Hill & Wallace	2001D-2way	DCFCTBDH	09/30/2004	\$ 15.00	\$ 12.00	\$ 20.00	\$
04	3301 W. Broadway	2001D-2 way	DCFCTBDH	03/07/2007	\$ 15.00	\$ 12.00	\$ 20.00	\$
05	2205 N. Stadium	2001D 2-way	DCFCTBDH	11/08/2006	\$ 15.00	\$ 12.00	\$ 20.00	\$
06	Discovery Ridge	2001D 2-way	DCFCTBDH	6/4/2007	\$ 15.00	\$ 12.00	\$ 20.00	\$
06-A	Williams & Rollins	2T22A	FCMH	RC 7/1/10	\$ 32.00	\$ -	\$ -	\$
07	109 Lindell	2001D-2way	DCFCTBDH	07/22/2004	\$ 15.00	\$ 12.00	\$ 20.00	\$
08	Nursery & Route K	2001D 2-way	DCFCTBDH	02/21/2007	\$ 15.00	\$ 12.00	\$ 20.00	\$
08-A	1101 Park Ridge Dr.	2T22A	FCMH	RC 3/12/12	\$ 20.00	\$ 12.00	\$ -	\$
09	3601 S. Providence	2001D-2way	DCFCTBDH	11/16/2004	\$ 15.00	\$ 12.00	\$ 20.00	\$
10	New Haven Ave & Rustic	2001D 2-way	DCFCTBDH	11/08/2006	\$ 15.00	\$ 12.00	\$ 20.00	\$
11	ASHLAND -W. Broadway & Salinda	2T22A*480	FCU	RC 12/21/12	\$ 20.00	\$ 12.00	\$ -	\$
12	Shepard Blvd & Audubon	2001D 2-way	DCFCTBDH	11/08/2006	\$ 15.00	\$ 12.00	\$ 20.00	\$
13	Ashley & Bowling	2001D 2-way	DCFCTBDH	11/08/2006	\$ 15.00	\$ 12.00	\$ 20.00	\$
14	4011 I-70 Dr SE	2001 AC/DC	DCFCTBDU	2/26/2003 RC 1/30/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
15	3511 Clark Lane	2001D-2way	DCFCTBDH	09/30/2004	\$ 15.00	\$ 12.00	\$ 20.00	\$
16	Aztec & Ballenger	2001D-2way	DCFCTBDH	07/22/2004	\$ 15.00	\$ 12.00	\$ 20.00	\$
17	Leeway & Woodland	2001D 2-way	DCFCTBDH	11/08/2006	\$ 15.00	\$ 12.00	\$ 20.00	\$
18	Greely & Brown Station	2001D 2-way	DCFCTBDH	11/08/2006	\$ 15.00	\$ 12.00	\$ 20.00	\$
19	3400 Chateau Road	2001D 2-way	DCFCTBDH	11/08/2006	\$ 15.00	\$ 12.00	\$ 20.00	\$
20	Rangeline & Northland	2001D-2way	DCFCTBDH	07/22/2004	\$ 15.00	\$ 12.00	\$ 20.00	\$
21	Bus. 70 & Parkade	2001D 2-way	DCFCTBDH	11/08/2006	\$ 15.00	\$ 12.00	\$ 20.00	\$
22	Walnut & Divot Dr.	2001D-2way	DCFCTBDH	11/16/2004	\$ 15.00	\$ 12.00	\$ 20.00	\$
23	6th & Walnut	2001D 2-way	DCFCTBDH	11/08/2006	\$ 15.00	\$ 12.00	\$ 20.00	\$
24	Stadium Blvd & Forum Blvd (behind Dairy Queen)	2001D 2-way	DCFCTBDH	11/08/2006	\$ 15.00	\$ 12.00	\$ 20.00	\$
25	5701 Sinclair Rd.	2001D 2-way	DCFCTBDH	1/14/2008	\$ 15.00	\$ 12.00	\$ 20.00	\$
25-A	1729 W. Broadway	1000A	FCH		\$ 32.00	\$ -	\$ -	\$
26	Burnam & Curtis	2001D 2-way	DCFCTBDH	5/31/2007	\$ 15.00	\$ 12.00	\$ 20.00	\$
27	Proctor & Creasy	2001D 2-way	DCFCTBDH	05/21/2007	\$ 15.00	\$ 12.00	\$ 20.00	\$
28	Gans Rd & Bristol Lake Dr	2001D 2-way	DCFCTBDH	11/08/2006	\$ 15.00	\$ 12.00	\$ 20.00	\$

28-A	3205 Oaklawn	2T22A	SCT-SCN	11/08/2006	\$ 32.00	\$ -	\$ -	\$
29	SE Tiger & Bernadette	2001 AC/DC	DCFCTBDU	2/26/2003 RC 1/31/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
30	Cottage Lane & Rabbit Run	2001D 2-way	DCFCTBDH	05/31/2007	\$ 15.00	\$ 12.00	\$ 20.00	\$
30-A	St. Charles Rd. & Albany Dr.	2T22A	ARCH		\$ 32.00	\$ -	\$ -	\$
31	Mexico Gravel Rd. & Ballenger	2001D 2-way	DCFCTBDH	7/11/2007	\$ 15.00	\$ 12.00	\$ 20.00	\$
31-A	Vandiver & Nelwood	2T22A	FCH	RC 3/17/11	\$ 32.00	\$ -	\$ -	\$
32	Not used				\$ -	\$ -	\$ -	\$
33	Creasy Springs & Country Squire	2001D 2-way	DCFCTBDH	5/3/2007	\$ 15.00	\$ 12.00	\$ 20.00	\$
33-A	Cosmos - 1615 W. Bs Loop 70	2T22A*480	ARCH		\$ 32.00	\$ -	\$ -	\$
34	Regional Airport (roof mount)	2001D 2-way	DCFCTBDH	7/11/2007	\$ 15.00	\$ 12.00	\$ 20.00	\$
35	E. Stadium & S. College	2001D-2way	DCFCTBDH	11/16/2004	\$ 15.00	\$ 12.00	\$ 20.00	\$
36	CONDEMNED	ACA Banshee	FCH		\$ -	\$ -	\$ -	\$
37	STURGEON	RSH10A	FCU	RC 12/21/12	\$ 22.00	\$ 12.00	\$ -	\$
38	1001 Southampton Dr	2001 DC	DCFCTBDU	6/10/1992 RC 1/17/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
39	2200 Nifong Blvd (Nifong & Sinclair)	2001 DC	DCFCTBDU	9/8/1993 RC 1/23/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
40	Carter Ln & Campus View Dr (NE Corner)	2001 DC	DCFCTBDU	6/6/1994 RC 1/22/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
41	HARRISBURG -124 Harrisburg at park	2001 DC	DCFCTBDU	1/1/1999 RC 1/30/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
42	Wade School Rd & Trobridge Rd	2001 DC	DCFCTBDU	6/18/1999 RC 1/24/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
43	E of Hwy HH & Hwy B at railroad crossing	2001 DC	DCFCTBDU	3/4/1999 RC 1/24/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
44	1675 E. Prathersville Rd - BCFD #5	2001 DC	DCFCTBDU	6/18/1999 RC 1/28/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
45	N Clearview Rd-EC Potter & Sons Nursery	2001 DC	DCFCTBDU	6/18/1999 RC 1/28/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
46	Lange Middle Sch-Oakland Gravel Rd & Smiley	2001 DC	DCFCTBDU	6/18/1999 RC 1/23/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
47	End of Mary Ann by water tower	2001 DC	DCFCTBDU	3/4/1999 RC 1/31/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
48	ROCHEPORT	2001 DC	DCFCTBDU	10/5/1999 RC 1/28/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
49	6405 W 40 Hwy - N of I-70 at exit 121	2001 DC	DCFCTBDU	4/23/1999 RC 1/30/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
50	1400 N. Chapman Lane	2001 DC	DCFCTBDU	4/27/2000 RC 1/24/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
51	5910 St. Charles at Fire Station #1	2001 DC	DCFCTBDU	3/4/1999 RC 1/31/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
52	Richland & Sunshine	2001 DC	DCFCTBDU	3/4/1999 RC 1/28/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
53	Dozier's Station Rd & E. Serenity	2001 DC	DCFCTBDU	3/4/1999 RC 1/31/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
54	Scott Blvd & Sussex	2001 DC	DCFCTBDU	3/4/1999 RC 1/31/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
55	WW Hwy & El Chaparral - BCFD #12	2001 DC	DCFCTBDU	4/23/1999 RC 1/30/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
56	S. Scott (by water treatment plant)	2001 DC	DCFCTBDU	10/5/1999 RC 1/17/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
57	Nifong W. of Juniper (across from Nifong Park)	2001 DC	DCFCTBDU	4/23/1999 RC 2/1/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
58	S. Scott (So. of Crabapple Ln near water tower)	2001 DC	DCFCTBDU	4/27/2000 RC 1/24/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
59	SSR K & Old Plank Rd (Leatherwood Hills Trlr Ct)	2001 DC	DCFCTBDU	4/27/2000 RC 1/25/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
60	5551 S. 63 Hwy	2001 DC	DCFCTBDU	9/29/1999 RC 1/24/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
61	Logwood & Chimney Ridge Rd	2001 DC	DCFCTBDU	3/12/2000 RC 1/24/13	\$ 15.00	\$ 12.00	\$ 20.00	\$

62	7650 S. Hwy 163 at Pierpont Store	2001 DC	DCFCTBDU	4/27/2000 RC 1/25/13	\$ 15.00	\$ 12.00	\$ 20.00	
63	ASHLAND -Johnson & Henry Clay Blvd	2001 DC	DCFCTBDU	9/29/1999 RC 1/31/13	\$ 25.00	\$ 12.00		
64	21495 S Mount Pleasant Rd S. (Baptist Church)	2001 DC	DCFCTBDU	9/29/1999 1/30/13	\$ 15.00	\$ 12.00	\$ 20.00	
65	HARTSBURG -2nd & Main	2001 DC	DCFCTBDU	4/23/1999 RC 1/24/13	\$ 15.00	\$ 12.00	\$ 20.00	
66	5450 Route Z @ Two-Mile Prairie Sch.	Mod 1004	UVTDU	9/29/1999 RC 12/26/12	\$ 22.00	\$ 18.50	\$ 10.00	
67	Midway School Trails West & 40 Hwy No of truckstop	Mod 5020	UVTDU	10/18/1999 RC 12/22/12	\$ 22.00	\$ 18.50	\$ 20.00	
								\$
68	Cosmos Park	Mod 6024	UVTDU	9/29/1999 RC 12/26/12	\$ 22.00	\$ 18.50	\$ 20.00	\$
69	Rock Bridge School	Mod 5020	UVTDU	9/29/1999 RC 12/22/12	\$ 22.00	\$ 18.50	\$ 20.00	
70	Hallsville - 324 Route 00	1000A 3ph	FCU	RC 12/21/12	\$ 31.00	\$ 12.00	\$ -	
71	Hallsville - 14581 N Ricketts Rd	1000B	FCU	RC 12/21/12	\$ 31.00	\$ 12.00	\$ -	
72	3900 Scott	2001 DC	DCFCTBDU	8/7/2002 RC 1/31/13	\$ 15.00	\$ 12.00	\$ 20.00	\$
73	S. Ogden St. & Davis St.	2001-130 DC	DCFCTBDU	12/22/2014	\$ -	\$ -	\$ -	\$
	SFCDWare Software Warranty				\$ 100.00			\$ 1
	(1) SS2000+, (1) SS2000D Encoders				\$ 24.00			\$
	County	Sirens						\$ 27
	Warranty	Sirens						

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 Blue Valley Public Safety, 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: 258576

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 Blue Valley Public Safety, Inc.

Norma Gates

Name (Please Type or Print)

Title

Electronically Signed

Signature

09/29/2009

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

Signature

09/29/2009

Date

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

January Session of the January Adjourned

Term. 20 16

County of Boone

28th day of January 20 16

In the County Commission of said county, on the

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

Now on this day the County Commission of the County of Boone does hereby approve Sole Source Contract 126-060616SS for the purchase of two (2) Luminex Stenograph machines from Stenograph LLC of Elmhurst, IL.

It is further ordered the Presiding Commissioner is hereby authorized to sign said Sole Source Fact Sheet.

Done this 28th day of January, 2016

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill

Presiding Commissioner

Karen M. Miller
Karen M. Miller

District I Commissioner

Janet M. Thompson
Janet M. Thompson

District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPO
Director of Purchasing



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

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPB
DATE: January 25, 2016
RE: Sole Source Approval – 126-060616SS – Luminex Stenographs

Attached for signature and approval is a Sole Source Request Form from Court Administration for the purchase of two (2) Luminex Stenograph machines from Stenograph LLC of Elmhurst, Illinois.

Court Administration requires this brand stenograph so the machines will be compatible with other steno machines currently owned by the County, and also compatible with current software that is used in conjunction with the machines. Having the hardware (steno machines) and the software from the same vendor is necessary with regard to compatibility issues as well as troubleshooting issues. These machines are proprietary to Stenograph LLC (see attached letter).

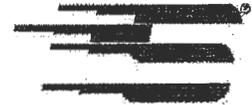
Total cost of Stenographs is \$10,772 and will be purchased from department 1210 – Circuit Court Services, account 92300 – Replacement Machinery & Equipment and 2850 – Administration of Justice, account 92300 – Replacement Machinery and Equipment. \$11,000 is budgeted for 2016.

The intent to purchase as sole source was advertised in the Missouriian on January 22 and Tribune on January 23, 2016.

ATT Sole Source Request & Stenograph LLC sole source letter

cc: Diana Vaughan, Court Administration
Sole Source File

39-2016



Stenograph

January 6, 2016

To Whom It May Concern:

Thank you for your interest in Stenograph products. Because of the reliability and the quality of workmanship that goes into making our products, court reporters and captioners all over the world have made Stenograph products the most popular in the industry.

These products are sold exclusively in the U.S. and Canada by Stenograph LLC of Elmhurst, Illinois:

- The **Luminex**®, **Diamante**® and **Wave**® writers
- Luminex, Diamante and Wave writer protection plans
- **Case CATalyst**® software
- Case CATalyst support agreements
- **CaseViewNet**® software
- CaseViewNet support agreements

Support and maintenance of these products is exclusively available from Stenograph. There are no authorized service providers in the United States or Canada.

Please accept this letter as formal certification from Stenograph of the above information.

Judith Wolf

Digitally signed by Judith Wolf

DN: cn=Judith Wolf

Date: 2016.01.06 10:26:26

-06'00'

Stenograph • 596 W. Lamont Road • Elmhurst, IL 60126-1022
Main Phone: (630) 532-5100 • 800-323-4247 • Fax: (630) 532-5700

www.stenograph.com

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing613 E. Ash, Rm 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390**SOLE SOURCE/NO SUBSTITUTE FACT SHEET**

Originating Office	Office of Court Administration
Person Requesting	Mary Epping/Diana Taylor
Date Requested	1/20/16
Contact Phone Number	573-886-4189

UPON COMPLETION OF THIS FORM, PLEASE SUBMIT TO THE PURCHASING DEPARTMENT.

PURCHASING DEPARTMENT APPROVAL:

Signature

Date

SOLE SOURCE NUMBER: 26-06 JUN 16
(Assigned by Purchasing)

COMMISSION APPROVAL:

Signature

Date

Expiration Date: 20 through 20One Time Purchase (check)

Vendor Name	Stenograph, LLC
Vendor Address	596 W. Lamont Road, Elmhurst, IL 60126
Vendor Phone and Fax	Phone (800) 323-4247 FAX (847) 803-1097
Product Description	(2) Luminex Writer Steno Machine
Estimated Cost	\$10,772.00 (with discounts included)
Department/Account	1210-92300 - \$5,386.00
Number(s) Invoices Will Be Paid	2850-92300 - \$5,386.00

The following is a list of questions that must be answered when making sole source requests. This is a formal document for submission to the County Commission. If a question is not applicable, please indicate N/A. Use layman's terms and avoid jargon and the use of acronyms.

- Please check the reason(s) for this sole request:
 - Only Known Source-Similar equipment or material not available from another vendor
 - Equipment or materials must be compatible with existing Equipment
 - Immediate purchase necessary to correct situation threatening life/property
 - Lease Purchase - Exercise purchase option on lease
 - Medical device or supply specified by physician
 - Used Equipment - Within price set by one/two appraisal(s) by disinterested party(ies)

Other - List (attach additional sheets if necessary)

2. Briefly describe the commodity/material you are requesting and its function.
Luminex Writer steno machine. Used by the court reporters to keep a record of court proceedings.
3. Describe the unique features/compatibility of the commodity/material that precludes competitive bidding.
See answer to question number 6.
4. What research has been done to verify this vendor as the only known source?
Searches on the internet, plus a letter from the vendor that they are the only known source to sell this equipment in the U.S. Vendor's sole source paperwork is attached.
5. Does this vendor have any distributors, dealers, resellers, etc. that sell the commodity/material?
 Yes (please attach a list of known sources)
 No - **The machine must be purchased through the manufacturer's representative. Vendor's sole source paperwork is attached.**
6. Must this commodity/material be compatible with present inventory/equipment, or in compliance with the manufacturer's warranty or existing service agreement? If yes, please explain.
This machine will be compatible with other steno machines currently owned by the County, and also compatible with current software that is used in conjunction with the machines. Having the hardware (steno machine) and the software from the same vendor is necessary with regard to compatibility issues as well as troubleshooting issues.
7. If this is an initial purchase, what are the future consequences of the purchase? That is, once this purchase is approved and processed, what additional upgrades/additions/supplies/etc. are anticipated/projected over the useful life of this product? **This is to replace the old model. Maintenance is budgeted for, which includes software upgrades.**
8. If this is an upgrade/add-on/supply/repair/etc. to existing equipment, how was the original equipment purchased (sole source or competitive bid)? What additional, related, sole source purchases have occurred since the initial purchase? Please state previous purchase order number(s). **N/A**
9. How has this commodity/material been purchased in the past? (Sealed Bid, Sole Source, RFP, other) Please provide document numbers.
Sole Source. #59-123105
10. What are the consequences of not securing this specific commodity/material?
Steno machines are used in court on a daily basis. Two of the machines are outdated and service/support contracts are no longer available for them.
11. List any other information relevant to the acquisition of this commodity/material (additional sheets may be attached, if necessary).
Steno machines are unique and proprietary machines used in court on a daily basis to make a verbatim record of court proceedings. It is critical to the function of the business of the court to have machines that work, that are compatible with existing equipment (interchangeable with the other reporters in the event of a problem), compatible with existing software, and are mechanically and technologically supported by the vendor.
12. How long is sole source approval necessary for this type of purchase? Is this a one-time purchase or is there an identified time period needed? **They are purchased every 8-10 years.**

Boone County Purchasing

Melinda Bobbitt, CPPO
Director of Purchasing



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

To: Ruby Kuhler
rwheeler@tribmail.com

From: Melinda Bobbitt, Director of Purchasing

RE: Advertisement for Sole Source Purchase

Date: January 21, 2016

The following is a sole source purchase advertisement. Please call if you have any questions.

NOTICE OF INTENT TO MAKE SINGLE FEASIBLE SOURCE PURCHASE

Boone County believes there is only a single feasible source from which to purchase the following and intends to make a single feasible source purchase unless viable competition is established. Please contact the Boone County Purchasing Department if you can supply the following:

(2) Luminex Writer Steno Machines from Stenograph of Elmhurst, IL

To receive additional information or to express an interest in providing the above, please contact the Purchasing Department by **9:30 a.m. on February 2, 2016**. Boone County Purchasing Department, 613 E. Ash, Columbia, MO 65201.
Information is available in the Purchasing Office by phone: (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymmo.org.

Melinda Bobbitt, CPPO
Director, Boone County Purchasing

Insertion date: Saturday, January 23, 2016
COLUMBIA TRIBUNE

Melinda Bobbitt - RE: advertisement

From: "Kuhler, Ruby" <rgkuhler@columbiatribune.com>
To: 'Melinda Bobbitt' <mbobbitt@boonecountymo.org>
Date: 1/21/2016 12:47 PM
Subject: RE: advertisement
Attachments: 2037948.pdf

Melinda:

Please find the proof attached. Total cost is \$33.76 for Saturday 1/23. Please review the attached proof closely and make the following notations:

- If changes are required, mark them clearly on the proof; either email changes or and fax to 815-1851
- If no changes are required, please email confirmation

For your convenience, we will fax affidavits of publication on the final or next business day after the completion of your notice. If you'd like to utilize this option, please let us know with your fax number. We will mail the hard copy file after completion of the notice or with your bill.

CANCELLATION POLICY

Please be advised that if a legal notice is cancelled prior to publication, a \$35.00 production fee will be charged. Cancellations or changes made within the duration of the ad will be effective for the next available publication according to our deadlines (typically 72 – 96 hours prior to publication, depending on publication date). Cancellation instructions **MUST** be faxed to 866.294.7696. If you do not receive confirmation from us that the notice has been cancelled, it is your responsibility to follow up on the cancellation request by calling 573-815-1855. The Columbia Daily Tribune will not be liable for cancellation discrepancies if these procedures are not followed.

Thanks!

Ruby

Ruby Kuhler
Classified Advertising Manager
Columbia Daily Tribune / ColumbiaTribune.com PO Box 798, Columbia, MO 65205
Ph 573.815.1859
Fx 866.294.7696

TRIBUNE CLASSIFIEDS
The Market Leader

From: Melinda Bobbitt [mailto:mbobbitt@boonecountymo.org]
Sent: Thursday, January 21, 2016 9:19 AM

file:///C:/Users/mbobbitt/AppData/Local/Temp/XPgrpwise/56A0D370BC-GWDOMGC-G... 1/21/2016

**NOTICE OF INTENT TO MAKE
SINGLE FEASIBLE
SOURCE PURCHASE**

Boone County believes there is only a single feasible source from which to purchase the following and intends to make a single feasible source purchase unless viable competition is established. Please contact the Boone County Purchasing Department if you can supply the following:

**(2) Luminox Writer Steno
Machines from Stenograph
of Elmhurst, IL**

To receive additional information or to express an interest in providing the above, please contact the Purchasing Department by **9:30 a.m. on February 2, 2016**. Boone County Purchasing Department, 613 E. Ash, Columbia, MO 65201. Information is available in the Purchasing Office by phone: (573) 886-4391; fax (573) 886-4390 or e-mail:

mbobbitt@boonecountymo.org.

Melinda Bobbitt, CPPO
Director, Boone County Purchasing

INSERTION DATE: January 23,
2016

Boone County Purchasing

Melinda Bobbitt, CPPO
Director of Purchasing



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

To: Melody Cook (884-0003)
cookmr@missouri.edu
advertising@columbiainmissourian.com

From: Melinda Bobbitt, Director of Purchasing

RE: Advertisement for Sole Source Purchase

Date: January 21, 2016

The following is a sole source purchase advertisement. Please call if you have any questions.

NOTICE OF INTENT TO MAKE SINGLE FEASIBLE SOURCE PURCHASE

Boone County believes there is only a single feasible source from which to purchase the following and intends to make a single feasible source purchase unless viable competition is established. Please contact the Boone County Purchasing Department if you can supply the following:

(2) Luminex Writer Steno Machines from Stenograph of Elmhurst, IL

To receive additional information or to express an interest in providing the above, please contact the Purchasing Department by **9:30 a.m. on February 2, 2016**. Boone County Purchasing Department, 613 E. Ash, Columbia, MO 65201.

Information is available in the Purchasing Office by phone: (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymmo.org.

Melinda Bobbitt, CPPO
Director, Boone County Purchasing

Insertion date: Friday, January 22, 2016
COLUMBIA MISSOURIAN

Page : 1 of 1 01/21/2016 10:28:32
Order Number : 30994322
PO Number :
Customer : L8864390 Boone Co. Purchasing
Contact :
Address1 : 613 East Ash
Address2 :
City St Zip : Columbia MO 65201
Phone : (573) 886-4392
Fax : (573) 886-4390
Credit Card :
Printed By : Cook, Melody R.
Entered By : Cook, Melody R.
Keywords : (2) Luminex Writer Steno Machines
Notes :
Zones :

Ad Number : 31005452
Ad Key : 30994322
Salesperson : 67 - Legal Acct
Publication : Columbia Missourian
Section : Classified Section
Sub Section : Classified Section
Category : Legal Notices 1300
Dates Run : 01/22/2016-01/22/2016
Days : 1
Size : 1 x 2.50, 25 lines
Words : 126
Ad Rate : Open
Ad Price : 16.25
Amount Paid : 0.00
Amount Due : 16.25

NOTICE OF INTENT TO MAKE SINGLE
FEASIBLE SOURCE PURCHASE

Boone County believes there is only a single feasible source from which to purchase the following and intends to make a single feasible source purchase unless viable competition is established. Please contact the Boone County Purchasing Department if you can supply the following:

(2) Luminex Writer Steno Machines from Stenograph of Elmhurst, IL

To receive additional information or to express an interest in providing the above, please contact the Purchasing Department by 8:30 a.m. on February 2, 2016. Boone County Purchasing Department, 613 E. Ash, Columbia, MO 65201. Information is available in the Purchasing Office by phone: (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymmo.org.

Melinda Bobbitt, CPPO
Director, Boone County Purchasing
Insertion date: January 22, 2016

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

January Session of the January Adjourned

Term. 20 16

County of Boone

In the County Commission of said county, on the

28th

day of

January

20 16

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

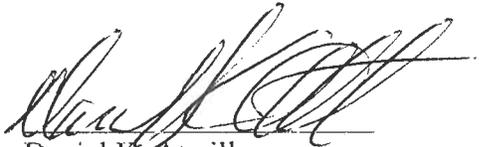
Now on this day the County Commission of the County of Boone does hereby approve the utilization of the Missouri Department of Transportation Cooperative Contract 3-150514RW to purchase one (1) New Gen 2 Clark Stidown Rider Forklift Counter Balanced Model C25L from Forklifts of Central Missouri, Inc of Jefferson City, MO and to dispose, by auction, a 1979 Hyster Forklift, fixed asset #12685.

The terms of the Cooperative Contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement and Request for Disposal form.

Done this 28th day of January, 2016.

ATTEST:

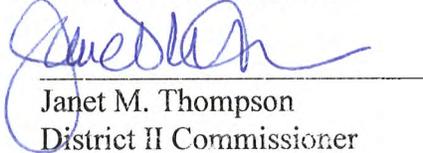
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

Boone County Purchasing

Cheli Haley
Buyer



613 East Ash Street, Room 109
Columbia, MO 65201
Phone: (573)886-4392
Facsimile: (573)886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Cheli Haley, Buyer
DATE: January 19, 2016
RE: Cooperative Contract 3-150514RW
Clark Sitdown Rider Forklift

Public Works requests permission to utilize the Missouri Department of Transportation cooperative contract 3-150514RW – Forklifts with Forklifts of Central Missouri, Inc. of Jefferson City, Missouri to purchase one (1) New Gen 2 Clark Sitdown Rider Forklift Counter Balanced Model C25L.

The contract amount for this purchase is \$29,526.00. The invoice will be paid from Department 2040 – PW-Maintenance Operations and Account 92300 – Replacement Machines and Equipment. The amount budgeted for this purchase is \$30,000.00.

The Purchasing Department requests permission to dispose of the following surplus by auction:
1979 Hyster Forklift, fixed asset tag number 12685

Attached is the Disposal Form for signature.

**PURCHASE AGREEMENT
FOR
FORKLIFT**

THIS AGREEMENT dated the 28th day of January 2016 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Forklifts of Central Missouri, 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 Forklifts in compliance with all bid specifications and any addendum issued for the Missouri Department of Transportation Contract **3-150514RW**, Forklifts of Central Missouri, Inc. quote dated November 20, 2015, 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 3-150514RW 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 one (1) New Gen 2 Clark Sitdown Rider Forklift Counter Balanced Model C25L as follows:

	<u>Unit Price</u>	<u>Quantity</u>	<u>Extended Price</u>
Clark Sitdown Rider Forklift	\$ 25,891.00	1	\$ 25,891.00
Audible back up alarm	\$ 158.00	1	\$ 158.00
Double Aux. Valve & Double Hose Kit	\$ 1,117.00	1	\$ 1,117.00
Side shifter fork positioner (41")	\$ 2,360.00	1	\$ 2,360.00
TOTAL			\$29,526.00

For a grand contract total of Twenty Nine Thousand, Five Hundred Twenty Six Dollars and Zero Cents (\$25,526.00).

3. **Delivery** - Vendor agrees to deliver equipment as set forth in the bid documents and within 18 weeks after receipt of order. Delivery shall be to Boone County Public Works, Attn: Greg Edington, 5551 Tom Bass Rd., Columbia, MO 65201.

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

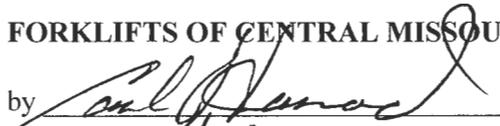
5. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

6. **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:

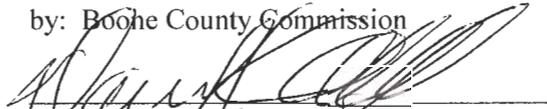
- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications 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.

FORKLIFTS OF CENTRAL MISSOURI, INC.

by 
 title V.P.

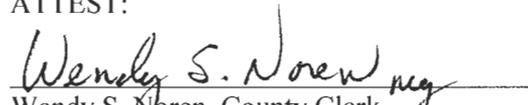
BOONE COUNTY, MISSOURI

by: Boone County Commission

 Daniel K. Atwill, Presiding Commissioner

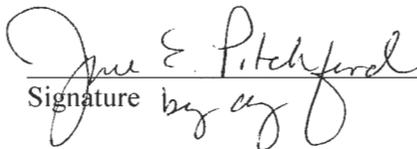
APPROVED AS TO FORM:

by: 
 County Counselor

ATTEST:


 Wendy S. Noren, County Clerk

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


 Signature *by ag*

1/20/16
 Date

2040-92300 - \$29,526.00

Appropriation Account

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. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase advertising from other vendors.
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.

FORKLIFTS

of
CENTRAL MISSOURI, INC.

P.O Box 1731 • 4502 Hwy. 50 West • Jefferson City, MO 65102
Phone: 800-392-0651 • Fax 573-893-4817

Boone County Public Works
5551 Hwy 63 South.
Columbia, MO 65201
Attn: Greg Edington, 573-449-8515

Quote No. MSD112015-NC
Ref: MODOT Contract: 3-150514RW

Date: November 20, 2015

WE ARE PLEASED TO SUBMIT THE FOLLOWING QUOTATION FOR YOUR CONSIDERATION

ONE (1) NEW GEN 2 CLARK SITDOWN RIDER FORKLIFT COUNTER BALANCED MODEL: C25L INCLUDING:

FUEL: LPG/ONE TANK
5,000 lbs. basic capacity at 24 inch load center
High visibility upright
189" maximum fork height
85.2" Overall height lowered
61.5" Free lift
41" Carriage Class II , heavy duty 6 roller
48" Load back rest
42" Forks
Paint – green and black



EQUIPPED WITH THE FOLLOWING STANDARD FEATURES:

The Clark Information Center (CIC) features a LED/digital display with visual and audible engine monitoring warnings.

Integral monitor system with continuous monitor engine oil pressure
Transmission and coolant temperatures, as well as air cleaner & hydraulic filters ,
ammeter and a "LOW LPG fuel indicator"

Full hydrostatic power steering, with tilt steering column, 6 position

Electric horn, anti-restart system

Recessed tow bar

TRANSMISSION:

Full Reversing single speed power shift transmission, TA30, full reversing transaxle
With high stall ratio industrial torque converter, full-floating drive axle, and drum/shoe
brake assemblies. Solenoid actuated, hydraulically modulated directional control and
mechanically actuated, hydraulic inching.

CLARK

EZGO

Linde

SELICK

TOYOTA
INDUSTRIAL EQUIPMENT

bobcat

TAYLOR

HAWKER

DOOSAN

MICHI
A TOYOTA INDUSTRIES COMPANY

DREXEL

FORKLIFTS

of
CENTRAL MISSOURI, INC.

P.O. Box 1731 • 4502 Hwy. 50 West • Jefferson City, MO 65102
Phone: 573-893-7373 • Fax (573) 893-4817

ENGINE:

Hyundai, Model: THETA, 2.4 liter, 70 H.P. @ 2,650 rpm, 140 ft.lbs/torque from 1,600 to 2,500 rpm, Dual overhead cam, 4 valves per cylinder, multi-port direct fuel injection, compression ratio 10.5 to 1, coil pack for each cylinder, chain drive self lubing w/tenisioner and Tier IV, Ultra low emissions,

PERFORMANCE:

4,751 lbs./drawbar pull loaded

Gradeability: 36.61% @ 1 mph with load

Turning radius: 90.6"

Tires: *Solid Pneumatic Drive tires 700 x 12 and Steer tires 600 x 9*

Overhead guard, safety seat system w/seat belt

Lower step on both sides for easy entry and exit with anti-slip steps and floor board

Brakes: Hydraulic operated, power assisted drum brakes w/left or right brake pedal,

Shrouds prevent dirt entry into brake area

Parking brake is left foot operated

O'ring seals on all high pressure lines

OTHER STANDARD FEATURES INCLUDED IN BASE QUOTE:

Single auxillary valve

Operator cell with isolation mounts

Two overguard mounted headlights

Cowl mounted controls levers

Hydrostatic Power steering

Tilt steering wheel

Vinyl safety seat

High capacity cooling system

Automatic engine shutdown

WARRANTY: Twelve (12) Months full coverage (parts, labor & travel), Plus additional 24 months Major component coverage (parts & Labor ONLY), up to maximum of 4,000 hours. Note; see factory warranty conditions for specifications.

Quote No. MSD112015-NC



FORKLIFTS of CENTRAL MISSOURI, INC.

P.O. Box 1731 • 4502 Hwy. 50 West • Jefferson City, MO 65102
Phone: 573-893-7373 • Fax (573) 893-4817

Quote No. MSD112015-NC

INVESTMENT:

Price as listed above per MODOT contract #3-150514RW-----\$25,891.00
Available items included in this quote:
Audible back up alarm.....Option 11.....\$158.00
Double Aux. Valve & Double Hose Kit.....Option 5.....\$1,117.00
(no internal cable)
Side Shifter Fork positioner (41").....Option 15.....\$2,360.00

TOTAL PRICE AS LISTED per MODOT contract # 3-150514RW-----\$29,526.00

Note: One (1) unit in factory stock, subject to prior sale.

Note: Factory order lead time is 18 weeks after ARO.

Note: Subject to credit approval for all transactions. Pricing does not include sales tax.

Terms & Conditions 30 days n.b 1/6/16

Payment: Net 10 days / Lease. F.O.B.: Delivered. Delivery: Will advise at time of order.
This quotation is subject to acceptance by buyer and seller within 30 days from the date hereof and only in accordance with the terms stated hereof. Buyer grants to seller a security interest in equipment described herein until payment has been made in full.

Sincerely,

Forklifts of Central MO, Inc.

By: Marc Davis
Marc Davis (Territory Manager)

Accepted:

Boone County Public Works

By: _____
Title: _____
Date: _____

(Signature of authorized officer or representative required.)





Missouri Department of Transportation
Bid Tabulation of Request 3-150514RW Forklifts
Multiple Award

VENDOR INFORMATION

Name: Forklifts of Central MO, Inc.
Contact name: Marc Davis
Address Line: 2504 Country Club Drive
Address Line: Jefferson City, MO 65109
Telephone #: 573-893-7373
Email address: mdavis@flcmo.com

VENDOR INFORMATION

Name: Luby Equipment
Contact name: Jerry Jansen
Address Line: 2300 Cassens Dr.
Address Line: Fenton, MO 63026
Telephone #: 636-343-9970
Email address: jjansen@lubyequipment.com



Missouri Department of Transportation
Bid Tabulation of Request 3-150514RW Forklifts
Multiple Award

Item #2 Solid/Pneumatic Tired Forklift (Diesel Powered) 6000 to 10,000 lbs.

Vendor	Make/Model	Base Price	Districts Bid	Std ARO	MSRP%	Cooperative Agreement
Luby Equipment	No Bid					
Forklifts of Central MO, Inc.	Clark C25L	\$25,891.00	ALL Districts	Variable	10%	YES
Forklifts of Central MO, Inc.	Clark C30L	\$28,981.00	ALL Districts	Variable	10%	YES
Forklifts of Central MO, Inc.	Clark C35L	\$31,147.00	ALL Districts	Variable	10%	YES
Forklifts of Central MO, Inc.	Clark C40D	\$43,497.00	ALL Districts	Variable	10%	YES
Forklifts of Central MO, Inc.	Clark C45D	\$45,565.00	ALL Districts	Variable	10%	YES
Forklifts of Central MO, Inc.	Clark C50SD	\$47,979.00	ALL Districts	Variable	10%	YES
Forklifts of Central MO, Inc.	Toyota 8FDU25	\$30,286.00	ALL Districts	Variable	10%	YES
Forklifts of Central MO, Inc.	Toyota 8FDU30	\$32,775.00	ALL Districts	Variable	10%	YES
Forklifts of Central MO, Inc.	Toyota 8FDU32	\$34,115.00	ALL Districts	Variable	10%	YES
Forklifts of Central MO, Inc.	Toyota 8FD35U	\$43,210.00	ALL Districts	Variable	10%	YES
Forklifts of Central MO, Inc.	Toyota 8FD40U	\$44,520.00	ALL Districts	Variable	10%	YES
Forklifts of Central MO, Inc.	Toyota 8FD45U	\$48,178.00	ALL Districts	Variable	10%	YES

L.P.

Item # 2 - Purchase of a new Solid/Pneumatic Tired Forklift (Diesel Powered) 6,000 to 10,000 lb. capacity, per specification, NET DELIVERED PRICE to ordering location.

If bidding multiple makes or models, make copies of this pricing sheet and submit it with your bid.

MAKE Clark OPTIONAL MODEL/CAPACITY MODEL C25L

EACH \$ 25,891.00

Specification

L.P.

The forklift to be furnished under these specifications shall be **diesel powered**, have the minimum load capacity of 6,000 lbs and not more than 10,000 lbs at 24-inch fork face to load center of gravity. This unit shall be designed for outdoors use with approximate 48" forks has the axle capacity and suspension stability to carry and lift capacity loads on uneven terrain. This unit shall be a sit down model. It shall be a complete hi-visibility three (3) stage one-man operating unit with all foot and hand controls, instruments and gauges conveniently grouped and located at the operator station, easily accessible to the operator, allowing full visibility front and rear.

Vendor must complete the following for consideration of acceptable make and model.

Load Capacity: lbs	<u>5,000 lbs. /Basic capacity @ 24" load center</u>
Volts	<u>12 volt system</u>
Service Weight	<u>8,838 lbs.</u>
Wheels: Front/Rear: (x=driven)	<u>700x12 Drive & 600x9 Steer AIR</u>
Tire Type:	<u>Air Pneumatic</u>
Number of tires Front/Rear	<u>Two Drive & Two steer</u>
Max. Fork Height, Full Capacity: (in)	<u>5,000 lbs.Base, 4,800 lbs.cap. @ 189" W/O attachme</u>
Length to Fork Face: (in)	<u>142.7"</u>
Width: (in.):	<u>48.2"</u>
Wheelbase (in)	<u>63.8"</u>
Turning Radius: (in)	<u>90.6" outside</u>
Gradeability @ 1mph loaded (%)	<u>36.6%</u>
Service Brake Type	<u>Drum & Shoe</u>
Parking Brake Type	<u>Pedal actuated</u>
Engine HP	<u>70.4</u>
Transmission Type	<u>Powershifter</u>
Fuel Type	<u>LPG</u>
Fuel Capacity	<u>33 lbs. tank is standard</u>
Draw Bar Pull	<u>4,751 lbs.</u>

List any vendor-recommended options. Use additional sheets if necessary.

OPTION	DESCRIPTION	Price
Option 1	Extended Warranty FlexGuard 36: FG36-12/24/5,000 Hrs.	\$600.00
Option 2	Extended Warranty: FlexGuard 48: FG48-36/6,000 Hrs.	\$750.00
Option 3	Extended Warranty: FlexGuard 60: FG60-12/48/10,000 Hrs.	\$950.00
Option 4	Side shifter with hosing kit <u>41"</u>	\$1,587.00
Option 5	Double Aux. Valve and Double Hosing Kit, for two function attachments <u>No CABLE</u>	\$1,117.00
Option 6	Side shifting fork positioner, (requires DAV & DAK) above	\$1,785.00

37"

OPTION	DESCRIPTION	Price
Option 7	Rear grab handle W/horn button	\$105.00
Option 8	Two Rear view mirrors	\$114.00
Option 9	Combination Rear Lights, Stop, Tail & Back-up	\$180.00
Option 10	Amber Strobe light	\$173.00
Option 11	Audible Back-up alarm Smart	\$158.00
Option 12	One (1) Rear work light	\$153.00
Option 13	Double Aux. Valve & Double Hosing Kit to operate a two function attachment <i>(MT. CABLE)</i>	\$1,285.00
Option 14	Side shifter with hosing kit 37"	\$1,495.00
Option 15	Side shifting Fork positioner, Requires 41" Double Aux. Valve & Double hosing kit ABOVE	\$2,360.00
Option 16		
Option 17		
Option 18		
Option 19		
Option 20		

Please submit a complete parts and options list with detailed pricing information for each make/model your company would be willing to provide. Please indicate below the percentage (%) discount off Manufacturers Suggested Retail Price (MSRP) for all forklift options available in your data book or pricing guides.

% discount off MSRP for all Data Book or Pricing Guide Options: - % Discount 10%

Delivery will be made Variable(See below note) days after receipt of order (ARO)
Delivery will vary due to time order is placed with P.O. Also, depending on which Options maybe be needed. Some models we try to stock for a good delivery.

Standard Warranty: Provide a description below of the standard warranty for the unit. Indicate the coverage period and what is covered under the warranty. *A copy of standard warranty coverage should be included with bid response.*

First Twelve Months or 2,000 Hours which comes first. Clark dealer will, without charge , provide genuine Clark parts, labor and a service call to replace or repair any Defective materials or Parts.

Starting the Thirteenth month, or 4,000 hours which comes first. Clark dealer will, (EXCEPT FOR SERVICE CALLS), provide new or repaired replacement parts and labor on MAJOR COMPONENTS identified below, A. All electric motors, B. Solid state controls panel components, C. Contactor panels, and D. Drive axle.

Extended Warranty: Provide a description below of the extended warranty offered for the unit. Indicate the coverage period and what is covered under the warranty.

Note: All FlexGuards listed the First Twelve months(12) has same coverage as Standard Warranty.

FlexGuard 36. Next 24 Months or 5,000 Hours which every comes first, Parts, Labor ONLY for Major Components.

FlexGuard 48. Next 36 Months or 6,000 Hours which every comes first, Parts, Labor ONLY for Major components.

FlexGuard 60. Next 48 Months or 10,000 Hours which every comes first, Parts, Labor ONLY for Major components.

Company Name Forklifts of Central Mo., Inc.

Signature 

BID FORM

MISSOURI DEPARTMENT OF TRANSPORTATION
GENERAL SERVICES - PROCUREMENT
PO Box 270
Jefferson City, MO 65102

REQUEST NO.	3-150514RW
DATE	April 29, 2015

SEALED BIDS, SUBJECT TO THE ATTACHED CONDITIONS WILL BE RECEIVED AT THIS OFFICE UNTIL

2:00 pm., Central Time, May14, 2015

AND THEN PUBLICLY OPENED AND READ FOR FURNISHING THE FOLLOWING SUPPLIES OR SERVICES.

BIDS TO BE BASED F.O.B. MISSOURI DEPARTMENT OF TRANSPORTATION

Submit net bid as cash discount stipulations will not be considered

830 MoDOT Drive, Jefferson City, MO 65109

THE BIDDER MUST SIGN AND RETURN BEFORE DATE AND TIME SET FOR OPENING.

BUYER: Robin Warren
BUYER EMAIL:
Robin.Warren@modot.mo.gov

BUYER TELEPHONE: 573-526-7929

EQUIPMENT

FORKLIFTS

To establish a contract to furnish "Forklifts" in accordance with the following pages.

It is the responsibility of the Bidder to check the website for any and all addendums.

(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.: _____
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:

This Request for Bid (RFB) seeks bids from qualified organizations to provide forklifts that comply with all the requirements identified in Section 2 SCOPE OF WORK of this RFB for the Missouri Department of Transportation (MoDOT). Each bid must be returned in a sealed envelope per Section 3 BID SUBMISSION. **Bids must be returned no later than 2:00 p.m., Central Time, May 14, 2015.**

RFB COORDINATOR:

Robin Warren
Sr. General Services Specialist

Phone: 573-526-7929
E-mail: Robin.Warren@modot.mo.gov

2. SCOPE OF WORK

2.1 General Requirements:

- 2.1.1 The Bidder shall provide forklifts in accordance with the provisions and requirements stated herein and at the sole satisfaction of MoDOT.
- 2.1.2 Unless otherwise specified herein, the Bidder shall furnish all material, labor, facilities, equipment, and supplies necessary to provide the forklifts required herein.
- 2.1.3 Forklifts will be ordered on an as needed, if needed basis. MoDOT does not guarantee any purchases on the contract.

2.2 Specification Requirements:

It shall be the Bidder's responsibility to meet all requirements as indicated in the attached specifications, along with any other provisions outlined in this solicitation document.

2.3 Delivery Requirements:

- 2.3.1 Unless otherwise specified on the purchase order, 24 hours advance notice of each delivery is required. Delivery will only be received between the hours of 8:00 a.m. to 3:00 p.m., Monday through Friday.
- 2.3.2 Delivery shall be made 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
 - k. Other locations as may be required

2.4 Invoicing and Payment Requirements:

- 2.4.1 An itemized invoice shall be submitted to the applicable requesting address upon completion of delivery.
- 2.4.2 Each invoice should be itemized in accordance with items listed on the purchase order. 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.
- 2.4.3 The Bidder 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.
- 2.4.4 Other than the payment specified above, no other payments or reimbursements shall be made to the vendor for any reason whatsoever.
- 2.4.5 MoDOT shall not make any advance deposits.

2.4.6 MoDOT assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any authorized quantity is subject to MoDOT's rejection and shall be returned at the Bidder's expense.

2.4.7 MoDOT is exempt from paying Missouri Sales Tax, Missouri Use Tax and Federal Excise Tax.

2.5 Other Contractual Requirements:

2.5.1 Contract Period_- The contract period shall commence from the date of award notification until May 31, 2016, with up to three (3) one-year renewal option periods, or any portion therein.

2.5.2 Renewal Periods - If the option for renewal is exercised by MoDOT, the Bidder shall agree to all terms and conditions of the RFB and all subsequent amendments. Renewal options are at the sole discretion of MoDOT.

2.5.3 Escalation Clause - In the event the Bidder requests a price increase during either the original award period or any renewal period, a written request and documentation justifying the need for a price increase, and the amount of such price increase must be provided. MoDOT will review the written request and documentation, and decide if a price increase is to be granted at that particular time. The vendor shall understand and agree that MoDOT's decision shall be final and without recourse.

a. No price increase shall be granted during the first 3 months of the original award period, or if applicable, the first 3 months of a renewal period.

2.5.4 Inspection and Acceptance - MoDOT reserves the right to inspect the equipment at the point of manufacture, intermediate storage point, or at a destination which shall be at the discretion of MoDOT.

a. No forklift received by MoDOT shall be deemed accepted until MoDOT has had reasonable opportunity to do an inspection.

b. Forklifts which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, forklifts which are discovered to be defective or which do not conform to any warranty of the vendor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.

c. MoDOT reserves the right to return any such rejected forklift at the Bidder's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.

d. MoDOT's right to reject any unacceptable forklift shall not exclude any other legal or equitable remedies MoDOT may have.

2.5.5 Warranty – A copy of standard warranty coverage information should be included with bid response.

2.5.6 Fuel - In accordance with RSMo 414.365, MoDOT must use fuel with at least the biodiesel content of B-20. (<http://www.moga.mo.gov/statutes/C400-499/4140000365.htm>) By submitting a response to this bid, Bidder agrees to comply with all the terms of your company's standard equipment warranties, except to the extent the equipment problems are determined to be attributed to MoDOT's use of B-20 fuel.

2.5.7 Service and Operator Manuals – A hard copy operator manual and one (1) set of service and parts manuals (CD or hard copy) shall be supplied at the time of delivery.

2.5.8 Technical Service – A number for technical assistance during normal working hours from 8:00 a.m. to 4:00 p.m. shall be provided at time of delivery.

2.5.9 Training:

- a. Training shall be included in the unit price and shall take place at each district where equipment is delivered or at an offsite location at the Bidder's expense.
- b. A qualified service technician or mechanic shall conduct the training. Training will be supplied to operators and mechanics of equipment and will cover safe operation and routine/preventative maintenance.
- c. The Bidder shall supply training within one month of delivery and acceptance and shall supply all training materials.
- d. Training shall be a minimum of four (4) hours. If more than four (4) hours of training is necessary, the district shall notify the Bidder in advance of the scheduled training to set up the additional hours needed.
- e. Warranty coverage shall be explained during training.
- f. Should the training not meet the requirements indicated above, the Bidder shall come back to the location the training first took place and hold the training again.
- g. A listing of available training materials should be made available with bid response.

4. PRICING

4.1 Pricing and District Selection(s):

4.1.1 The Bidder shall provide firm, fixed pricing on the attached pricing pages for the original contract period for providing the equipment in accordance with the provisions and requirements of this RFB. **All costs** associated with providing the required equipment shall be included in the prices stated.

4.1.2 Place a mark by those MoDOT Districts for which you are bidding. Bidders are responsible for servicing all counties within the district(s) selected. ***See attached District Map.***

_____ All Districts

_____ Northwest District

_____ Northeast District

_____ Kansas City District

_____ Central District

_____ St. Louis District

_____ Southwest District

_____ Southeast District

Company Name _____

Signature _____

Item # 1 – Purchase of a new Electric Forklift 3,000 to 5,000 lb. capacity, per specification, NET DELIVERED PRICE to ordering location.

If bidding multiple makes or models, make copies of this pricing sheet and submit it with your bid.

MAKE _____ **MODEL** _____

EACH \$ _____

Specification

The forklift to be furnished under these specifications shall be electric minimum of 36 volts, and have a minimum load capacity of 3,000 lbs and not more than 5,000 lbs at 24-inch fork face to load center of gravity, designed for indoor use with approximate 42" forks. This unit shall be a sit down model. It shall be a complete high visibility three (3) stage one-man operating unit with all foot and hand controls, instruments and gauges conveniently grouped and located at the operator station, easily accessible to the operator, allowing full visibility front and rear.

Vendor must complete the following for consideration of acceptable make and model.

- Load Capacity: lbs _____
- Volts _____
- Service Weight _____
- Wheels: Front/Rear: (x=driven) _____
- Tire Type: _____
- Number of tires Front/Rear _____
- Max. Fork Height, Full Capacity: (in) _____
- Length to Fork Face: (in) _____
- Width: (in.) _____
- Wheelbase (in) _____
- Turning Radius: (in) _____
- Gradeability @ 1mph loaded (%) _____
- Service Brake Type _____
- Parking Brake Type _____
- Engine HP _____
- Transmission Type _____
- Draw Bar Pull _____

List any vendor-recommended options. Use additional sheets if necessary.

OPTION	DESCRIPTION	Price
Option 1	Three (3) phase battery charger to fully charge forklift	
Option 2	Extended Warranty	
Option 3		
Option 4		
Option 5		
Option 6		

Please submit a complete parts and options list with detailed pricing information for each make/model your company would be willing to provide. Please indicate below the percentage (%) discount off Manufacturers Suggested Retail Price (MSRP) for all forklift 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 _____ days after receipt of order (ARO)

Standard Warranty: Provide a description below of the standard warranty for the unit. Indicate the coverage period and what is covered under the warranty. *A copy of standard warranty coverage should be included with bid response.*

Extended Warranty: Provide a description below of the extended warranty offered for the unit. Indicate the coverage period and what is covered under the warranty.

Company Name _____

Signature _____

Item # 2 – Purchase of a new Solid/Pneumatic Tired Forklift (Diesel Powered) 6,000 to 10,000 lb. capacity, per specification, NET DELIVERED PRICE to ordering location.

If bidding multiple makes or models, make copies of this pricing sheet and submit it with your bid.

MAKE _____ **MODEL** _____

EACH \$ _____

Specification

The forklift to be furnished under these specifications shall be **diesel powered**, have the minimum load capacity of 6,000 lbs and not more than 10,000 lbs at 24-inch fork face to load center of gravity. This unit shall be designed for outdoors use with approximate 48" forks has the axle capacity and suspension stability to carry and lift capacity loads on uneven terrain. This unit shall be a sit down model. It shall be a complete hi-visibility three (3) stage one-man operating unit with all foot and hand controls, instruments and gauges conveniently grouped and located at the operator station, easily accessible to the operator, allowing full visibility front and rear.

Vendor must complete the following for consideration of acceptable make and model.

- Load Capacity: lbs _____
- Volts _____
- Service Weight _____
- Wheels: Front/Rear: (x=driven) _____
- Tire Type: _____
- Number of tires Front/Rear _____
- Max. Fork Height, Full Capacity: (in) _____
- Length to Fork Face: (in) _____
- Width: (in.) _____
- Wheelbase (in) _____
- Turning Radius: (in) _____
- Gradeability @ 1mph loaded (%) _____
- Service Brake Type _____
- Parking Brake Type _____
- Engine HP _____
- Transmission Type _____
- Fuel Type _____
- Fuel Capacity _____
- Draw Bar Pull _____

List any vendor-recommended options. Use additional sheets if necessary.

OPTION	DESCRIPTION	Price
Option 1	Extended Warranty	
Option 2		
Option 3		
Option 4		
Option 5		
Option 6		

Please submit a complete parts and options list with detailed pricing information for each make/model your company would be willing to provide. Please indicate below the percentage (%) discount off Manufacturers Suggested Retail Price (MSRP) for all forklift 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 _____ days after receipt of order (ARO)

Standard Warranty: Provide a description below of the standard warranty for the unit. Indicate the coverage period and what is covered under the warranty. *A copy of standard warranty coverage should be included with bid response.*

Extended Warranty: Provide a description below of the extended warranty offered for the unit. Indicate the coverage period and what is covered under the warranty.

Company Name _____

Signature _____

Item # 3 – Purchase of a new Solid/Pneumatic Tired Forklift (Propane Powered) 6,000 to 10,000 lb. capacity, per specification, NET DELIVERED PRICE to ordering location.

If bidding multiple makes or models, make copies of this pricing sheet and submit it with your bid.

MAKE _____ **MODEL** _____

EACH \$ _____

Specification

The forklift to be furnished under these specifications shall be **propane powered**, have the minimum load capacity of 6,000 lbs and not more than 10,000 lbs at 24-inch fork face to load center of gravity. This unit shall be designed for outdoors use with approximate 48" forks has the axle capacity and suspension stability to carry and lift capacity loads on uneven terrain. This unit shall be a sit down model. It shall be a complete hi-visibility three (3) stage one-man operating unit with all foot and hand controls, instruments and gauges conveniently grouped and located at the operator station, easily accessible to the operator, allowing full visibility front and rear.

Vendor must complete the following for consideration of acceptable make and model.

- Load Capacity: lbs _____
- Volts _____
- Service Weight _____
- Wheels: Front/Rear: (x=driven) _____
- Tire Type: _____
- Number of tires Front/Rear _____
- Max. Fork Height, Full Capacity: (in) _____
- Length to Fork Face: (in) _____
- Width: (in.) _____
- Wheelbase (in) _____
- Turning Radius: (in) _____
- Gradeability @ 1mph loaded (%) _____
- Service Brake Type _____
- Parking Brake Type _____
- Engine HP _____
- Transmission Type _____
- Fuel Type _____
- Fuel Capacity _____
- Draw Bar Pull _____

List any vendor-recommended options. Use additional sheets if necessary.

OPTION	DESCRIPTION	Price
Option 1	Extended Warranty	
Option 2		
Option 3		
Option 4		
Option 5		
Option 6		

Please submit a complete parts and options list with detailed pricing information for each make/model your company would be willing to provide. Please indicate below the percentage (%) discount off Manufacturers Suggested Retail Price (MSRP) for all forklift 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 _____ days after receipt of order (ARO)

Standard Warranty: Provide a description below of the standard warranty for the unit. Indicate the coverage period and what is covered under the warranty. *A copy of standard warranty coverage should be included with bid response.*

Extended Warranty: Provide a description below of the extended warranty offered for the unit. Indicate the coverage period and what is covered under the warranty.

Company Name _____

Signature _____

Item # 4 – Purchase of a new Rough Terrain Type Forklift (Diesel Powered) 6,000 to 10,000 lb. capacity, per specification, NET DELIVERED PRICE to ordering location.

If bidding multiple makes or models, make copies of this pricing sheet and submit it with your bid.

MAKE _____ **MODEL** _____

EACH \$ _____

Specification

The forklift to be furnished under these specifications shall be diesel powered minimum 74 gross horsepower engine. This unit shall be designed for outdoor use, have the axle capacity and suspension stability to carry and lift capacity loads with a minimum of 6000 lbs and maximum of 12,000 lbs@ 24 inch load center on rough and uneven terrain. It shall be a complete one-man sit down operating unit with all foot and hand controls, instruments and gauges conveniently grouped and located at the operator station, easily accessible to the operator, allowing full visibility front and rear. This unit must be provided with standard 48" forks.

Vendor must complete the following for consideration of acceptable make and model.

- Load Capacity: lbs _____
- Volts _____
- Service Weight _____
- Wheels: Front/Rear: (x=driven) _____
- Tire Type: _____
- Number of tires Front/Rear _____
- Max. Fork Height, Full Capacity: (in) _____
- Length to Fork Face: (in) _____
- Width: (in.) _____
- Wheelbase (in) _____
- Turning Radius: (in) _____
- Gradeability @ 1mph loaded (%) _____
- Service Brake Type _____
- Parking Brake Type _____
- Engine HP _____
- Transmission Type _____
- Fuel Type _____
- Fuel Capacity _____
- Draw Bar Pull _____

List any vendor-recommended options. Use additional sheets if necessary.

OPTION	DESCRIPTION	Price
Option 1	Extended Warranty	
Option 2		
Option 3		
Option 4		
Option 5		
Option 6		

Please submit a complete parts and options list with detailed pricing information for each make/model your company would be willing to provide. Please indicate below the percentage (%) discount off Manufacturers Suggested Retail Price (MSRP) for all forklift 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 _____ days after receipt of order (ARO)

Standard Warranty: Provide a description below of the standard warranty for the unit. Indicate the coverage period and what is covered under the warranty. *A copy of standard warranty coverage should be included with bid response.*

Extended Warranty: Provide a description below of the extended warranty offered for the unit. Indicate the coverage period and what is covered under the warranty.

Company Name _____

Signature _____

VENDOR INFORMATION & PREFERENCE CERTIFICATION FORM

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 (<u>M/WBE</u>) 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: none;"> <tr> <td style="text-align: center; width: 33%;"><u>M/WBE Name</u></td> <td style="text-align: center; width: 33%;"><u>Percentage of Contract</u></td> <td style="text-align: center; width: 33%;"><u>M/WBE Certifying Agency</u></td> </tr> <tr> <td style="border-top: 1px solid black; height: 20px;"></td> <td style="border-top: 1px solid black; height: 20px;"></td> <td style="border-top: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border-top: 1px solid black; height: 20px;"></td> <td style="border-top: 1px solid black; height: 20px;"></td> <td style="border-top: 1px solid black; height: 20px;"></td> </tr> </table>		<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>								
If additional space is required, please attach an additional sheet and identify it as <u>M/WBE Information</u>										

Preference Certification

All bidders must furnish ALL applicable information requested below

<u>GOODS/PRODUCTS MANUFACTURED OR PRODUCED IN USA:</u> If any or all of the goods or products offered in the attached bid which the bidder proposes to supply to the MHTC are <u>not</u> 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>	
<u>MISSOURI SERVICE-DISABLED VETERAN BUSINESS:</u> 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

COOPERATIVE AGREEMENT NOTICE

The Department is interested in assisting Missouri governmental entities, etc. in purchasing equipment, various materials and supplies that meet the Highway and Transportation Department specifications.

Each bidder is asked to indicate below whether they would be willing to offer *forklifts* listed in the attached "Request for Bid" for sale to these local political entities at the same bid price offered to this Department.

It is understood the Department 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 *forklifts* meeting the Department 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 Department 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 _____

PHONE NUMBER _____

SIGNATURE _____

TITLE _____

DATE _____

(Each vendor should complete the appropriate sections of their form and submit with their bid.)

**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

Insurance

The Contractor shall maintain or cause to be maintained at Contractor's own expense commercial general liability, automobile liability, worker's compensation insurance against negligent acts, errors or omissions of the Contractor, or its subcontractors and anyone directly or indirectly employed by any of them. Any insurance policy required as specified in this Section shall be written by a company that is licensed and authorized to issue such insurance in the state of Missouri and shall provide insurance coverage for not less than the following limits of liability:

- 1) General Liability: Not less than \$500,000 for any one person in a single accident or occurrence, and not less than \$3,000,000 for all claims arising out of a single occurrence;
- 2) Automobile Liability: Not less than \$500,000 for any one person in a single accident or occurrence, and not less than \$3,000,000 for all claims arising out of a single occurrence;
- 3) Missouri State Workmen's Compensation policy or equivalent in accordance with state law.

Upon request from the Commission, the Contractor shall provide the Commission with certificates of insurance evidencing the required coverage and that such insurance is in effect.

Official Holidays

- a. The following days shall be construed as **official holidays** under the terms of the contract:

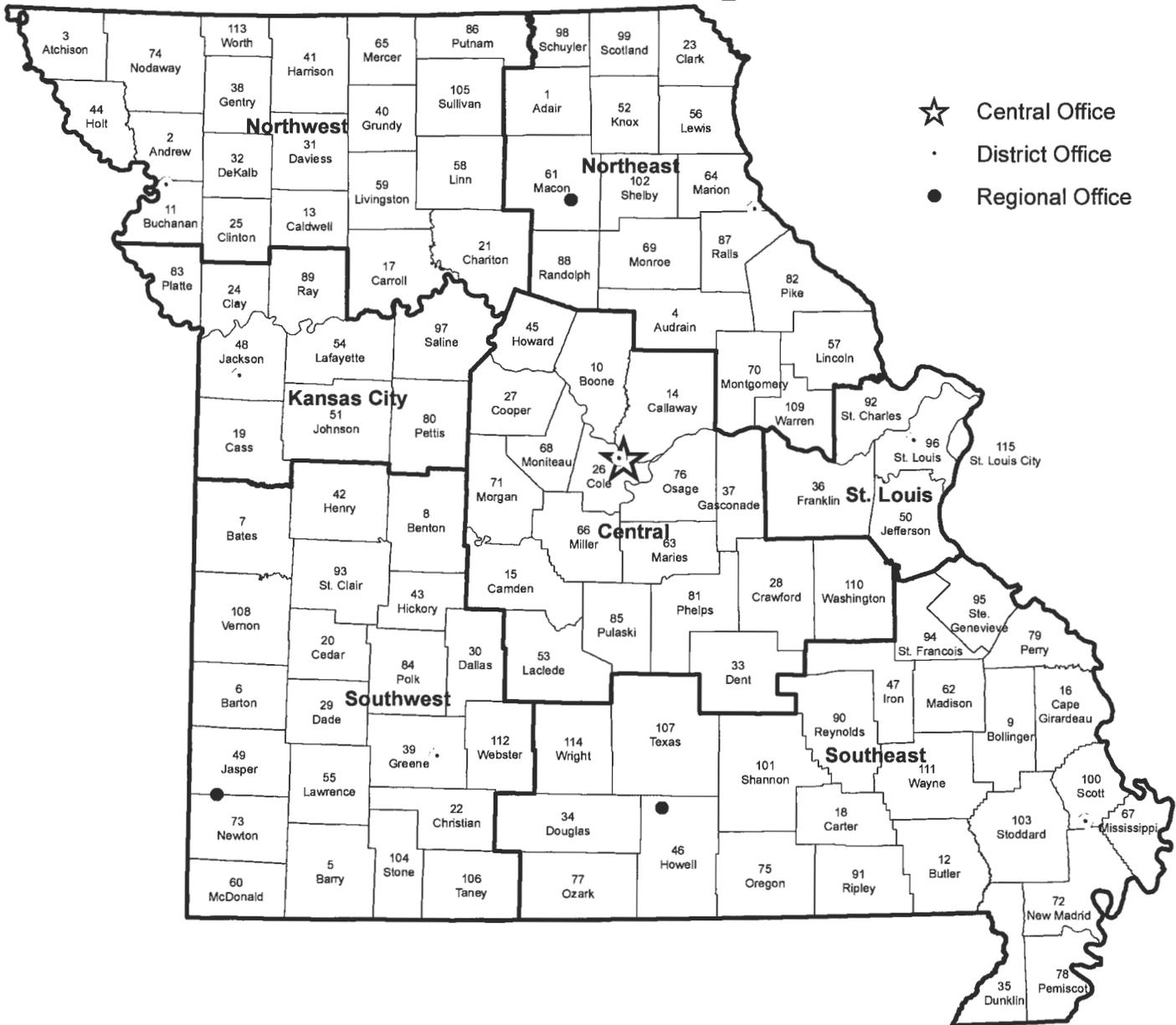
January 1	New Year's Day
Third Monday in January	Martin Luther King, Jr.'s Birthday
February 12	Lincoln's Birthday
Third Monday in February	Washington's Birthday
May 8	Truman's Birthday
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day
November 11	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
December 25	Christmas Day

- b. When any of the above **holidays falls** on a **Sunday**, the holiday will be observed on the following **Monday**; when any of the above **holidays falls** on a **Saturday**, the **holiday** will be observed on the immediately preceding **Friday**.

Liquidated Damages

- a. In the event the successful Contractor fails to deliver the equipment 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 \$100.00 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 District Map



County	No. Dist.	County	No. Dist.	County	No. Dist.	County	No. Dist.	County	No. Dist.	County	No. Dist.
Adair	1	Chariton	21	Harrison	41	Macon	61	Phelps	81	Shannon	101
Andrew	2	Christian	22	Henry	42	Madison	62	Pike	82	Shelby	102
Atchison	3	Clark	23	Hickory	43	Maries	63	Platte	83	Stoddard	103
Audrian	4	Clay	24	Holt	44	Marion	64	Polk	84	Stone	104
Barry	5	Clinton	25	Howard	45	Mercer	65	Pulaski	85	Sullivan	105
Barton	6	Cole	26	Howell	46	Miller	66	Putnam	86	Taney	106
Bates	7	Cooper	27	Iron	47	Mississippi	67	Ralls	87	Texas	107
Benton	8	Crawford	28	Jackson	48	Moniteau	68	Randolph	88	Vernon	108
Bollinger	9	Dade	29	Jasper	49	Monroe	69	Ray	89	Warren	109
Boone	10	Dallas	30	Jefferson	50	Montgomery	70	Reynolds	90	Washington	110
Buchanan	11	Daviess	31	Johnson	51	Morgan	71	Ripley	91	Wayne	111
Butler	12	DeKalb	32	Knox	52	New Madrid	72	St. Charles	92	Webster	112
Caldwell	13	Dent	33	Laclede	53	Newton	73	St. Clair	93	Worth	113
Callaway	14	Douglas	34	Lafayette	54	Nodaway	74	St. Francois	94	Wright	114
Camden	15	Dunklin	35	Lawrence	55	Oregon	75	Ste. Genevieve	95	St. Louis City	115
Cape Girardeau	16	Dunklin	36	Lewis	56	Osage	76	St. Louis	96		
Carroll	17	Gasconade	37	Lincoln	57	Ozark	77	St. Louis	96		
Carter	18	Gentry	38	Linn	58	Pemiscot	78	Saline	97		
Cass	19	Greene	39	Livingston	59	Perry	79	Schuyler	98		
Cedar	20	Grundy	40	McDonald	60	Pettis	80	Scotland	99		
								Scott	100		

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : January x, 2016

FIXED ASSET TAG NUMBER: 12685

DESCRIPTION: 1979 Hyster Forklift

REQUESTED MEANS OF DISPOSAL: Sell

OTHER INFORMATION: Serial Number: C005D205082

CONDITION OF ASSET: Fair

REASON FOR DISPOSITION: Equipment is planned for replacement in 2016.

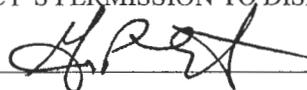
COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: None

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 2040

SIGNATURE



RECEIVED

JAN 20 2016

BOONE COUNTY AUDITOR

AUDITOR

ORIGINAL PURCHASE DATE 6/8/00

RECEIPT INTO 1190-3836 Hel

ORIGINAL COST 3,491.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2785

GRANT NAME _____

ASSET GROUP 1605

% FUNDING _____

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

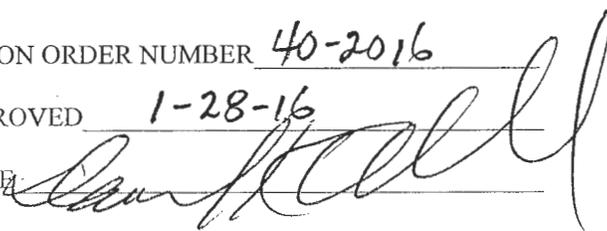
____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 40-2016

DATE APPROVED 1-28-16

SIGNATURE



MAINSCR BOONE Core Budget Description - View Only PUCHELI 15:47:29
 Year 2016 Dept 2040 PW-MAINTENANCE OPERATIONS Finalized N 12/23/15
 Account 92300 REPLCMENT MACH & EQUIP '2015 Est' 390,750
 2015 Bdgt 681,052 YTD 395,681 % of Bdgt 58 Est % of Bdgt 57

Description	Qty	Unit	Amount	Total
4763 MOTOR GRADER	*	1	252,000	252,000
2781 EXCAVATOR 220		1	154,000	154,000
3788 ROLLER/COMPACTOR		1	32,000	32,000
3773 TRACK SKID LOADER		1	70,000	70,000
PARTS WASHER		1	35,000	35,000
3761/3762 TRAILER MOUNTED VARIABLE MESSAGE		2	17,000	34,000
3411 SWEEPSTER BROOM ATTACHMENT		1	3,000	3,000
3749 AG TRACTOR 1995		1	12,500	12,500
2797 FORKLIFT		1	30,000	30,000

More...
% Chg

Class 974,950 Class 2-8 3,832,228

F2=Key Scr F3=Exit F5=History
 F6=Dept Supplemental Budget F10=Notes *
 F12=Return F15=Summary

Proposed Core	
Proposed Supp	667,900
Auditor Rev	
Commission Rev	
Total Budget	667,900
	4-

From: Greg Edington
To: Cheli Haley
Date: 12/23/2015 11:00 AM
Subject: Re: Fwd: New Clark Forklift Quote
Attachments: Forklift Disp 2016.pdf

Cheli:

The info: 2040-92301 Replacement Equipment. The disposal for the old unit is attached. The budgeted amount for the purchase is \$30,000.

Thanks,
Greg

>>> Cheli Haley 12/23/2015 10:46 AM >>>
Greg,
Can you send me the department, account, and budget for this forklift?
Cheli

Cheli Haley,
Buyer
Boone County Purchasing
Annex Building
613 East Ash Street, Room 109
Columbia, MO 65201
Telephone: (573)886-4392
Facsimile: (573)886-4390
www.showmeboone.com
Email: chaley@boonecountymmo.org

>>> Greg Edington 11/23/2015 9:17 AM >>>
Cheli:

FYI - forklift quote from MoDOT contract for 2016.

Thanks,
Greg

>>> Marc Davis <mdavis@flcmo.com> 11/23/2015 9:12 AM >>>
Hi Greg,

Attached is the quote for a new Clark C25 forklift based on MODOT contract 3-150514RW.
The total price is delivered. Let me know if you have any questions.
Thank you,

Marc Davis
Forklifts of Central Missouri
P.O. Box 1731
4502 Country Club Drive
Jefferson City, MO 65109
800-392-0651
573-291-9933 cell

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

January Session of the January Adjourned

Term. 20 16

In the County Commission of said county, on the 28th day of January 20 16
 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 New York State's Cooperative Contract PC66814 to purchase Hazardous Incident Response Equipment (license plate readers) from Selex ES Inc. d/b/a ELSAG North America of Greensboro, NC.

This is a Term & Supply contract and the terms of the Cooperative Contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 28th day of January, 2016.

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

41-2016

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 21, 2016
RE: Cooperative Contract: PC66814 – Hazardous Incident Response
Equipment

The Sheriff Department requests permission to utilize New York State's cooperative contract *PC66814 – Hazardous Incident Response Equipment* with Selex ES Inc. d/b/a ELSAG North America of Greensboro, North Carolina to purchase Hazardous Incident Response Equipment (license plate readers).

This is a Term and Supply contract and invoices will be paid from department 2901 – Sheriff Operations LE Sales Tax, account 92300 – Replacement Machinery & Equipment.

cc: Gary German / Leasa Quick, Sheriff Dept.
Contract File

**PURCHASE AGREEMENT
FOR
Hazardous Incident Response Equipment (Group 38232)
for the Boone County Sheriff's Department**

THIS AGREEMENT dated the 28TH day of January 2016 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Selex ES Inc. d/b/a ELSAG North America**, 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 **Hazardous Incident Response Equipment (HIRE)**, in compliance with all bid specifications and any addenda issued for the Hazardous Incident Response Equipment (HIRE), State of New York bid/contract # PC66814 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 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, the State of New York cooperative contract (Group 38232, Contract number **PC66814**) 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 Hazardous Incident Response Equipment as identified and responded to in the Contractor's Bid Response and the enclosed pricing pages. Service/equipment shall be provided as required in the bid specifications and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by the County.

3. **Delivery** - Vendor agrees to deliver equipment within 30-90 days after receipt of order depending on equipment ordered. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.

4. **Contract Duration** - This agreement shall commence on **the date of award** and extend through **May 31, 2020** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County 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.

5. **For Fixed Asset Tracking** – Send list of equipment ordered from contract, with their individual serial numbers to Boone County Auditor, 801 E. Walnut, Room 304, Columbia, MO 65201 within thirty (30) days from date of purchase order.

6. **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 in the vendor's bid response. No additional fees for paper work processing, labor, or taxes shall be included as additional charges in excess of the charges in the Vendor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is

resolved in favor of the Vendor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

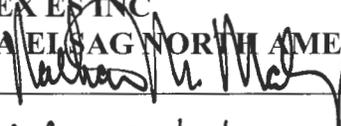
7. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

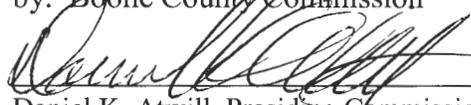
8. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality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

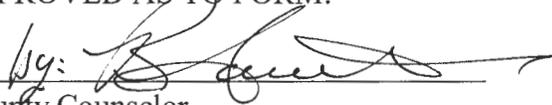
9. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

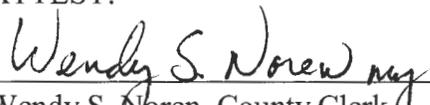
- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications 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.

SELEX ES INC
 D/B/A MELSAG NORTH AMERICA
 by 
 title V.P. Markletag

BOONE COUNTY, MISSOURI
 by: Boone County Commission

 Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:
 by: 
 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.)

 by sjg 01/20/16 2901-92300 - Term & Supply
 Signature Date Appropriation Account

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. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase advertising from other vendors.

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.

PCP66814
 Selex ES, Inc. (d/b/a Elsag North America)
 Effective August 13, 2015

Contractor Item Number	Item Description	Manufacturer Name	Manufacturer Item Number	Category Number (as per DHS AEL)	Discount Category Option 1 OR Option 2	Unit of Measure	Catalog or List Price	Manufacturer PASS THRU Discount %	HIRE Contract Discount %	HIRE Contract Price
210022	ELSG Operations Center (EOC) Initial Configuration (210022)	Selex ES, Inc.	210022	4	Option 1	Each	\$ 1,923.08	0.00%	35.00%	\$ 1,250.00
510033-5.X	Car System Version 5.X (510033-5.X)	Selex ES, Inc.	510033-5.X	4	Option 1	Each	\$ 492.31	0.00%	35.00%	\$ 320.00
510033-CSC	Car System Version 6.X - EOC Connected (510033-CSC)	Selex ES, Inc.	510033-CSC	4	Option 1	Each	\$ 492.31	0.00%	35.00%	\$ 320.00
510033-CSSA	Car System Version 6.X - Stand Alone (510033-CSSA)	Selex ES, Inc.	510033-CSSA	4	Option 1	Each	\$ 492.31	0.00%	35.00%	\$ 320.00
510322-3.X	Operation Center License 3.x (510322-3.X)	Selex ES, Inc.	510322-3.X	4	Option 1	Each	\$ 2,646.15	0.00%	35.00%	\$ 1,720.00
510322-5.X	Operation Center License 5.x (510322-5.X)	Selex ES, Inc.	510322-5.X	4	Option 1	Each	\$ 2,838.46	0.00%	35.00%	\$ 1,845.00
421635	Daisy Chain W/Barrel-1 Battery (421635)	Selex ES, Inc.	421635	4	Option 1	Each	\$ 2,184.62	0.00%	35.00%	\$ 1,420.00
421636	Daisy Chain W/Barrel-2 Battery (421636)	Selex ES, Inc.	421636	4	Option 1	Each	\$ 500.00	0.00%	35.00%	\$ 325.00
421637	BARREL 110V CONVERSION KIT (421637)	Selex ES, Inc.	421637	4	Option 1	Each	\$ 938.46	0.00%	35.00%	\$ 610.00
421758	80/20 FRAME BARREL KIT (421758)	Selex ES, Inc.	421758	4	Option 1	Each	\$ 3,684.62	0.00%	35.00%	\$ 2,395.00
140100	XPH-8700 - Barrel (Excludes Camera) (140100)	Selex ES, Inc.	140100	4	Option 1	Each	\$ 3,069.23	0.00%	35.00%	\$ 1,995.00
412404	Cellular Modem GX440 for Verizon (412404)	Selex ES, Inc.	1101413	4	Option 1	Each	\$ 7,200.00	0.00%	35.00%	\$ 4,680.00
412727	Cellular Modem GX400 for AT&T (412727)	Selex ES, Inc.	1101276	4	Option 1	Each	\$ 1,430.77	0.00%	35.00%	\$ 930.00
210003-E	Engineering Day - Engineering (210003-E)	Selex ES, Inc.	210003-E	4	Option 1	Each	\$ 1,923.08	0.00%	35.00%	\$ 1,250.00
210003-F	Engineering Day - Field Support (210003-F)	Selex ES, Inc.	210003-F	4	Option 1	Each	\$ 1,923.08	0.00%	35.00%	\$ 1,250.00
210003-H	Engineering Day - Helpdesk (210003-H)	Selex ES, Inc.	210003-H	4	Option 1	Each	\$ 1,923.08	0.00%	35.00%	\$ 1,250.00
210003-M	Engineering Day - Manufacturing (210003-M)	Selex ES, Inc.	210003-M	4	Option 1	Each	\$ 1,923.08	0.00%	35.00%	\$ 1,250.00
210003-P	Engineering Day - Professional Services (210003-P)	Selex ES, Inc.	210003-P	4	Option 1	Each	\$ 2,953.85	0.00%	35.00%	\$ 1,920.00
210005-E	Engineering Hour - Engineering (210005-E)	Selex ES, Inc.	210005-E	4	Option 1	Each	\$ 246.15	0.00%	35.00%	\$ 160.00
210005-F	Engineering Hour - Field Support (210005-F)	Selex ES, Inc.	210005-F	4	Option 1	Each	\$ 246.15	0.00%	35.00%	\$ 160.00
210005-H	Engineering Hour - Helpdesk (210005-H)	Selex ES, Inc.	210005-H	4	Option 1	Each	\$ 246.15	0.00%	35.00%	\$ 160.00
210005-M	Engineering Hour - Manufacturing (210005-M)	Selex ES, Inc.	210005-M	4	Option 1	Each	\$ 246.15	0.00%	35.00%	\$ 160.00
210005-P	Engineering Hour - Professional Services (210005-P)	Selex ES, Inc.	210005-P	4	Option 1	Each	\$ 369.23	0.00%	35.00%	\$ 240.00
411263	Pelco FCU Cable Mounts 36 inch in Diameter (411263)	Selex ES, Inc.	411263	4	Option 1	Each	\$ 230.77	0.00%	35.00%	\$ 150.00
410395-5	Cable 5ft FG Pigtail (410395-5)	Selex ES, Inc.	410395-5	4	Option 1	Each	\$ 400.00	0.00%	35.00%	\$ 260.00
410395-10	Cable 10ft FG Pigtail (410395-10)	Selex ES, Inc.	410395-10	4	Option 1	Each	\$ 461.54	0.00%	35.00%	\$ 300.00
410395-15	Cable 15ft FG Pigtail (410395-15)	Selex ES, Inc.	410395-15	4	Option 1	Each	\$ 530.77	0.00%	35.00%	\$ 345.00
410395-20	Cable 20 ft FG Pigtail (410395-20)	Selex ES, Inc.	410395-20	4	Option 1	Each	\$ 592.31	0.00%	35.00%	\$ 385.00
410395-25	Cable 25ft FG Pigtail (410395-25)	Selex ES, Inc.	410395-25	4	Option 1	Each	\$ 653.85	0.00%	35.00%	\$ 425.00
410395-30	Cable 30ft FG Pigtail (410395-30)	Selex ES, Inc.	410395-30	4	Option 1	Each	\$ 707.69	0.00%	35.00%	\$ 460.00
410395-35	Cable 35ft FG Pigtail (410395-35)	Selex ES, Inc.	410395-35	4	Option 1	Each	\$ 784.62	0.00%	35.00%	\$ 510.00
410395-40	Cable 40ft FG Pigtail (410395-40)	Selex ES, Inc.	410395-40	4	Option 1	Each	\$ 776.92	0.00%	35.00%	\$ 505.00
410395-45	Cable 45ft FG Pigtail (410395-45)	Selex ES, Inc.	410395-45	4	Option 1	Each	\$ 907.69	0.00%	35.00%	\$ 590.00
410395-50	Cable 50ft FG Pigtail (410395-50)	Selex ES, Inc.	410395-50	4	Option 1	Each	\$ 969.23	0.00%	35.00%	\$ 630.00

PCP66814
 Selex ES, Inc. (d/b/a Eisag North America)
 Effective August 13, 2015

Contractor Item Number	Item Description	Manufacturer Name	Manufacturer Item Number	Category Number (as per DHS AEL)	Discount Category Option 1 or Option 2	Unit of Measure	Catalog or List Price	Manufacturer PASS THRU Discount %	HIRE Contract Discount %	HIRE Contract Price
410395-55	Cable 55ft FG Pigtail (410395-55)	Selex ES, Inc.	410395-55	4	Option 1	Each	\$ 1,030.77	0.00%	35.00%	\$ 670.00
410395-60	Cable 60ft FG Pigtail (410395-60)	Selex ES, Inc.	410395-60	4	Option 1	Each	\$ 1,100.00	0.00%	35.00%	\$ 715.00
410395-65	Cable 65ft FG Pigtail (410395-65)	Selex ES, Inc.	410395-65	4	Option 1	Each	\$ 1,161.54	0.00%	35.00%	\$ 755.00
410395-70	Cable 70ft FG Pigtail (410395-70)	Selex ES, Inc.	410395-70	4	Option 1	Each	\$ 1,223.08	0.00%	35.00%	\$ 795.00
410395-75	Cable 75ft FG Pigtail (410395-75)	Selex ES, Inc.	410395-75	4	Option 1	Each	\$ 1,284.62	0.00%	35.00%	\$ 835.00
410395-80	Cable 80ft FG Pigtail (410395-80)	Selex ES, Inc.	410395-80	4	Option 1	Each	\$ 1,353.85	0.00%	35.00%	\$ 880.00
410395-85	Cable 85ft FG Pigtail (410395-85)	Selex ES, Inc.	410395-85	4	Option 1	Each	\$ 1,415.38	0.00%	35.00%	\$ 920.00
410395-90	Cable 90ft FG Pigtail (410395-90)	Selex ES, Inc.	410395-90	4	Option 1	Each	\$ 1,476.92	0.00%	35.00%	\$ 960.00
410395-95	Cable 95ft FG Pigtail (410395-95)	Selex ES, Inc.	410395-95	4	Option 1	Each	\$ 1,538.46	0.00%	35.00%	\$ 1,000.00
410395-100	Cable 100ft FG Pigtail (410395-100)	Selex ES, Inc.	410395-100	4	Option 1	Each	\$ 1,600.00	0.00%	35.00%	\$ 1,040.00
410395-105	Cable 105ft FG Pigtail (410395-105)	Selex ES, Inc.	410395-105	4	Option 1	Each	\$ 1,669.23	0.00%	35.00%	\$ 1,085.00
410395-110	Cable 110ft FG Pigtail (410395-110)	Selex ES, Inc.	410395-110	4	Option 1	Each	\$ 1,730.77	0.00%	35.00%	\$ 1,125.00
410395-115	Cable 115ft FG Pigtail (410395-115)	Selex ES, Inc.	410395-115	4	Option 1	Each	\$ 1,792.31	0.00%	35.00%	\$ 1,165.00
410395-120	Cable 120ft FG Pigtail (410395-120)	Selex ES, Inc.	410395-120	4	Option 1	Each	\$ 1,846.15	0.00%	35.00%	\$ 1,070.00
410395-125	Cable 125ft FG Pigtail (410395-125)	Selex ES, Inc.	410395-125	4	Option 1	Each	\$ 1,923.08	0.00%	35.00%	\$ 1,250.00
410395-130	Cable 130ft FG Pigtail (410395-130)	Selex ES, Inc.	410395-130	4	Option 1	Each	\$ 1,753.85	0.00%	35.00%	\$ 1,140.00
410395-135	Cable 135ft FG Pigtail (410395-135)	Selex ES, Inc.	410395-135	4	Option 1	Each	\$ 1,807.69	0.00%	35.00%	\$ 1,175.00
410395-140	Cable 140ft FG Pigtail (410395-140)	Selex ES, Inc.	410395-140	4	Option 1	Each	\$ 1,861.54	0.00%	35.00%	\$ 1,210.00
410395-145	Cable 145ft FG Pigtail (410395-145)	Selex ES, Inc.	410395-145	4	Option 1	Each	\$ 1,915.38	0.00%	35.00%	\$ 1,245.00
410395-150	Cable 150ft FG Pigtail (410395-150)	Selex ES, Inc.	410395-150	4	Option 1	Each	\$ 2,238.46	0.00%	35.00%	\$ 1,455.00
410395-155	Cable 155ft FG Pigtail (410395-155)	Selex ES, Inc.	410395-155	4	Option 1	Each	\$ 2,030.77	0.00%	35.00%	\$ 1,320.00
410395-160	Cable 160ft FG Pigtail (410395-160)	Selex ES, Inc.	410395-160	4	Option 1	Each	\$ 2,084.62	0.00%	35.00%	\$ 1,355.00
410395-165	Cable 165ft FG Pigtail (410395-165)	Selex ES, Inc.	410395-165	4	Option 1	Each	\$ 2,138.46	0.00%	35.00%	\$ 1,390.00
410395-170	Cable 170ft FG Pigtail (410395-170)	Selex ES, Inc.	410395-170	4	Option 1	Each	\$ 2,192.31	0.00%	35.00%	\$ 1,425.00
410395-175	Cable 175ft FG Pigtail (410395-175)	Selex ES, Inc.	410395-175	4	Option 1	Each	\$ 2,553.85	0.00%	35.00%	\$ 1,660.00
410395-180	Cable 180ft FG Pigtail (410395-180)	Selex ES, Inc.	410395-180	4	Option 1	Each	\$ 2,630.77	0.00%	35.00%	\$ 1,710.00
410395-185	Cable 185ft FG Pigtail (410395-185)	Selex ES, Inc.	410395-185	4	Option 1	Each	\$ 2,700.00	0.00%	35.00%	\$ 1,755.00
410395-190	Cable 190ft FG Pigtail (410395-190)	Selex ES, Inc.	410395-190	4	Option 1	Each	\$ 2,738.46	0.00%	35.00%	\$ 1,780.00
410395-195	Cable 195ft FG Pigtail (410395-195)	Selex ES, Inc.	410395-195	4	Option 1	Each	\$ 2,807.69	0.00%	35.00%	\$ 1,825.00
410395-200	Cable 200ft FG Pigtail (410395-200)	Selex ES, Inc.	410395-200	4	Option 1	Each	\$ 2,869.23	0.00%	35.00%	\$ 1,865.00
410395-205	Cable 205ft FG Pigtail (410395-205)	Selex ES, Inc.	410395-205	4	Option 1	Each	\$ 2,953.85	0.00%	35.00%	\$ 1,920.00
410395-210	Cable 210ft FG Pigtail (410395-210)	Selex ES, Inc.	410395-210	4	Option 1	Each	\$ 2,992.31	0.00%	35.00%	\$ 1,945.00
410395-215	Cable 215ft FG Pigtail (410395-215)	Selex ES, Inc.	410395-215	4	Option 1	Each	\$ 3,084.62	0.00%	35.00%	\$ 2,005.00
410395-220	Cable 220ft FG Pigtail (410395-220)	Selex ES, Inc.	410395-220	4	Option 1	Each	\$ 3,146.15	0.00%	35.00%	\$ 2,045.00
410395-225	Cable 225ft FG Pigtail (410395-225)	Selex ES, Inc.	410395-225	4	Option 1	Each	\$ 3,184.62	0.00%	35.00%	\$ 2,070.00
410395-230	Cable 230ft FG Pigtail (410395-230)	Selex ES, Inc.	410395-230	4	Option 1	Each	\$ 3,246.15	0.00%	35.00%	\$ 2,110.00
410395-235	Cable 235ft FG Pigtail (410395-235)	Selex ES, Inc.	410395-235	4	Option 1	Each	\$ 3,338.46	0.00%	35.00%	\$ 2,170.00
410395-240	Cable 240ft FG Pigtail (410395-240)	Selex ES, Inc.	410395-240	4	Option 1	Each	\$ 3,400.00	0.00%	35.00%	\$ 2,210.00

PCP66814
 Selex ES, Inc. (d/b/a Eisag North America)
 Effective August 13, 2015

Contractor Item Number	Item Description	Manufacturer Name	Manufacturer Item Number	Category Number (as per DHS AEL)	Discount Category Option 1 or Option 2	Unit of Measure	Catalog or List Price	Manufacturer PASS THRU Discount %	HIRE Contract Discount %	HIRE Contract Price
410395-245	Cable 245ft FG Pigtail (410395-245)	Selex ES, Inc.	410395-245	4	Option 1	Each	\$ 3,469.23	0.00%	35.00%	\$ 2,255.00
410395-250	Cable 250ft FG Pigtail (410395-250)	Selex ES, Inc.	410395-250	4	Option 1	Each	\$ 3,500.00	0.00%	35.00%	\$ 2,275.00
410395-255	Cable 255ft FG Pigtail (410395-255)	Selex ES, Inc.	410395-255	4	Option 1	Each	\$ 3,300.00	0.00%	35.00%	\$ 2,145.00
421415	Hi Res Fixed Cam 25/35mm 870 (421415)	Selex ES, Inc.	421415	4	Option 1	Each	\$ 13,769.23	0.00%	35.00%	\$ 8,950.00
421418	AD3-FH Cam 35/50mm 870nm (421418)	Selex ES, Inc.	421418	4	Option 1	Each	\$ 13,769.23	0.00%	35.00%	\$ 8,950.00
421554	Hi Res Fixed Cam 25/35mm 740 (421554)	Selex ES, Inc.	421554	4	Option 1	Each	\$ 13,769.23	0.00%	35.00%	\$ 8,950.00
421577	Hi Res Fixed Cam 16/25mm 880nm (421577)	Selex ES, Inc.	421577	4	Option 1	Each	\$ 13,769.23	0.00%	35.00%	\$ 8,950.00
421589	Hi Res Fixed Cam 16/25mm 740nm(421589)	Selex ES, Inc.	421589	4	Option 1	Each	\$ 13,769.23	0.00%	35.00%	\$ 8,950.00
421592	Hi Res Fixed Cam 25/35mm 810 (421592)	Selex ES, Inc.	421592	4	Option 1	Each	\$ 13,769.23	0.00%	35.00%	\$ 8,950.00
421595	Hi Res Fixed Cam 25/35mm 940 (421595)	Selex ES, Inc.	421595	4	Option 1	Each	\$ 13,769.23	0.00%	35.00%	\$ 8,950.00
421619	Hi Res Fixed Cam 12/16mm 740 (421619)	Selex ES, Inc.	421619	4	Option 1	Each	\$ 13,769.23	0.00%	35.00%	\$ 8,950.00
421663	AD3-FH Cam 8/12mm 870nm (421663)	Selex ES, Inc.	421663	4	Option 1	Each	\$ 13,769.23	0.00%	35.00%	\$ 8,950.00
421675	AD3-FH Cam 8/12mm 740nm (421675)	Selex ES, Inc.	421675	4	Option 1	Each	\$ 13,769.23	0.00%	35.00%	\$ 8,950.00
421676	AD3-FH Cam 12/16mm 870nm (421676)	Selex ES, Inc.	421676	4	Option 1	Each	\$ 13,769.23	0.00%	35.00%	\$ 8,950.00
421678	Hi Res Fixed Cam 50 mm 740 (421678)	Selex ES, Inc.	421678	4	Option 1	Each	\$ 13,769.23	0.00%	35.00%	\$ 8,950.00
421747	AD3-FH Cam 35/50mm 940nm (421747)	Selex ES, Inc.	421747	4	Option 1	Each	\$ 13,769.23	0.00%	35.00%	\$ 8,950.00
421218	ASM, POLE MOUNT, 2 CAMERA (421218)	Selex ES, Inc.	421218	4	Option 1	Each	\$ 969.23	0.00%	35.00%	\$ 630.00
421399	ASM, POLE MOUNT, 1 CAMERA (421399)	Selex ES, Inc.	421399	4	Option 1	Each	\$ 784.62	0.00%	35.00%	\$ 510.00
421571	Cam Mtg Asm - Over the Road (421571)	Selex ES, Inc.	421571	4	Option 1	Each	\$ 1,038.46	0.00%	35.00%	\$ 675.00
421572	ASM, POLE MOUNT, 3 CAMERA (421572)	Selex ES, Inc.	421572	4	Option 1	Each	\$ 1,330.77	0.00%	35.00%	\$ 865.00
421667	ASSEMBLY HANGING MOUNT, 2 CAMERA (421667)	Selex ES, Inc.	421667	4	Option 1	Each	\$ 1,269.23	0.00%	35.00%	\$ 825.00
421670	CAMERA MOUNTING ASM - CONCRETE (421670)	Selex ES, Inc.	421670	4	Option 1	Each	\$ 430.77	0.00%	35.00%	\$ 280.00
421677	ASSEMBLY HANGING MOUNT, 1 CAMERA (421677)	Selex ES, Inc.	421677	4	Option 1	Each	\$ 784.62	0.00%	35.00%	\$ 510.00
421711	CIRCULAR HANGING MOUNT 2 POC 1 CAM (120in TUBE) (421711)	Selex ES, Inc.	421711	4	Option 1	Each	\$ 1,600.00	0.00%	35.00%	\$ 1,040.00
421717	CAMERA MOUNTING ASM I-BEAM LARGE 1 CAM (421717)	Selex ES, Inc.	421717	4	Option 1	Each	\$ 1,915.38	0.00%	35.00%	\$ 1,245.00
421718	CAMERA MOUNTING ASM I-BEAM SMALL 1 CAM (421718)	Selex ES, Inc.	421718	4	Option 1	Each	\$ 1,915.38	0.00%	35.00%	\$ 1,245.00
421719	Hanging Mount Angle 2 POC 1 Camera (68in Tube)	Selex ES, Inc.	421719	4	Option 1	Each	\$ 7,215.38	0.00%	35.00%	\$ 4,690.00
421720	Hanging Mount Angle 2 POC 1 Camera (120in Tube)	Selex ES, Inc.	421720	4	Option 1	Each	\$ 7,300.00	0.00%	35.00%	\$ 4,745.00
421740	CIRCULAR GANTRY 2 POC MOUNT (421740)	Selex ES, Inc.	421740	4	Option 1	Each	\$ 1,392.31	0.00%	35.00%	\$ 905.00
421759	Hanging Mount - Short 16in - 2 Camera (421759)	Selex ES, Inc.	421759	4	Option 1	Each	\$ 1,707.69	0.00%	35.00%	\$ 1,110.00
140501	FCU Full Box Asm 1 Camera System (140501)	Selex ES, Inc.	140501	4	Option 1	Each	\$ 11,530.77	0.00%	35.00%	\$ 7,495.00
140502	FCU Full Box Asm 2 Camera System (140502)	Selex ES, Inc.	140502	4	Option 1	Each	\$ 11,530.77	0.00%	35.00%	\$ 7,495.00
140503	FCU Full Box Asm 3 Camera System (140503)	Selex ES, Inc.	140503	4	Option 1	Each	\$ 11,530.77	0.00%	35.00%	\$ 7,495.00
140504	FCU Full Box Asm 4 Camera System (140504)	Selex ES, Inc.	140504	4	Option 1	Each	\$ 11,530.77	0.00%	35.00%	\$ 7,495.00
210020	Tech Dispatch - Mobile (210020)	Selex ES, Inc.	210020	4	Option 1	Each	\$ 1,923.08	0.00%	35.00%	\$ 1,250.00

PCP66814
 Selex ES, Inc. (d/b/a Elisag North America)
 Effective August 13, 2015

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210027	Installation - Mobile (210027)	Selex ES, Inc.	210027	4	Option 1	Each	\$ 961.54	0.00%	35.00%	\$ 625.00
410052	Ethernet Cable 25' (410052)	Selex ES, Inc.	410052	4	Option 1	Each	\$ 38.46	0.00%	35.00%	\$ 25.00
410917	ELSAG Garmin GPS (410917)	Selex ES, Inc.	010-00321-31	4	Option 1	Each	\$ 146.15	0.00%	35.00%	\$ 95.00
411181	1 Ft Shielded Cat5e Patch Cord (411181)	Selex ES, Inc.	411181	4	Option 1	Each	\$ 15.38	0.00%	35.00%	\$ 10.00
412149	Opus Permanent Power Cable (412149)	Selex ES, Inc.	412149	4	Option 1	Each	\$ 215.38	0.00%	35.00%	\$ 140.00
412165	OPUS TRANSPORTABLE POWER CABLE (412165)	Selex ES, Inc.	412165	4	Option 1	Each	\$ 207.69	0.00%	35.00%	\$ 135.00
412169	STORM CASE ASSEMBLY (412169)	Selex ES, Inc.	412169	4	Option 1	Each	\$ 553.85	0.00%	35.00%	\$ 360.00
412310	PACKING FOAM INSERT (412310)	Selex ES, Inc.	412310	4	Option 1	Each	\$ 100.00	0.00%	35.00%	\$ 65.00
421320	Split Trk Bx Mnt - Vert 1 Port (421320)	Selex ES, Inc.	421320	4	Option 1	Each	\$ 146.15	0.00%	35.00%	\$ 95.00
421321	2 Port Vert Flr Mnt B0x Assembly (421321)	Selex ES, Inc.	421321	4	Option 1	Each	\$ 146.15	0.00%	35.00%	\$ 95.00
421643	1 Port Trunk Box - Alum Finish (421643)	Selex ES, Inc.	421643	4	Option 1	Each	\$ 3,392.31	0.00%	35.00%	\$ 2,205.00
421644	2 Port Trunk Box - Alum Finish (421644)	Selex ES, Inc.	421644	4	Option 1	Each	\$ 7,338.46	0.00%	35.00%	\$ 4,770.00
421646	Trunk Box Floor Mount 3-4 Port (421646)	Selex ES, Inc.	421646	4	Option 1	Each	\$ 469.23	0.00%	35.00%	\$ 305.00
411128	AD3 Split Trunk Mount LH Cable (411128)	Selex ES, Inc.	411128	4	Option 1	Each	\$ 800.00	0.00%	35.00%	\$ 520.00
411130	AD3 Split Trunk Mount RH Cable (411130)	Selex ES, Inc.	411130	4	Option 1	Each	\$ 792.31	0.00%	35.00%	\$ 515.00
411225	Dual AD3 Split Cam w/PL 16' (411225)	Selex ES, Inc.	411225	4	Option 1	Each	\$ 1,700.00	0.00%	35.00%	\$ 1,105.00
411225-20	Dual AD3 Split Cam w/LP 20' (411225-20)	Selex ES, Inc.	411225-20	4	Option 1	Each	\$ 1,853.85	0.00%	35.00%	\$ 1,205.00
411246	AD3 Split w/LP 16' Perm Cable (411246)	Selex ES, Inc.	411246	4	Option 1	Each	\$ 930.77	0.00%	35.00%	\$ 605.00
411332	Triple AD3 Split Cam w/LP 12' (411332)	Selex ES, Inc.	411332	4	Option 1	Each	\$ 1,607.69	0.00%	35.00%	\$ 1,045.00
411720	Triple 16ft Camera Cable (411720)	Selex ES, Inc.	411720	4	Option 1	Each	\$ 2,353.85	0.00%	35.00%	\$ 1,530.00
412519-12	12ft Flat Split Transportable Camera Cable (412519-12)	Selex ES, Inc.	412519-12	4	Option 1	Each	\$ 676.92	0.00%	35.00%	\$ 440.00
412519-16	16 ft Flat Split Transportable Camera Cables (412519-16)	Selex ES, Inc.	412519-16	4	Option 1	Each	\$ 753.85	0.00%	35.00%	\$ 490.00
412519-20	20FT Flat Split Transportable Camera Cable (412519-20)	Selex ES, Inc.	412519-20	4	Option 1	Each	\$ 830.77	0.00%	35.00%	\$ 540.00
412519-22	22FT Flat Split Transportable Camera Cable (412519-22)	Selex ES, Inc.	412519-22	4	Option 1	Each	\$ 869.23	0.00%	35.00%	\$ 565.00
412520-12	12FT 4:30 OVAL SPLIT TRANSPORTABLE CABLE (412520-12)	Selex ES, Inc.	412520-12	4	Option 1	Each	\$ 753.85	0.00%	35.00%	\$ 490.00
412520-16	16FT 4:30 OVAL SPLIT TRANSPORTABLE CABLE (412520-16)	Selex ES, Inc.	412520-16	4	Option 1	Each	\$ 846.15	0.00%	35.00%	\$ 550.00
412520-20	20FT 4:30 OVAL SPLIT TRANSPORTABLE CABLE (412520-20)	Selex ES, Inc.	412520-20	4	Option 1	Each	\$ 907.69	0.00%	35.00%	\$ 590.00
412520-22	12FT 4:30 OVAL SPLIT TRANSPORTABLE CABLE (412520-22)	Selex ES, Inc.	412520-22	4	Option 1	Each	\$ 946.15	0.00%	35.00%	\$ 615.00
412521-12	12FT 7:30 OVAL SPLIT TRANSPORTABLE CABLE (412521-12)	Selex ES, Inc.	412521-12	4	Option 1	Each	\$ 753.85	0.00%	35.00%	\$ 490.00

PCP66814
 Selex ES, Inc. (d/b/a Eisag North America)
 Effective August 13, 2015

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412521-16	16FT 7:30 OVAL SPLIT TRANSPORTABLE CABLE (412521-16)	Selex ES, Inc.	412521-16	4	Option 1	Each	\$ 846.15	0.00%	35.00%	\$ 550.00
412521-20	20FT 7:30 OVAL SPLIT TRANSPORTABLE CABLE (412521-20)	Selex ES, Inc.	412521-20	4	Option 1	Each	\$ 923.08	0.00%	35.00%	\$ 600.00
412521-22	22FT 7:30 OVAL SPLIT TRANSPORTABLE CABLE (412521-22)	Selex ES, Inc.	412521-22	4	Option 1	Each	\$ 946.15	0.00%	35.00%	\$ 615.00
421487	16 mm Mini Camera Head (421487)	Selex ES, Inc.	421487	4	Option 1	Each	\$ 6,453.85	0.00%	35.00%	\$ 4,195.00
421499	25 mm Mini Camera Head (421499)	Selex ES, Inc.	421499	4	Option 1	Each	\$ 6,692.31	0.00%	35.00%	\$ 4,350.00
421500	35 mm Mini Camera Head (421500)	Selex ES, Inc.	421500	4	Option 1	Each	\$ 6,692.31	0.00%	35.00%	\$ 4,350.00
421501	50 mm Mini Camera Head (421501)	Selex ES, Inc.	421501	4	Option 1	Each	\$ 6,692.31	0.00%	35.00%	\$ 4,350.00
421502	AD3-MS Cam 16mm 810nm (421502)	Selex ES, Inc.	421502	4	Option 1	Each	\$ 6,692.31	0.00%	35.00%	\$ 4,350.00
421503	AD3-MS Cam 25mm 810nm (421503)	Selex ES, Inc.	421503	4	Option 1	Each	\$ 6,692.31	0.00%	35.00%	\$ 4,350.00
421504	AD3-MS Cam 35mm 810nm (421504)	Selex ES, Inc.	421504	4	Option 1	Each	\$ 6,692.31	0.00%	35.00%	\$ 4,350.00
421505	AD3-MS Cam 50mm 810nm (421505)	Selex ES, Inc.	421505	4	Option 1	Each	\$ 6,692.31	0.00%	35.00%	\$ 4,350.00
421506	AD3-MS Cam 16mm 870nm (421506)	Selex ES, Inc.	421506	4	Option 1	Each	\$ 6,692.31	0.00%	35.00%	\$ 4,350.00
421509	AD3-MS Cam 25mm 870nm (421509)	Selex ES, Inc.	421509	4	Option 1	Each	\$ 6,692.31	0.00%	35.00%	\$ 4,350.00
421510	AD3-MS Cam 35mm 870nm (421510)	Selex ES, Inc.	421510	4	Option 1	Each	\$ 6,692.31	0.00%	35.00%	\$ 4,350.00
421511	AD3-MS Cam 50mm 870nm (421511)	Selex ES, Inc.	421511	4	Option 1	Each	\$ 6,692.31	0.00%	35.00%	\$ 4,350.00
410357	AD-M3 Trunk Bulkhead Gasket (410357)	Selex ES, Inc.	410357	4	Option 1	Each	\$ 7.69	0.00%	35.00%	\$ 5.00
411782	MOUNTING BRKT - MINI SPLIT 2.5 IN (411782)	Selex ES, Inc.	411782	4	Option 1	Each	\$ 61.54	0.00%	35.00%	\$ 40.00
412362	ISOLATION MOUNTING DISK - MINI (412362)	Selex ES, Inc.	412362	4	Option 1	Each	\$ 84.62	0.00%	35.00%	\$ 55.00
421523	MULTI-MOUNT, 2 CAM (421523)	Selex ES, Inc.	421523	4	Option 1	Each	\$ 546.15	0.00%	35.00%	\$ 355.00
421586	MULTI-MOUNT, 1 CAM, ASSEMBLY (421586)	Selex ES, Inc.	421586	4	Option 1	Each	\$ 261.54	0.00%	35.00%	\$ 170.00
421627	MAGNET MOUNT ASM - MINI SPLIT (421627)	Selex ES, Inc.	421627	4	Option 1	Each	\$ 230.77	0.00%	35.00%	\$ 150.00
421633	LIGHT BAR ASM - MINI SPLIT (421633)	Selex ES, Inc.	421633	4	Option 1	Each	\$ 692.31	0.00%	35.00%	\$ 450.00
421639	Low Profile Light Bar Mount Bracket (421639)	Selex ES, Inc.	421639	4	Option 1	Each	\$ 661.54	0.00%	35.00%	\$ 430.00
421699	INTERCEPTOR SUV ROOF MULTI-MOUNT 1 CAMERA (421699)	Selex ES, Inc.	421699	4	Option 1	Each	\$ 315.38	0.00%	35.00%	\$ 205.00
420069-M	Hedley Trunk Mt Assembly-Mini (420069-M)	Selex ES, Inc.	420069-M	4	Option 1	Each	\$ 269.23	0.00%	35.00%	\$ 175.00
140001	MPH-900 MS1 (140001)	Selex ES, Inc.	140001	4	Option 1	Each	\$ 19,015.38	0.00%	35.00%	\$ 12,360.00
140001-TP	MPH-900 MS1 TP (140001-TP)	Selex ES, Inc.	140001-TP	4	Option 1	Each	\$ 19,015.38	0.00%	35.00%	\$ 12,360.00
140001-Upgrade	MPH-900 MS1 2 to 3 Camera Conversion Kit (140001-Upgrade)	Selex ES, Inc.	140001-Upgrade	4	Option 1	Each	\$ 8,000.00	0.00%	35.00%	\$ 5,200.00
140002	MPH-900 MS2 (140002)	Selex ES, Inc.	140002	4	Option 1	Each	\$ 23,076.92	0.00%	35.00%	\$ 15,000.00
140003	MPH-900 MS3 (140003)	Selex ES, Inc.	140003	4	Option 1	Each	\$ 27,769.23	0.00%	35.00%	\$ 18,050.00
210012	Shipping Service (210012)	Selex ES, Inc.	210012	4	Option 1	Each	\$ 6.15	0.00%	35.00%	\$ 4.00
210019	Remote Software Installation (210019)	Selex ES, Inc.	210019	4	Option 1	Each	\$ 492.31	0.00%	35.00%	\$ 320.00
210030	Repair Support - Dianostic Charge (210030)	Selex ES, Inc.	210030	4	Option 1	Each	\$ 538.46	0.00%	35.00%	\$ 350.00

PCP66814
 Selex ES, Inc. (d/b/a Eisag North America)
 Effective August 13, 2015

Contractor Item Number	Item Description	Manufacturer Name	Manufacturer Item Number	Category Number (as per DHS AEL)	Discount Category Option 1 or Option 2	Unit of Measure	Catalog or List Price	Manufacturer PASS THRU Discount %	HIRE Contract Discount %	HIRE Contract Price
410161	USB Extension Cable 6ft (410161)	Selex ES, Inc.	410161	4	Option 1	Each	\$ 30.77	0.00%	35.00%	\$ 20.00
410319	AD3M Perm Power Cable (410319)	Selex ES, Inc.	410319	4	Option 1	Each	\$ 292.31	0.00%	35.00%	\$ 190.00
410361	AD3M Perm Camera Cable (410361)	Selex ES, Inc.	410361	4	Option 1	Each	\$ 815.38	0.00%	35.00%	\$ 530.00
410362	AD3M Trans Power Cable (410362)	Selex ES, Inc.	410362	4	Option 1	Each	\$ 300.00	0.00%	35.00%	\$ 195.00
410520	20ft AD3M Transportable Camera Cable (410520)	Selex ES, Inc.	410520	4	Option 1	Each	\$ 676.92	0.00%	35.00%	\$ 440.00
411362	Z Bracket - Sonic Wall 1.53 inch (411362)	Selex ES, Inc.	411362	4	Option 1	Each	\$ 15.38	0.00%	35.00%	\$ 10.00
411804	Battery 100 AMP Deep Cycle (411804)	Selex ES, Inc.	411804	4	Option 1	Each	\$ 738.46	0.00%	35.00%	\$ 480.00
411841	Hedley Clip (411841)	Selex ES, Inc.	411841	4	Option 1	Each	\$ 46.15	0.00%	35.00%	\$ 30.00
412190	ELSAG CUSTOM WHEELED STORM CASE 21x16x10 (412190)	Selex ES, Inc.	412494	4	Option 1	Each	\$ 400.00	0.00%	35.00%	\$ 260.00
412494	"Z" Clip (412494)	Selex ES, Inc.	412494	4	Option 1	Each	\$ 76.92	0.00%	35.00%	\$ 50.00
420069-P	Hedley Trunk Mt Assembly-Puma (420069-P)	Selex ES, Inc.	420069-P	4	Option 1	Each	\$ 284.62	0.00%	35.00%	\$ 185.00
420069-S	Hedley Trunk Mt Assembly-AD3S (420069-S)	Selex ES, Inc.	420069-S	4	Option 1	Each	\$ 346.15	0.00%	35.00%	\$ 225.00
421608	Opus replacement Kit 3-4 Cam System (421608)	Selex ES, Inc.	421608	4	Option 1	Each	\$ 807.69	0.00%	35.00%	\$ 525.00
421611	OPUS REP KIT-TRANS PWR 1-2 CAM (421611)	Selex ES, Inc.	421611	4	Option 1	Each	\$ 800.00	0.00%	35.00%	\$ 520.00
421681	DIY MPH900 PERM WIRING KIT (421681)	Selex ES, Inc.	421681	4	Option 1	Each	\$ 500.00	0.00%	35.00%	\$ 325.00
421751	Field Radar Trailer Power Upgrade Kit (421751)	Selex ES, Inc.	421751	4	Option 1	Each	\$ 26,600.00	0.00%	35.00%	\$ 17,290.00
421753	Factory Radar Trailer Power Upgrade Kit (421753)	Selex ES, Inc.	421753	4	Option 1	Each	\$ 19,200.00	0.00%	35.00%	\$ 12,480.00
510322-5.X-HIDTA	Operation Center License 5.x - HIDTA (510322-5.X-HIDTA)	Selex ES, Inc.	510322-5.X-HIDTA	4	Option 1	Each	\$ 1,961.54	0.00%	35.00%	\$ 1,275.00
510804	TOC- Tactical Operations Center Enterprise Additions (510804)	Selex ES, Inc.	510804	4	Option 1	Each	\$ 300.00	0.00%	35.00%	\$ 195.00
510808	OnSSI/CTP Base License (510808)	Selex ES, Inc.	510808	4	Option 1	Each	\$ 1,538.46	0.00%	35.00%	\$ 1,000.00
510809	OnSSI/CTP Node License (510809)	Selex ES, Inc.	510809	4	Option 1	Each	\$ 384.62	0.00%	35.00%	\$ 250.00
520502	Trailer Refueling Service (520502)	Selex ES, Inc.	520502	4	Option 1	Each	\$ 6,307.69	0.00%	35.00%	\$ 4,100.00
140202	LPT-900 LUGG 2 CAM (110072)	Selex ES, Inc.	140202	4	Option 1	Each	\$ 32,615.38	0.00%	35.00%	\$ 21,200.00
140203	LPT-900 LUGG 3 CAM (110073)	Selex ES, Inc.	140203	4	Option 1	Each	\$ 38,084.62	0.00%	35.00%	\$ 24,755.00
411256	2 Line Matrix Radar Trailer (411256)	Selex ES, Inc.	991024	4	Option 1	Each	\$ 13,653.85	0.00%	35.00%	\$ 8,875.00
412045	3 Line Matrix Radar Trailer (412045)	Selex ES, Inc.	991078	4	Option 1	Each	\$ 36,523.08	0.00%	35.00%	\$ 23,740.00
421752	Radar Trailer LPR Kit LPD (421752)	Selex ES, Inc.	421752	4	Option 1	Each	\$ 19,707.69	0.00%	35.00%	\$ 12,810.00
140301	RADAR TRAILER LPR 1 Camera KIT with AAEON (110169)	Selex ES, Inc.	140301	4	Option 1	Each	\$ 24,707.69	0.00%	35.00%	\$ 16,060.00
140302	Radar Trailer LPR Kit with Aaeon (110133)	Selex ES, Inc.	140302	4	Option 1	Each	\$ 19,361.54	0.00%	35.00%	\$ 12,585.00
411409-1	Class 1 EOC Server System (411409-1)	Selex ES, Inc.	411409-1	4	Option 1	Each	\$ 1,530.77	0.00%	35.00%	\$ 995.00
411409-2	Class 2 EOC Server System (411409-2)	Selex ES, Inc.	411409-2	4	Option 1	Each	\$ 7,684.62	0.00%	35.00%	\$ 4,995.00
411409-3	Class 3 EOC Server System (411409-3)	Selex ES, Inc.	411409-3	4	Option 1	Each	\$ 15,376.92	0.00%	35.00%	\$ 9,995.00
411409-4	Class 4 EOC Server System (411409-4)	Selex ES, Inc.	411409-4	4	Option 1	Each	\$ 23,069.23	0.00%	35.00%	\$ 14,995.00
411409-5	Class 5 EOC Server System (411409-5)	Selex ES, Inc.	411409-5	4	Option 1	Each	\$ 30,761.54	0.00%	35.00%	\$ 19,995.00

PCP66814
 Selex ES, Inc. (d/b/a Eisag North America)
 Effective August 13, 2015

Contractor Item Number	Item Description	Manufacturer Name	Manufacturer Item Number	Category Number (as per DHS AEL)	Discount Category Option 1 or Option 2	Unit of Measure	Catalog or List Price	Manufacturer PASS THRU Discount %	HIRE Contract Discount %	HIRE Contract Price
411409-6	Class 6 EOC Server System (411409-6)	Selex ES, Inc.	411409-6	4	Option 1	Each	\$ 38,453.85	0.00%	35.00%	\$ 24,995.00
411409-7	Class 7 EOC Server System (411409-7)	Selex ES, Inc.	411409-7	4	Option 1	Each	\$ 76,915.38	0.00%	35.00%	\$ 49,995.00
411409-8	Class 8 EOC Server System (411409-8)	Selex ES, Inc.	411409-8	4	Option 1	Each	\$ 115,376.92	0.00%	35.00%	\$ 74,995.00
411409-9	Class 9 EOC Server System (411409-9)	Selex ES, Inc.	411409-9	4	Option 1	Each	\$ 153,838.46	0.00%	35.00%	\$ 99,995.00
411409-10	Class 10 EOC Server System (411409-10)	Selex ES, Inc.	411409-10	4	Option 1	Each	\$ 192,300.00	0.00%	35.00%	\$ 124,995.00
411409-H1	Class 1 EOC Server Hosting (411409-H1)	Selex ES, Inc.	411409-H1	4	Option 1	Each	\$ 1,530.77	0.00%	35.00%	\$ 995.00
411409-H2	Class 2 EOC Server Hosting (411409-H2)	Selex ES, Inc.	411409-H2	4	Option 1	Each	\$ 7,684.62	0.00%	35.00%	\$ 4,995.00
411409-H3	Class 3 EOC Server Hosting (411409-H3)	Selex ES, Inc.	411409-H3	4	Option 1	Each	\$ 15,376.92	0.00%	35.00%	\$ 9,995.00
411409-H4	Class 4 EOC Server Hosting (411409-H4)	Selex ES, Inc.	411409-H4	4	Option 1	Each	\$ 23,069.23	0.00%	35.00%	\$ 14,995.00
411409-H5	Class 5 EOC Server Hosting (411409-H5)	Selex ES, Inc.	411409-H5	4	Option 1	Each	\$ 30,761.54	0.00%	35.00%	\$ 19,995.00
411409-H6	Class 6 EOC Server Hosting (411409-H6)	Selex ES, Inc.	411409-H6	4	Option 1	Each	\$ 38,453.85	0.00%	35.00%	\$ 24,995.00
411409-H7	Class 7 EOC Server Hosting (411409-H7)	Selex ES, Inc.	411409-H7	4	Option 1	Each	\$ 76,915.38	0.00%	35.00%	\$ 49,995.00
411409-H8	Class 8 EOC Server Hosting (411409-H8)	Selex ES, Inc.	411409-H8	4	Option 1	Each	\$ 115,376.92	0.00%	35.00%	\$ 74,995.00
411409-H9	Class 9 EOC Server Hosting (411409-H9)	Selex ES, Inc.	411409-H9	4	Option 1	Each	\$ 153,838.46	0.00%	35.00%	\$ 99,995.00
411409-H10	Class 10 EOC Server Hosting (411409-H10)	Selex ES, Inc.	411409-H10	4	Option 1	Each	\$ 192,300.00	0.00%	35.00%	\$ 124,995.00
510323	EOC 5.X Speed Feature License (510323)	Selex ES, Inc.	510323	4	Option 1	Each	\$ 346.15	0.00%	35.00%	\$ 225.00
510322	API Development Kit (510322)	Selex ES, Inc.	510322	4	Option 1	Each	\$ 5,384.62	0.00%	35.00%	\$ 3,500.00
510324	API Run-Time License Fee (Per Fixed Camera / Mobile System) (510324)	Selex ES, Inc.	510324	4	Option 1	Each	\$ 423.08	0.00%	35.00%	\$ 275.00
520001-Mobile 2	1 Year Standard Hardware & Software Extended Warranty Two Camera System (520001-Mobile 2)	Selex ES, Inc.	520001-Mobile 2	4	Option 1	Each	\$ 2,646.15	0.00%	35.00%	\$ 1,720.00
520001-Mobile 3	1 Year Standard Hardware & Software Extended Warranty Three Camera System (520001-Mobile 3)	Selex ES, Inc.	520001-Mobile 3	4	Option 1	Each	\$ 2,838.46	0.00%	35.00%	\$ 1,845.00
520001-Fixed	1 Year Standard Hardware & Software Extended Warranty Fixed Camera (520001-Fixed)	Selex ES, Inc.	520001-Fixed	4	Option 1	Each	\$ 2,184.62	0.00%	35.00%	\$ 1,420.00
520001-FCU Mini	1 Year Standard Hardware & Software Extended Warranty FCU Mini (520001-FCU Mini)	Selex ES, Inc.	520001-FCU Mini	4	Option 1	Each	\$ 500.00	0.00%	35.00%	\$ 325.00
520001-FCU Standard	1 Year Standard Hardware & Software Extended Warranty FCU Standard (520001-FCU Standard)	Selex ES, Inc.	520001-FCU Standard	4	Option 1	Each	\$ 938.46	0.00%	35.00%	\$ 610.00
520001-FCU 2	1 Year Standard Hardware & Software Extended Warranty FCU 2 (520001-FCU 2)	Selex ES, Inc.	520001-FCU 2	4	Option 1	Each	\$ 3,684.62	0.00%	35.00%	\$ 2,395.00
520001-Covert	1 Year Standard Hardware & Software Extended Warranty Covert System (Barrel, Tool Box, Thule, Pole Camera, Radar Trailer) (520001- Covert)	Selex ES, Inc.	520001-Covert	4	Option 1	Each	\$ 3,069.23	0.00%	35.00%	\$ 1,995.00
520001- DCT	1 Year Standard Hardware & Software Extended Warranty DCT (520001- DCT)	Selex ES, Inc.	520001- DCT	4	Option 1	Each	\$ 7,200.00	0.00%	35.00%	\$ 4,680.00
520002-Gold Mobile 2	1 Year Gold Hardware & Software Extended Warranty Two Camera System (520002-Gold Mobile 2)	Selex ES, Inc.	520002-Gold Mobile 2	4	Option 1	Each	\$ 5,292.31	0.00%	35.00%	\$ 3,440.00

PCP66814
Selex ES, Inc. (d/b/a Elsag North America)
Effective August 13, 2015

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520002-Gold Mobile 3	1 Year Gold Hardware & Software Extended Warranty Three Camera System (520002-Gold Mobile 3)	Selex ES, Inc.	520002-Gold Mobile 3	4	Option 1	Each	\$ 5,676.92	0.00%	35.00%	\$ 3,690.00
520002-Gold Fixed	1 Year Gold Hardware & Software Extended Warranty Fixed Camera (520002-Gold Fixed)	Selex ES, Inc.	520002-Gold Fixed	4	Option 1	Each	\$ 4,369.23	0.00%	35.00%	\$ 2,840.00
520002-Gold FCU Mini	1 Year Gold Hardware & Software Extended Warranty FCU Mini (520002-Gold FCU Mini)	Selex ES, Inc.	520002-Gold FCU Mini	4	Option 1	Each	\$ 1,000.00	0.00%	35.00%	\$ 650.00
520002-Gold FCU Std	1 Year Gold Hardware & Software Extended Warranty FCU Standard (520002-Gold FCU Standard)	Selex ES, Inc.	520002-Gold FCU Std	4	Option 1	Each	\$ 1,876.92	0.00%	35.00%	\$ 1,220.00
520002-Gold FCU 2	1 Year Gold Hardware & Software Extended Warranty FCU 2 (520002-Gold FCU 2)	Selex ES, Inc.	520002-Gold FCU 2	4	Option 1	Each	\$ 7,369.23	0.00%	35.00%	\$ 4,790.00
520002- Gold Covert	1 Year Gold Hardware & Software Extended Warranty Covert System (Barrel, Tool Box, Thule, Pole Camera, Radar Trailer) (520002-Gold FCU 2)	Selex ES, Inc.	520002- Gold Covert	4	Option 1	Each	\$ 6,138.46	0.00%	35.00%	\$ 3,990.00
520002- Gold DCT	1 Year Gold Hardware & Software Extended Warranty DCT (520002- Gold DCT)	Selex ES, Inc.	520002- Gold DCT	4	Option 1	Each	\$ 14,400.00	0.00%	35.00%	\$ 9,360.00
520003-GUPG Mobile 2	Year 1 Gold Hardware & Software Upgraded Warranty Two Camera System (520003-GUPG Mobile 2)	Selex ES, Inc.	520003-GUPG Mobile 2	4	Option 1	Each	\$ 2,646.15	0.00%	35.00%	\$ 1,720.00
520003-GUPG Mobile 3	Year 1 Gold Hardware & Software Upgraded Warranty Warranty Three Camera System (520003-GUPG Mobile 3)	Selex ES, Inc.	520003-GUPG Mobile 3	4	Option 1	Each	\$ 2,838.46	0.00%	35.00%	\$ 1,845.00
520003-GUPG Fixed	Year 1 Gold Hardware & Software Upgraded Warranty Warranty Fixed Camera (520003-GUPG Fixed)	Selex ES, Inc.	520003-GUPG Fixed	4	Option 1	Each	\$ 2,184.62	0.00%	35.00%	\$ 1,420.00
520003-GUPG FCU Mini	Year 1 Gold Hardware & Software Upgraded Warranty Warranty FCU Mini (520003-GUPG FCU Mini)	Selex ES, Inc.	520003-GUPG FCU Mini	4	Option 1	Each	\$ 500.00	0.00%	35.00%	\$ 325.00
520003-GUPG FCU Std	Year 1 Gold Hardware & Software Upgraded Warranty Warranty FCU Standard (520003-GUPG FCU Std)	Selex ES, Inc.	520003-GUPG FCU Std	4	Option 1	Each	\$ 938.46	0.00%	35.00%	\$ 610.00
520003-GUPG FCU 2	Year 1 Gold Hardware & Software Upgraded Warranty Warranty FCU 2 (520003-GUPG FCU 2)	Selex ES, Inc.	520003-GUPG FCU 2	4	Option 1	Each	\$ 3,684.62	0.00%	35.00%	\$ 2,395.00
520003- GUPG Covert	Year 1 Gold Hardware & Software Upgraded Warranty Warranty Covert System (Barrel, Tool Box, Thule, Pole Camera, Radar Trailer) (520003- GUPG Covert)	Selex ES, Inc.	520003- GUPG Covert	4	Option 1	Each	\$ 3,069.23	0.00%	35.00%	\$ 1,995.00
520003- GUPG DCT	Year 1 Gold Hardware & Software Upgraded Warranty Warranty DCT (520003- GUPG DCT)	Selex ES, Inc.	520003- GUPG DCT	4	Option 1	Each	\$ 7,200.00	0.00%	35.00%	\$ 4,680.00

PCP66814
 Selex ES, Inc. (d/b/a Elsag North America)
 Effective August 13, 2015

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520004-Software On;y	Annual Support, Software Upgrades, and Hotlists for year 5 and beyond (520004-Software Only)	Selex ES, Inc.	520004	4	Option 1	Each	\$ 1,530.77	0.00%	35.00%	\$ 995.00
520005	EOC Software Only with 3 months support (520005)	Selex ES, Inc.	520005	4	Option 1	Each	\$ 2,846.15	0.00%	35.00%	\$ 1,850.00
140601	Covert Pole Camera (140601)	Selex ES, Inc.	140601	4	Option 1	Each	\$ 24,246.15	0.00%	35.00%	\$ 15,760.00
410077	Battery (410077)	Selex ES, Inc.	410077	4	Option 1	Each	\$ 761.54	0.00%	35.00%	\$ 495.00
411952	Band-It Clamping System Buckle Clamp Mounting Tool (411952)	Selex ES, Inc.	411952	4	Option 1	Each	\$ 492.31	0.00%	35.00%	\$ 320.00
411953	Band-It Clamping System Universal Channel-Mounting Clamp (411953)	Selex ES, Inc.	411953	4	Option 1	Each	\$ 38.46	0.00%	35.00%	\$ 25.00
421434	Daisy Chain Battery Cable (421434)	Selex ES, Inc.	421434	4	Option 1	Each	\$ 900.00	0.00%	35.00%	\$ 585.00
421599	Band-It Clamping System 2 Angle Mount Brackets - Covert Pole Camera (421599)	Selex ES, Inc.	421599	4	Option 1	Each	\$ 100.00	0.00%	35.00%	\$ 65.00
421704	FCU2 w/Pole Mount (421704)	Selex ES, Inc.	421704	4	Option 1	Each	\$ 38,846.15	0.00%	35.00%	\$ 25,250.00
421743	FCU2 Plate Mount (421743)	Selex ES, Inc.	421743	4	Option 1	Each	\$ 38,000.00	0.00%	35.00%	\$ 24,700.00
421744	FCU2 Basic On A Plate (421744)	Selex ES, Inc.	421744	4	Option 1	Each	\$ 13,692.31	0.00%	35.00%	\$ 8,900.00
421713	Split SUV Roof Mount (421713)	Selex ES, Inc.	421713	4	Option 1	Each	\$ 307.69	0.00%	35.00%	\$ 200.00
421749	Tahoe Grill Mount Kit (421749)	Selex ES, Inc.	421749	4	Option 1	Each	\$ 17,646.15	0.00%	35.00%	\$ 11,470.00
510108	TOC- Tactical Operations Center (510108)	Selex ES, Inc.	510108	4	Option 1	Each	\$ 1,500.00	0.00%	35.00%	\$ 975.00
140700	VPH-900 System (140700)	Selex ES, Inc.	140700	4	Option 1	Each	\$ 5,376.92	0.00%	35.00%	\$ 3,495.00
421775	FPH-900 Lite 16 mm, 850 nm (421775)	Selex ES, Inc.	421775	4	Option 1	Each	\$ 7,376.92	0.00%	35.00%	\$ 4,795.00
421776	FPH-900 Lite 25 mm, 850 nm (421776)	Selex ES, Inc.	421776	4	Option 1	Each	\$ 7,376.92	0.00%	35.00%	\$ 4,795.00
421756	FPH-900 Lite 35 mm, 850 nm (421756)	Selex ES, Inc.	421756	4	Option 1	Each	\$ 7,376.92	0.00%	35.00%	\$ 4,795.00
110090	DCT-1000 (110090)	Selex ES, Inc.	110090	4	Option 1	Each	\$ 200,000.00	0.00%	35.00%	\$ 130,000.00
110096	DCT1001 (110096)	Selex ES, Inc.	110096	4	Option 1	Each	\$ 176,923.08	0.00%	35.00%	\$ 115,000.00
110114	DST-1000 - Deployable Surveillance Trailer (110114)	Selex ES, Inc.	110114	4	Option 1	Each	\$ 76,923.08	0.00%	35.00%	\$ 50,000.00
110119	DCT-1000 GENERIC (110119)	Selex ES, Inc.	110119	4	Option 1	Each	\$ 184,615.38	0.00%	35.00%	\$ 120,000.00
140402	MPH-900 x 2 Pick Up Tool Box (140402)	Selex ES, Inc.	140402	4	Option 1	Each	\$ 44,215.38	0.00%	35.00%	\$ 28,740.00
421684	FCU ASM - MCCAIN BOX (421684)	Selex ES, Inc.	421684	4	Option 1	Each	\$ 9,400.00	0.00%	35.00%	\$ 6,110.00
421686	FCU ASM - MCCAIN BOX, NO AEEON (421686)	Selex ES, Inc.	421686	4	Option 1	Each	\$ 4,230.77	0.00%	35.00%	\$ 2,750.00
120016	FCU-900 MINI (120016)	Selex ES, Inc.	120016	4	Option 1	Each	\$ 4,538.46	0.00%	35.00%	\$ 2,950.00
410154	Aaeon (410154)	Selex ES, Inc.	410154	4	Option 1	Each	\$ 4,138.46	0.00%	35.00%	\$ 2,690.00
412348	Neuvo (412348)	Selex ES, Inc.	412348	4	Option 1	Each	\$ 5,161.54	0.00%	35.00%	\$ 3,355.00
120047	FCU-900 1-4 Cameras Wireless (120047)	Selex ES, Inc.	120047	4	Option 1	Each	\$ 11,530.77	0.00%	35.00%	\$ 7,495.00
120050	FCU Box Asm 1-4 Camera System (120050)	Selex ES, Inc.	120050	4	Option 1	Each	\$ 11,530.77	0.00%	35.00%	\$ 7,495.00
120058	FCU-900 Box 1-4 Cameras 220VAC (120058)	Selex ES, Inc.	120058	4	Option 1	Each	\$ 16,746.15	0.00%	35.00%	\$ 10,885.00

Contractor Name:	Selex ES, Inc. (d/b/a ELSAG North America)
Contract Number:	PC66814
Categories Offered: (Refer to DHS AEL-Enter Category Number(s))	Category #4
Minimum Order: Does contractor accept orders for less than the \$100 minimum order (Y/N).	Yes
Shipping on less than minimum order:	Bidder will ship at no additional cost
Volume Discount (if offered):	5% single order over \$200,000 2% agency's aggregate over \$3,500,00 2% statewide over \$35,000,000
<p>Contract Number: PC66814 Company Name: Selex ES, Inc. (d/b/a ELSAG North America) Company Address: 7 Sutton Place, Brewster, NY 12110 Toll Free Number (If Avail): 877-773-5724 Fax Number (If Avail): N/A Main Contact Name: Nathan Maloney Main Contact Phone: 845-230-9058, Ext. 2020 Main Contact Email: nate.maloney@elsag.com Emergency Contact Name: Nathan Maloney Emergency Contact Phone: (518) 495-2288 Emergency Contact Email: nate.maloney@elsag.com Federal ID : 98-0353098; Vendor ID: 1100121125 Website: www.elsag.com</p>	<p>Orders should be directed to: Name: Sherri Corder Toll Free Number: (877) 773-5724 Cell Phone: (336) 209-7910 Fax: (336) 379-7164 E-mail: sales@elsag.com</p> <p>Website: www.elsag.com</p> <p>All order payments must be sent to: Selex ES, Inc. 205 H Creek Ridge Road Greensboro., NC 27406</p>
Additional services offered by contractor to Authorized Users <u>at no added cost</u> :	None
Vendor offers	
Service:	Yes
Maintenance:	Yes
Calibration:	Yes
Training:	Yes
Accepts NY State Credit Card for purchases under \$15,000 (Y/N):	Yes
Discount percentage for use of NY State credit card:	0%
Guaranteed Delivery:	30-90 days A-R-O depending on equipment ordered
Electronic Access Ordering Offered (Y/N):	No
Price list available on contractor website (enter Y/N; website):	Yes, http://elsag.com/state_contract.htm
Discount for payment within 15 days of delivery and/or receipt of invoice:	2% (1% 30 days)

The following Distributors for Selex ES, Inc. are approved to accept orders only:

**Selex ES, Inc. (d/b/a Elsag North America) Distributor List
Effective August 2015**

Distributor Name	Contact Name	Contact Phone	Address City State Zip	M/WBE or SB Designation
Busch & Associates	Jeff Busch	913-390-1777	6970 152nd Terrace, Overland Park KS 66223	N/A
Madden & Associates	Derek Smith	678-963-2060	935 Hwy 124, Bldg. 400, Suite 401, Braselton GA 30517	N/A
John Wright & Associates	John Wright	817-459-2001	1111 West Abram St., Arlington TX 76013	N/A
Kevin Russell & Associates, LLC	Kevin Russell	860-388-3933	151 Mill Rock Road - East, Old Saybrook, CT 06475	N/A
Morganelli & Associates	AJ Morganelli	386-738-3669	1401 Saratoga Street, Deland FL 32724-2109	N/A



Contract Award Notification

Title	:	Group 38232 Hazardous Incident Response Equipment Classification Code(s): 41, 42, 43, 46, 85, 92
Award Number	:	<u>22872</u> (Replaces Award 19745)
Contract Period	:	June 1, 2015 – May 31, 2020
Bid Opening Date	:	December 4, 2014
Date of Issue	:	June 1, 2015 (Revised November 23, 2015)
Specification Reference	:	As Incorporated In The IFB
Contractor Information	:	Appears on Pages 7-55 of this Award

Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Melissa Gretten, CPPB Title : Contract Management Specialist 1 Phone : 518-473-2010 Fax : N/A E-mail : melissa.gretten@ogs.ny.gov	Procurement Services Customer Services Phone : 518-474-6717 Fax : 518-474-2437 E-mail : customer.services@ogs.ny.gov

**Procurement Services values your input.
Complete and return "Contract Performance Report" at end of document.**

Description

The purpose of these Contracts is to provide Authorized Users (including other participating states) with a means of acquiring various types of Hazardous Incident Response Equipment as per, but not limited to, the **Department of Homeland Security (DHS) Authorized Equipment List (AEL)**.

Cash Discount, If Shown, Should be Given Special Attention.
INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.

(See "Contract Payments" and "Electronic Payments" in this document.)

AGENCIES SHOULD NOTIFY THE NEW YORK STATE PROCUREMENT PROMPTLY IF THE CONTRACTOR FAILS TO MEET DELIVERY OR OTHER TERMS OF THIS CONTRACT. PRODUCTS OR SERVICES WHICH DO NOT COMPLY WITH THE SPECIFICATIONS OR ARE OTHERWISE UNSATISFACTORY TO THE AGENCY SHOULD ALSO BE REPORTED TO THE PROCUREMENT SERVICES.

SMALL, MINORITY AND WOMEN-OWNED BUSINESSES:

The letters SB listed under the Contract Number indicate the contractor is a NYS small business. Additionally, the letters MBE and WBE indicate the contractor is a Minority-owned Business Enterprise and/or Woman-owned Business Enterprise.

RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:

The Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

RS,RP,RA	Recycled
RM	Remanufactured
SW	Solid Waste Impact
EE	Energy Efficient
E*	EPA Energy Star
ES	Environmentally Sensitive

NOTE TO AUTHORIZED USERS:

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), which should include:

- a statement of need and associated requirements,
- a summary of the contract alternatives considered for the purchase,
- the reason(s) supporting the resulting purchase (e.g., show the basis for the selection among multiple contracts at the time of purchase was the most practical and economical alternative and was in the best interests of the State).

PRICE: See individual Contractor pricelists.

<http://www.ogs.ny.gov/purchase/spg/pdfdocs/3823222872Price.htm>

Contents

SECTION 1. PURPOSE 57

1.1 OVERVIEW AND SCOPE..... 57

1.2 ESTIMATED QUANTITIES..... 58

1.3 DETAILED SCOPE 58

1.4 DEFINITIONS AND ACRONYMS 58

1.5 SUMMARY OF POLICY AND PROHIBITIONS ON PROCUREMENT LOBBYING 59

1.6 PRE-BID CONFERENCE 59

1.7 PRICING DETAILS 59

1.8 VOLUME DISCOUNT..... 60

1.9 PERFORMANCE REQUIREMENTS..... 60

SECTION 2. PROCUREMENT/ADMINISTRATIVE BACKGROUND 60

2.1 NEW YORK STATE PROCUREMENT RIGHTS 60

2.2 DISPUTE RESOLUTION POLICY 61

2.3 BIDDER DEBRIEFING 63

SECTION 3. METHOD OF AWARD/EVALUATION PROCESS 63

3.1 METHOD OF AWARD..... 63

3.2 ELECTRONIC BID OPENING RESULTS..... 64

SECTION 4. TERMS AND CONDITIONS 64

4.1 APPENDIX A 64

4.2 APPENDIX B 65

4.3 APPENDIX C 65

4.4 APPENDIX D 65

4.5 CONTRACTOR MWBE REQUIREMENTS..... 65

4.6 CONTRACT PERIOD AND RENEWALS..... 68

4.7 SHORT TERM EXTENSION 69

4.8 EXTENSION OF USE..... 69

4.9 CENTRALIZED CONTRACT MODIFICATIONS..... 69

4.10 PERFORMANCE AND BID BONDS..... 69

4.11 NON-STATE AGENCIES PARTICIPATION IN CENTRALIZED CONTRACTS..... 69

4.12 NEW ACCOUNTS 70

4.13 WEBSITES AND ONLINE ORDERING..... 70

4.14 MINIMUM ORDER SIZE 70

4.15 UNANTICIPATED EXCESSIVE PURCHASE..... 70

4.16 DELIVERY 71

4.17 PRICE..... 71

4.18 PRICE REVISIONS..... 71

4.19 OVERLAPPING CONTRACT ITEMS..... 72

4.20 CONTRACT DUPLICATION..... 72

4.21 “OGS or LESS” GUIDELINES APPLY TO THIS CONTRACT 72

4.22 METHOD OF PAYMENT..... 72

4.23 NEW YORK STATE PROCUREMENT CARD..... 72

4.24 BILLING/ORDERING SYSTEMS 72

4.25 SAMPLES 72

4.26 DISCREPANCIES 72

4.27 EMERGENCY PURCHASING..... 72

4.28 ADMINISTRATIVE AND REPORTING REQUIREMENTS 72

4.29 ADMINISTRATIVE FEE..... 73

4.30 PREFERRED SOURCE PRODUCTS..... 73

4.31 USE OF RECYCLED OR REMANUFACTURED MATERIALS 73

4.32 MERCURY-ADDED CONSUMER PRODUCTS 73

4.33 ENVIRONMENTAL ATTRIBUTES AND NYS EXECUTIVE ORDER 4..... 74

SECTION 5. STANDARDS..... 74

SECTION 1. PURPOSE

The New York State Office of General Services Procurement Services has established statewide multiple award contracts to be used by New York State, New York State Authorized Users, other Participating States and their eligible entities that are named herein or have signed a Participating Addendum. Additional States not named within this Award may join at a later time by signing a Participating Addendum, and may have additional terms and conditions not outlined herein. The commodities Contracts awarded as a result of the IFB will be centralized Contracts for use by New York State Agencies and other Authorized Users (see Section 4.11 – Non-State Agencies Participation in Centralized Contracts).

The resultant contracts will be for a five (5) year period beginning on June 1, 2015 for Level One Awardees. Level Two Awardees may have been awarded on or after June 1, 2015. All awarded contracts will expire on May 31, 2020.

Participating States as of the date of the IFB issuance: New York State - Lead State- (As "Lead State" all NYS laws, regulations and requirements take precedence).

Other participating States: Alaska, Arkansas, California, Connecticut, Delaware, Commonwealth of Massachusetts, Commonwealth of Virginia, Maine, South Dakota, Vermont.

1.1 OVERVIEW AND SCOPE

The purpose of the Award and the resultant Contracts is to provide Authorized Users (including other participating states) with a means of acquiring various types of Hazardous Incident Response Equipment as per, but not limited to, the **Department of Homeland Security (DHS) Authorized Equipment List (AEL)**. Products submitted must be within the general scope of a specific AEL category.

Multiple Contracts have been awarded to responsive and responsible Bidders who met the terms and conditions of the IFB, and whose product offerings met the scope of the IFB.

The following Authorized Equipment, as per the categories and specifications listed in the Department of Homeland Security Authorized Equipment List (DHS AEL), and described in the federal grant requirements, was requested. See Section 6.0 Standards for reference:

1. Personal Protective Equipment (PPE)
2. Explosive Device Mitigation and Remediation Equipment
3. CBRNE Operational and Search and Rescue Equipment
4. Information Technology (Equipment Only; Example: Simulators such as Portable Meteorological Devices)
5. Cyber-Security-Enhancement Equipment (Category excluded from the IFB)
6. Interoperable Communications Equipment (Limited to Satellite Phones, Satellite Communication & Accessories)
7. Detection Equipment
8. Decontamination Equipment
9. Medical Equipment (Equipment Only; No pharmaceuticals)
10. Power Equipment
11. CBRNE Reference Materials
12. CBRNE Incident Response Vehicles (Limited to All-Terrain Vehicles, Water Storage, Water Trailers, Foam Trailers, Storage Trailers, Pumpers & Accessories)
13. Terrorism Incident Prevention-Equipment (Category excluded from the IFB)
14. Physical Security Enhancement Equipment (Limited to Blast Resistant Receptacles/Jersey barriers, etc.)
15. Inspection and Screening Systems
16. Animal and Plants (Equipment Only)
17. CBRNE Prevention and Response Watercraft (Limited to Fiberglass and Rigid-Hulled Inflatable Boats)
18. CBRNE Aviation Equipment (Category excluded from the IFB)
19. CBRNE Logistical Support Equipment
20. Intervention Equipment
21. Other Authorized Equipment (Limited to MRE's, Water; Maintenance, Calibration, & Training for Equipment only)

In addition to products on the AEL which are eligible for federal funding, contractor price lists may include products not meeting federal funding requirements, provided such products are within the general scope of a specific AEL category.

1.2 ESTIMATED QUANTITIES

The Contracts resulting from the IFB are Indefinite Delivery, Indefinite Quantity (IDIQ) Contracts. Any quantities or dollar values listed are estimates. Numerous factors could cause the actual volume of product purchased under the Contracts to vary substantially from estimates in the IFB. Such factors include, but are not limited to, the following:

- Such Contracts will be nonexclusive Contracts;
- There is no guarantee of volume to be purchased in any category group, and there is no guarantee that demand will continue in any manner consistent with previous purchases;
- The individual value of each Contract is indeterminate and will depend upon actual Authorized User or other non-New York State entity user demand and actual quantities ordered during the Contract period;
- The State reserves the right to terminate any Contract for cause or convenience prior to the end of the term pursuant to the terms and conditions of the Contract.

In Procurement Services experience, depending on the price of a particular item, the actual volume of purchases for that item could be substantially in excess of, or substantially below, estimated volumes. Specifically, if actual contract pricing is lower than anticipated pricing, actual quantities purchased could be substantially greater than the estimates; conversely, if actual contract pricing is higher than anticipated pricing, actual quantities purchased could be substantially lower than the estimates. By submitting its bid, Bidder acknowledged the foregoing and agreed that actual good faith purchasing volumes during the term of the resulting Contracts could vary substantially from any estimates provided in the IFB.

1.3 DETAILED SCOPE

The IFB consisted of eighteen (18) specified category types. Each category and its associated allowable items and specification is outlined in the **Department of Homeland Security (DHS) Authorized Equipment List (AEL)**. Contracts for Hazardous Incident Response Equipment include, but are not necessarily limited to, the item sub-categories listed as authorized equipment. Submissions for any equipment not specifically listed in the DHS Authorized Equipment List categories included in the IFB were evaluated on a case by case basis as to eligibility for inclusion on the NYS HIRE contract. OGS reserves the right to exclude any item(s) deemed to be out of scope of the IFB.

All items submitted must be within the scope of the IFB. Offerings found to be out of scope will be rejected at the sole discretion of OGS Procurement Services.

Bidders able to supply items in nine (9) of the eighteen (18) approved categories listed (see DHS AEL) have been awarded as **Level One Contractors**. Bidders were required to show \$300,000 in total sales to governmental entities during the past year (2014) for items related to the product categories for which they submitted a bid.

Bidders that did not qualify for Level One award but were able to show \$300,000 in sales to governmental entities for this kind of equipment are considered as **Level Two Contractors** and may be awarded in a second group of awards. This was meant to take into account those smaller distributors or manufacturers that specialize in certain commodity lines.

1.4 DEFINITIONS AND ACRONYMS

CBRNE: The acronym “CBRNE” shall be used as a designation for Chemical, Biological, Radiological, Nuclear, and Explosives.

DHS: The acronym “DHS” shall be used as a designation for the Department of Homeland Security.

DHS AEL: The acronym “DHS AEL” shall be used as a designation for the Department of Homeland Security Authorized Equipment List.

HIRE: The acronym for Hazardous Incident Response Equipment.

IFB: The acronym “IFB” shall be used as designation for Invitation for Bids.

NIOSH: The acronym “NIOSH” shall be used as a designation for the National Institute for Occupational Safety and Health.

NYSPro: The acronym “NYSPro” shall be used as a designation for the Office of General Services New York State Procurement Services.

OGS: The acronym “OGS” shall be used as a designation for the Office of General Services.

SHSP: The acronym “SHSP” shall be used as a designation for the State Homeland Security Program.

State: The word “STATE” shall be used as is described in Appendix B.

Volume Discount: Shall refer to the discount offered for purchases of items above quantity one, and as per the contractors specified amounts. If no Volume Discount is entered, it will be presumed that the Contractor is not offering a volume discount.

1.5 SUMMARY OF POLICY AND PROHIBITIONS ON PROCUREMENT LOBBYING

Pursuant to State Finance Law §§139-j and 139-k, the solicitation included and imposed certain restrictions on communications between OGS and an Offerer/Bidder during the procurement process. Offerers/Bidders were restricted from making contacts from the earliest notice of intent to solicit offers/bids through final award and approval of the Procurement Contract by OGS and, if applicable, the Office of the State Comptroller (“restricted period”) to other than designated staff unless it is a contact that was included among certain statutory exceptions set forth in State Finance Law §139-j (3) (a). Designated staff, as of the date hereof, were identified on the first page of the solicitation. OGS employees were required to obtain certain information when contacted during the restricted period and to make a determination of the responsibility of the Offerer/Bidder pursuant to these two statutes. Certain findings of non-responsibility could have resulted in rejection for contract award, and in the event of two findings within a four-year period, the Offerer/Bidder would have been debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found on the OGS website:

http://www.ogs.ny.gov/aboutOgs/regulations/defaultSFL_139j-k.asp

1.6 PRE-BID CONFERENCE

There was no pre-bid conference for the IFB.

1.7 PRICING DETAILS

See individual Contractor price lists for product offerings and pricing. Also see Sections 4.16 – 4.18 herein.

1.7.1 Discount Options

Contractor offered discount(s) from their nationally published and regularly distributed catalog(s)/price lists in effect and identified at the time of the bid opening.

The Contractor may have bid in **one** of the following two ways:

- 1. Option I – uniform percentage discount per entire catalog/pricelist.

OR

- 2. Option II- uniform percentage discount per each manufacturer product line. The same manufacturer can have different discounts per product line, per sub-section; see below example.

Example:

DHS AEL Section 01-Personal Protective Equipment; Sub-section-Respiratory Protection Equipment:

Manufacturer A	Manufacturer B
13% Discount	15% Discount

DHS AEL Section 07-Detection Equipment; Sub-section-Biological Detection:

Manufacturer A	Manufacturer B
18% discount	20% Discount

Note: Pricing must be held for a period of one (1) year from date of submission.

1.7.2 Price Sheet Rounding Details

Contractor price lists may not limit the number of decimal places for a dollar amount that a Bidder enters. However, only two (2) decimal places will be displayed in the cells and used for net contract price posted on the OGS website for any resultant contract.

1.7.3 Additional Offerings

The Contract allows for the inclusion of services such as maintenance, calibration and training for products listed with each individual Contractor's pricelist.

NYS OGS Procurement Services reserves the right to delete, before or after award, any of the products included in the Bidder's/Contractor's offerings under the IFB and any resulting contract. Contractor's pricelist may list products covered by other State contracts as well as those available from preferred sources. It is the obligation of the Authorized User to order from the appropriate source.

1.8 VOLUME DISCOUNT

A Contractor may have provided a Volume Discount. See individual Contractor information sheets.

Volume discounts shall be defined and applied as follows:

Purchase Order Volume Discounts: Shall be additional discounts applied to individual purchase orders over a specified dollar amount.

Cumulative Agency Volume Discounts: Shall be additional discounts applied to all future orders made by an individual agency once an established volume has been met by that agency.

Cumulative Statewide Volume Discounts: Shall be additional discounts applied to all future orders for all state and non-state orders once an established volume has been met under this contract.

1.9 PERFORMANCE REQUIREMENTS

PRICE LISTS AND CATALOGS

The Contractor shall provide, within 30 days of request during the first 45 days of the contract period, sufficient catalogs/media to service all customers who wish to use these contracts. After the first 45 days of the awarded Contract, additional catalogs, or updated catalogs when applicable, shall be provided within 10 calendar days of request.

DISCREPANCIES

The Contractor shall resolve all order and invoice discrepancies within five business days from notification.

PRODUCT RETURNS, PROBLEM PRODUCT

Products returned because of quality problems, duplicated shipments, outdated product, etc., shall be picked up by the contractor within five business days after notification with no restocking charge and shall be replaced with specified products or the agency shall be credited/refunded for the full purchase price. Any additional shipping charges that may apply will be paid by the Contractor.

PRODUCT RETURNS, AGENCY ERROR

Standard stock products ordered in error by agencies must be returned for credit within 15 days of receipt. Product must be in resalable condition (original container, unused). There shall be no restocking fee if returned Product(s) are resalable.

SUBSTITUTIONS

Unauthorized substitutions are not acceptable. Substitution of one catalog product for another catalog product shall require the approval of the ordering agency.

SALE FLYERS

At the contractor's option sale catalogs and flyers based on the awarded catalog that offer further price reductions may be offered to Authorized Users. Also, at the contractor's option, catalogs/price lists developed for a specific customer's specialized requirements may be offered.

SECTION 2. PROCUREMENT/ADMINISTRATIVE BACKGROUND

2.1 NEW YORK STATE PROCUREMENT RIGHTS

New York State reserves the right to:

1. Reject any or all proposals received in response to the IFB;
2. Withdraw the IFB at any time, at the Agency's sole discretion;
3. Make an award under the IFB in whole or in part;
4. Disqualify any Bidder whose conduct and/or proposal fails to conform to the requirements of the IFB;
5. Seek clarifications and revisions of Bids;
6. Prior to the Bid opening, amend the IFB specifications to correct errors or oversights, or to supply additional information, as it becomes available;
7. Prior to the Bid opening, direct Bidders to submit proposal modifications addressing subsequent IFB amendments;
8. Change any of the schedule dates with notification through the Bidder Notification System and/or the New York State Contract Reporter;
9. Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective Bidders;
10. Waive any requirements that are not material;
11. Utilize any and all ideas submitted in the Bids received;
12. Adopt all or any part of a Bidder's proposal in selecting the optimum configuration;
13. Negotiate with the Bidder within the IFB requirements to serve the best interests of the State;
14. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a Bidder's proposal and/or to determine a Bidder's compliance with the requirements of the solicitation;
15. Request current Bidder financial statements documenting past sales history that demonstrates ability to service a contract with dollar sales volume similar to the scope of this IFB; documents must be provided upon request;
16. Request additional documentation from the Bidder or request reports on financial stability from independent financial rating services;
17. Reject any Bidder who does not demonstrate financial stability sufficient for the scope of this IFB;
18. Reject an obviously unbalanced bid as determined by the State. An unbalanced bid is one based on Bid prices that are significantly understated for some items or products and/or significantly overstated for other items or products such that there is a reasonable doubt that the Bid will result in the lowest overall cost to the State;
19. Reject any Bid submission or portion(s) thereof determined to have been altered or modified from the original format by the Bidder. Such alterations or modifications include but are not limited to: any changes to document headers, footers and/or cells, unprotecting worksheets or workbooks, hiding or un-hiding cells, columns, rows, or worksheets, and locking or unlocking cells;
20. Reject an unbalanced bid, or a bid containing incomplete, unreasonable or unrealistic pricing, as determined by the State;
21. Offer a Bidder the opportunity to provide supplemental information or clarify its Proposal, including the opportunity to explain or justify the balance, realism and/or reasonableness of its pricing;
22. Upon discovery of non-material completeness or conformance issues with a Bidder's Proposal, contact the Bidder to attempt to cure the issue prior to completion of the evaluation of the Bidder's Proposal.

2.2 DISPUTE RESOLUTION POLICY

a. Informal Dispute Resolution Process

1. It is the policy of OGS to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to OGS bid solicitations, contract awards or contract administration. If the Parties are not able to resolve their dispute between themselves as set forth below, OGS encourages vendors to seek resolution of disputes through consultation with OGS staff. Such consultation is voluntary. All such matters will be accorded impartial and timely consideration. Interested parties may also file formal written disputes.
2. In the event there is a dispute or controversy under this Centralized Contract, the Contractor, OGS and Authorized User agree to exercise their best efforts to resolve the dispute as soon as possible. The Contractor, OGS and Authorized User shall, without delay, continue to perform their respective obligations under this Centralized Contract which are not affected by the dispute. Primary responsibility for resolving any dispute arising under this Centralized Contract shall rest with the Authorized User's Contractor Coordinators and the Contractor's Account Executive and the State & Local Government Regional General Manager.
3. In the event the Authorized User is dissatisfied with the Contractor's Products provided under this Centralized Contract, the Authorized User shall notify the Contractor in writing pursuant to the terms of the Contract. In the event the Contractor has any disputes with the Authorized User, the Contractor shall so notify the Authorized User in writing. If either party notifies the other of such dispute or controversy, the other party shall then make good faith efforts to solve the problem or settle the dispute amicably, including meeting with the party's representatives to attempt diligently to reach a satisfactory result.
4. If negotiation between such persons fails to resolve any such dispute to the satisfaction of the parties within fourteen (14) business days or as otherwise agreed to by the Contractor and Authorized User, of such notice, then the matter shall be submitted to the State's Contract Administrator and the Contractor's senior officer of the rank of Vice President or higher as its representative. Such representatives shall meet in person and shall attempt in good faith to resolve the dispute within the next fourteen (14) business

days or as otherwise agreed to by the parties. This meeting must be held before either party may seek any other method of dispute resolution, including judicial or governmental resolutions. Notwithstanding the foregoing, this section shall not be construed to prevent either party from seeking and obtaining temporary equitable remedies, including injunctive relief.

5. The Contractor shall extend the dispute resolution period for so long as the Authorized User continues to make reasonable efforts to cure the breach, except with respect to disputes about the breach of payment of fees or infringement of its or its licensors' intellectual property rights.

b. Formal Disputes

1. Definitions

- a. Filed means the complete receipt of any document by OGS before its close of business.
- b. Dispute means a written objection by an Interested Party to any of the following:
 - i. A solicitation or other request by OGS for offers for a contract for the procurement of commodities or services.
 - ii. The cancellation of the solicitation or other request by OGS.
 - iii. An award or proposed award of the Contract by OGS.
 - iv. A termination or cancellation of an award of the Contract by OGS.
 - v. Changes in the Scope of the Centralized Contract by the Commissioner.
 - vi. Determination of "materiality" in an instance of nonperformance or contractual breach.
 - vii. An equitable adjustment in the Centralized Contract terms and/or pricing made by the Commissioner during a Force Majeure event.
- c. Interested party for the purpose of filing a dispute relating to a solicitation, as used in this section, means an actual or prospective Bidder or Offeror whose direct economic interest would be affected by the award of a contract or by the failure to award a contract.
- d. Interested party for the purpose of filing a dispute relating to a contract award, as used in this section, means an actual Bidder or Offeror for the subject contract.
- e. Interested party for the purpose of filing a dispute relating to the administration of the contract, as used in this section, means the awarded Contractor for the subject contract.
- f. Issuance of award means the Date of Issue identified on the Contract Award Notification transmitted by OGS.

2. Submission of Disputes

- a. A formal dispute by Contractor must be filed in writing to OGS by mail or email.

3. The Dispute Must Include

- a. Name, address, e-mail address, fax and telephone numbers of the filer.
- b. Solicitation or Contract number.
- c. Detailed statement of the legal and factual grounds for the dispute, including a description of resulting prejudice to the filer.
- d. Copies of relevant documents.
- e. Request for a ruling by the agency.
- f. Statement as to the form of relief requested.
- g. All information establishing that the filer is an interested party for the purpose of filing a dispute.
- h. All information establishing the timeliness of the dispute.

Disputes must be filed with the Director of OGS New York State Procurement Services at the following address:

New York State Office of General Services
Director, Procurement Services
38th Floor, Corning Tower
Empire State Plaza
Albany, NY 12242

Disputes concerning a solicitation shall be filed by an Interested Party (see b(1)(c)) with OGS no later than ten (10) business days before the date set in the solicitation for receipt of bids. If the date set in the solicitation for receipt of bids is less than ten (10) business days from the date of issue, formal disputes concerning the solicitation document shall be filed with OGS at least twenty-four (24) hours before the time designated for receipt of bids.

Disputes concerning a pending or awarded contract must be filed within ten (10) business days by an Interested Party (see b(1)(d)) after the disputing party knows or should have known of the facts which form the basis of the dispute; however, a dispute may not be filed later than 10 days after issuance of the award.

Disputes concerning the administration of the Contract after award must be filed within twenty (20) business days by an Interested Party (see b(1)(e)) after the Authorized User and the Interested Party (see b(1)(e)) fails to reach resolution through the Informal Dispute Resolution Process as set forth in paragraphs 2 through 5 of subdivision (a) of this section.

4. Agency Response

1. OGS will consider all information relevant to the dispute, and may, at its discretion, suspend, modify, or cancel the disputed procurement/Contract action prior to issuance of a formal dispute decision.
2. OGS reserves the right to require the Contractor to meet or participate in a conference call with OGS to discuss the dispute when, in its sole judgment, circumstances so warrant.
3. OGS reserves the right to waive or extend the time requirements for decisions and final determination on appeals herein prescribed when, in its sole judgment, circumstances so warrant.
4. OGS reserves the right to consider or reject the merits of any dispute.
5. Notice of Decision: A copy of the decision, stating the reason(s) upon which it is based and informing the filer of the right to appeal an unfavorable decision to the Chief Procurement Officer shall be sent to the filer or its agent by regular mail within thirty (30) business days of receipt of the dispute.

5. Appeals

- a. Should the filer be dissatisfied with the dispute determination, a written appeal may be directed to:

Chief Procurement Officer
New York State Office of General Services
Procurement Services
38th Floor, Corning Tower
Empire State Plaza
Albany, NY 12242

- b. Written notice of appeal of a determination must be received at the above address no more than ten (10) business days after the date the decision is received by the filer. The decision of the Director of Procurement Services shall be a final and conclusive agency determination unless appealed to the Chief Procurement Officer within such time period.
- c. The Chief Procurement Officer shall hear and make a final determination on all appeals or may designate a person or persons to act on his/her behalf. The final determination on the appeal shall be issued within twenty (20) business days of receipt of the appeal.
- d. An appeal of the decision of the Director of Procurement Services shall not include new facts and information unless requested in writing by the Chief Procurement Officer.
- e. The decision of the Chief Procurement Officer shall be a final and conclusive agency determination.

6. Legal Appeals-Nothing contained in these provisions is intended to limit or impair the rights of Contractor to seek and pursue remedies of law through the judicial process.

2.3 BIDDER DEBRIEFING

Unsuccessful Bidders shall be notified upon Notification of Award to the winning Contractor(s). A Bidder shall be accorded fair and equal treatment with respect to its opportunity for debriefing. Requests for debriefings may be made both prior to and after Contracts are awarded. For debriefings prior to Contract award, OGS shall, upon request, provide a debriefing which would be limited to review of that Bidder's proposal or bid. After Contract award, OGS shall, upon request, provide a debriefing to any unsuccessful Bidder that responded to the solicitation, regarding the reason that the proposal or bid submitted by such Bidder was not selected for a Contract award. Requests for debriefings by unsuccessful Bidders must be addressed to OGS in writing. The post-award debriefing should be requested in writing within 30 days of posting of the Contract award on the OGS website.

SECTION 3. METHOD OF AWARD/EVALUATION PROCESS

3.1 METHOD OF AWARD

Awards were made Statewide by the NYS Office of General Services (NYS OGS). Because of the varied nature of products in each catalog and/or pricelist, awards were made to more than one vendor. Awards were made only to Bidders whose schedule of prices indicates that equipment will be delivered at a reasonable price as determined by the NYS OGS. "Reasonable prices" may have been determined by reviewing discounts and net prices offered to GSA, Veteran's Administration, prices on any previously awarded NYS contract, pricing offered by other Bidders for this solicitation and contracts with other state or government entities, etc.

Bidders able to supply items in nine (9) of the eighteen (18) approved categories listed herein (see DHS AEL) have been awarded as **Level One Contractors**. Bidders must have shown \$300,000 in sales to governmental entities during the past year for items related to the product categories for which they were submitting a bid.

Bidders that did not qualify for Level One award but were able to show \$300,000 in sales to governmental entities for this kind of equipment are considered as **Level Two Contractors** and may be awarded in a second group of awards. This was meant to take into account those smaller distributors or manufacturers that specialize in certain commodity lines.

Level One bid submissions may have been reviewed and subsequent contracts awarded prior to review and award of Level Two vendors.

Level Two bid submissions may be reviewed and subsequent contracts awarded in a second group of awards.

Awards are made to established manufacturers or established distributors taking into consideration delivery offered, past performance, and all product information available. The basis for selection among multiple suppliers at the time of purchase shall be the most practical and economical alternative and shall be in the best interests of the State.

The State reserves the right to reject a bid or accept adjustments when prices are deemed to be excessive or unbalanced, or when it does not guarantee delivery of product in accordance with the "DELIVERY" clause. The State reserves the right to negotiate better pricing with all qualified Bidders having been considered for award.

Bidders may have offered contract pricing for New York State OGS contracts currently held by their suppliers as part of their product line submittal. Bidders that currently held New York State OGS contracts were required to offer the same as, or better than pricing listed in such contracts.

Bidders that held a contract other than a NYS OGS contract at time of bid submission, whereas they are offering the same product under the IFB, were required to offer the same as, or better than pricing listed in such contracts.

The commissioner reserves the right to evaluate and/or reject any and all bids, in whole or in part and to waive technicalities, irregularities and omissions if in his or her considered judgment, the best interests of the State would have been served. In the event satisfactory bids fully in accord with the bid documents were not received, the Commissioner reserves the right to consider late or non-conforming bids as stipulated in "Late Bid" clause of Appendix B.

The Office of General Services New York State Procurement Services reserves the right to hold Periodic Recruitment during the contract period if it is deemed to be within the best interest of the State. Vendors shall be required to submit the original bid document which may include an addendum containing additional applicable statutory requirements currently in effect at the time of the new bid solicitation. Bids shall be evaluated under similar terms and conditions. Once awarded a contract, a vendor may not resubmit a bid for future consideration until the new Invitation for Bids is issued. Notice of such Periodic Recruitment will be posted in the NYS Contract Reporter for a minimum of 15 business days prior to the submission due date.

3.2 ELECTRONIC BID OPENING RESULTS

OGS posts bid prices on the OGS website. The website makes available bid tabulations (i.e., photocopies of price pages or spreadsheets) received by OGS for scheduled bid openings. For this solicitation, only a listing of Bidder's was made available online after the bid opening; pricelists were not posted. Due to the large volume of submissions anticipated in response to this solicitation, there was no public observation of the Submission opening process.

The Bid Opening Results Page is available at: <http://www.ogs.ny.gov/purchase/bidresults/bidresults.asp>.

SECTION 4. TERMS AND CONDITIONS

4.1 APPENDIX A

Appendix A, Standard Clauses for New York State Contracts, dated January 2014, was made a part of the Contract Document.

4.2 APPENDIX B

Appendix B, Office of General Services General Specifications, dated June 2014, was made a part of the Contract Document and shall govern any situations not covered by this Contract or Appendix A.

4.3 APPENDIX C

Equal Employment Opportunity Staffing Plan (EEO 100), was made a part of the Contract Document.

4.4 APPENDIX D

Pricelist Update Procedure, attached hereto, is hereby expressly made a part of the Contract Document.

CONFLICT OF TERMS AND CONDITIONS

The following shall be incorporated into the resulting Contract. Other documents may have been identified for inclusion during the course of the solicitation process. Conflicts among the documents shall be resolved in the following order of precedence:

1. Appendix A, Standard Clauses for New York State Contracts;
2. The Contract document signed by the State and Contractor;
3. Appendix B, General Specifications;
4. Other Appendices and attachments as deemed necessary by OGS.

4.5 CONTRACTOR MWBE REQUIREMENTS

CONTRACTOR REQUIREMENTS AND PROCEDURES FOR EQUAL EMPLOYMENT AND BUSINESS PARTICIPATION OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND NEW YORK STATE CERTIFIED MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISES

I. General Provisions

- A. OGS is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 140-145 (“MWBE Regulations”) for all State contracts as defined therein, with a value (1) in excess of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of \$100,000 for real property renovations and construction.
- B. The Contractor agrees, in addition to any other nondiscrimination provision of the Contract and at no additional cost to OGS, to fully comply and cooperate with OGS in the implementation of New York State Executive Law Article 15-A. These requirements include equal employment opportunities for minority group members and women (“EEO”) and contracting opportunities for New York State Certified minority- and women-owned business enterprises (“MWBEs”). Contractor’s demonstration of “good faith efforts” pursuant to 5 NYCRR §142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the “Human Rights Law”) or other applicable federal, State or local laws.
- C. The Contractor further agrees to be bound by the provisions of Article 15-A and the MWBE Regulations. If any of these terms or provisions conflict with applicable law or regulations, such laws and regulations shall supersede these requirements.
- D. Failure to comply with all of the requirements herein may result in a finding of non-responsiveness, non-responsibility and/or a breach of contract, leading to the withholding of funds or such other actions, liquidated damages pursuant to clause VII of this section or enforcement proceedings as allowed by the Contract.

II. Equal Employment Opportunity (EEO)

- A. Contractor shall comply with the following provisions of Article 15-A:
 1. Contractor and Subcontractors shall undertake or continue existing EEO programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, EEO shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.
 2. The Contractor certifies by entering into this Contract that the text set forth in clause 12 of Appendix A, attached hereto and made a part hereof is Contractor’s equal employment opportunity policy.
- B. Form EEO 100 - Staffing Plan.
To ensure compliance with this section, the Contractor submitted a staffing plan to OGS to document the composition of the proposed workforce to be utilized in the performance of the Contract by the specified categories listed, including ethnic background, gender, and federal occupational categories.

- C. Form EEO 101 - Workforce Employment Utilization Report (“Workforce Report”)
Contractor agrees it will, upon request, submit to OGS, a workforce utilization report on Form EEO 101, identifying the workforce actually utilized on the Contract if known.
- D. Contractor shall comply with the provisions of the Human Rights Law, all other State and federal statutory and constitutional non-discrimination provisions. Contractor and subcontractors shall not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

III. Contract Goals

- A. OGS hereby establishes an overall goal of 20% for MWBE participation, 10% for Minority-Owned Business Enterprises (“MBE”) participation and 10% for Women-Owned Business Enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs). The total contract goal can be obtained by utilizing any combination of MBE and /or WBE participation for subcontracting and supplies acquired under this Contract.
- B. For purposes of providing meaningful participation by MWBEs on the Contract and achieving the contract goals established in clause III-A hereof, Contractor should reference the directory of New York State Certified MWBEs found at the following internet address: <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=2528>. The MWBE Regulations are located at 5 NYCRR § 140 – 145. Questions regarding compliance with MWBE participation goals should be directed to the OGS Office of Minority- and Women Owned Businesses and Community Relations. Additionally, Contractor is encouraged to contact the Division of Minority and Women’s Business Development ((518) 292-5250; (212) 803-2414; or (716) 846-8200) to discuss additional methods of maximizing participation by MWBEs on the Contract.
- C. Contractor must document “good faith efforts” to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract (see clause VI below).

IV. MWBE Utilization Plan

- A. Contractor certifies that it has submitted, in accordance with 5 NYCRR § 142.4, a completed MWBE Utilization Plan on Form MWBE 100 and will follow such Plan for the performance of MWBEs on the Contract pursuant to the prescribed MWBE goals set forth in clause III-A of this Section.
- B. Contractor further understands that making false representations or including information evidencing a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids, and/or withholding of payments.
- C. Contractor further agrees that a failure to submit and/or use such completed MWBE Utilization Plan shall constitute a material breach of the terms of the Contract. Upon the occurrence of such a material breach, OGS shall be entitled to any remedy provided herein, including but not limited to, a finding of Contractor non-responsiveness.

V. Request for Waiver

- A. If the Contractor, after making good faith efforts, as set forth in clause VI below, is unable to comply with MWBE goals, the Contractor may submit, in accordance with 5 NYCRR § 142.7, a Request for Waiver form (BDC 333) documenting good faith efforts by the Contractor to meet such goals. If the documentation included with the waiver request is complete, OGS shall evaluate the request and issue a written notice of acceptance or denial within twenty (20) days of receipt.
- B. If OGS, upon review of the MWBE Utilization Plan and Monthly MWBE Contractor Compliance Reports determines that Contractor is failing or refusing to comply with the contract goals and no waiver has been issued in regards to such non-compliance, OGS may issue a notice of deficiency to the Contractor. The Contractor must respond to the notice of deficiency within seven (7) business days of receipt. Such response may include a request for partial or total waiver of MWBE contract goals.
- C. Prior to submission of a request for a partial or total waiver, Contractor shall speak to the OGS Office of Minority- and Women-Owned Businesses and Community Relations for guidance.

VI. Required Good Faith Efforts

In accordance with 5 NYCRR § 142.8, Contractors must document their good faith efforts toward utilizing MWBEs on the Contract. Evidence of required good faith efforts shall include, but not be limited to, the following:

1. A list of the general circulation, trade and MWBE-oriented publications and dates of publications in which the Contractor solicited the participation of certified MWBEs as subcontractors/suppliers and copies of such solicitations and any responses thereto.
2. A list of the certified MWBEs appearing in the Empire State Development MWBE directory that were solicited for this Contract. Provide proof of dates or copies of the solicitations and copies of the responses made by the certified MWBEs. Describe specific reasons that responding certified MWBEs were not selected.
3. Descriptions of the Contract documents/plans/specifications made available to certified MWBEs by the Contractor when soliciting their participation and steps taken to structure the scope of work for the purpose of subcontracting with or obtaining supplies from certified MWBEs.
4. A description of the negotiations between the Contractor and certified MWBEs for the purposes of complying with the MWBE goals of this Contract.
5. Dates of any pre-bid, pre-award or other meetings attended by Contractor, if any, scheduled by OGS with certified MWBEs whom OGS determined were capable of fulfilling the MWBE goals set in the Contract.
6. Other information deemed relevant to the request.

VII. Monthly MWBE Contractor Compliance Report

- A. In accordance with 5 NYCRR § 142.10, Contractor is required to report Monthly MWBE Contractor Compliance to OGS during the term of the Contract for the preceding month's activity, documenting progress made towards achievement of the Contract MWBE goals. OGS requests that all Contractors use the New York State Contract System ("NYSCS") to report subcontractor and supplier payments made by Contractor to MWBEs performing work under the Contract. The NYSCS may be accessed at <https://ny.newnycontracts.com/>. This is a New York State-based system that all State agencies and authorities will be implementing to ensure uniform contract compliance reporting throughout New York State.
- B. When a Contractor receives a payment from a State agency or Authorized User following a purchase from an OGS Procurement Services contract, it is the Contractor's responsibility to pay its subcontractors and suppliers in a timely manner. On or after the first day of each month, the Contractor will receive an email or fax notification ("audit notice") indicating that a representative of its company needs to log-in to the NYSCS to report the company's MWBE subcontractor and supplier payments for the preceding month. The Contractor must also report when no payments have been made to a subcontractor or supplier in a particular month with entry of a zero dollar value in the NYSCS. Once subcontractor and supplier payments have been entered into the NYSCS, the subcontractor(s) and supplier(s) will receive an email or fax notification advising them to log into the NYSCS to confirm that they actually received the reported payments from the Contractor. It is the Contractor's responsibility to educate its MWBE subcontractors and suppliers about the NYSCS and the need to confirm payments made to them in the NYSCS.
- C. To assist in the use of the NYSCS, OGS recommends that all Contractors and MWBE subcontractors and suppliers sign up for the following two webinar trainings offered through the NYSCS: "Introduction to the System for Vendors" and "Contract Compliance Reporting - Vendor Training" to become familiar with the NYSCS. To view the training schedule and to register visit: <https://ny.newnycontracts.com/events.asp>
- D. As soon as possible after the Contract is approved, Contractor should visit <https://ny.newnycontracts.com> and click on "Account Lookup" to identify the Contractor's account by company name. Contact information should be reviewed and updated if necessary by choosing "Change Info." It is important that the staff member who is responsible for reporting payment information for the Contractor be listed as a user in the NYSCS. Users who are not already listed may be added through "Request New User." When identifying the person responsible, please add "- MWBE Contact" after his or her last name (i.e., John Doe – MWBE Contact) to ensure that the correct person receives audit notices from the NYSCS. NYSCS Technical Support should be contacted for any technical support questions by clicking on the links for "Contact Us & Support" then "Technical Support" on the NYSCS website.
- E. If Contractor is unable to report MWBE Contractor Compliance via the NYSCS, Contractor must submit a Monthly MWBE Contractor Compliance Report on Form MWBE 102 to OGS, by the 10th day of each month during the term of the Contract, for the preceding month's activity to: OGS MWBE Office, 29th floor Corning Tower, Empire State Plaza, Albany, NY 12242. Phone: 518-486-9284; Fax: 518-486-9285.

- F. It is the Contractor's responsibility to report subcontractor and supplier payments. Failure to respond to payment audits in a timely fashion through the NYSCS, or by paper to OGS, may jeopardize future payments pursuant to the MWBE liquidated damages clause in clause VIII below.

VIII. Breach of Contract and Liquidated Damages

- A. In accordance with Executive Law Section 316-a and 5 NYCRR § 142.13, the Contractor acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the Contract, such a finding constitutes a breach of contract and the Contractor shall be liable to OGS for liquidated or other appropriate damages, as set forth herein.
- B. Such liquidated damages shall be calculated as an amount equaling the difference between:
1. All sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and
 2. All sums actually paid to MWBEs for work performed or materials supplied under the Contract.
- C. If, after Contractor has been afforded due process to respond to the allegation that it willfully or intentionally failed to comply with the MWBE participation goals, OGS determines that Contractor is liable for liquidated damages and such identified sums have not been withheld by the OGS, Contractor shall pay such liquidated damages to the OGS within sixty (60) days after such determination unless prior to the expiration of such sixtieth day, the Contractor has filed a complaint with the Director of the Division of Minority and Women's Business Development pursuant to Subdivision 8 of Section 313 of the Executive Law, in which event the liquidated damages shall be payable if the Director renders a decision in favor of the OGS.

ALL FORMS ARE AVAILABLE AT: <http://www.ogs.ny.gov/MWBE/Forms.asp>

For purposes of this procurement, OGS established a goal of 10% for Minority-owned Business Enterprises (MBE) participation and 10% for Women-owned Business Enterprises (WBE) participation (collectively referred to as MWBE) for the following five (5) Categories of the IFB (Categories 1, 3, 8, 9 & 21):

1. Personal Protective Equipment (PPE) = 20%
2. Explosive Device Mitigation and Remediation Equipment = 0%
3. CBRNE Operational and Search and Rescue Equipment = 20%
4. Information Technology (Equipment Only; Example: Simulators such as Portable Meteorological Devices) = 0%
5. ~~Cyber Security Enhancement Equipment~~ (Category excluded from this IFB)
6. Interoperable Communications Equipment (Limited to Satellite Phones, Satellite Communication & Accessories) = 0%
7. Detection Equipment = 0%
8. Decontamination Equipment = 20%
9. Medical Equipment (Equipment Only; No pharmaceuticals) = 20%
10. Power Equipment = 0%
11. CBRNE Reference Materials = 0%
12. CBRNE Incident Response Vehicles (Limited to All-Terrain Vehicles, Water Storage, Water Trailers, Foam Trailers, Storage Trailers, Pumpers & Accessories) = 0%
13. ~~Terrorism Incident Prevention Equipment~~ (Category excluded from this IFB)
14. Physical Security Enhancement Equipment (Limited to Blast Resistant Receptacles/Jersey barriers, etc.) = 0%
15. Inspection and Screening Systems = 0%
16. Animal and Plants (Equipment Only) = 0%
17. CBRNE Prevention and Response Watercraft (Limited to Fiberglass and Rigid-Hulled Inflatable Boats) = 0%
18. ~~CBRNE Aviation Equipment~~ (Category excluded from this IFB)
19. CBRNE Logistical Support Equipment = 0%
20. Intervention Equipment = 0%
21. Other Authorized Equipment (Limited to MRE's, Water; Maintenance, Calibration, & Training for Equipment only) = 20%

4.6 CONTRACT PERIOD AND RENEWALS

The State has entered into Contracts for the term stated on the cover page of this Contract Award Notification (CAN). The commencement and termination dates stated may be adjusted forward unilaterally by the State for any resulting Contract for up to two calendar months, by indicating such change on the Contract Award Notification.

4.7 SHORT TERM EXTENSION

In the event a replacement contract has not been issued, any Contract let and awarded hereunder by the State, may be extended unilaterally by the State for an additional period of up to three months upon notice to the Contractor with the same terms and conditions as the original Contract including, but not limited to, prices and delivery requirements. With the concurrence of the Contractor, the extension may be for a period of up to six months in lieu of three months. However, this extension terminates should the replacement contract be issued in the interim.

4.8 EXTENSION OF USE

Any Contract resulting from the bid solicitation may be extended to additional States or governmental jurisdictions upon mutual written agreement between New York State (the lead contracting State) and the Contractor. Political subdivisions and other authorized entities within each participating State or governmental jurisdiction may also participate in any resultant Contract if such State normally allows participation by such entities. New York State reserves the right to negotiate additional discounts based on any increased volume generated by such extensions.

4.9 CENTRALIZED CONTRACT MODIFICATIONS

A. OGS, an Authorized User, or the Contractor may suggest modifications to the Centralized Contract or its Appendices. Except as specifically provided herein, modifications to the terms and conditions set forth herein may only be made with mutual written agreement of the Parties. Modifications may take the form of an update or an amendment. "Updates" are changes that do not require a change to the established Centralized Contract terms and conditions. A request to add new products at the same or better price level is an example of an update. "Amendments" are any changes that are not specifically covered by the terms and conditions of the Centralized Contract, but inclusion is found to be in the best interest of the State. A request to change a contractual term and condition is an example of an amendment.

B. Updates to the Centralized Contract and the Appendices may be made in accordance with the contractual terms and conditions to incorporate new products or services, make price level revisions, delete products or services, or to make such other updates to the established Centralized Contract terms and conditions, not resulting in a change to such terms and conditions, which are deemed to be in the best interest of the State.

C. OGS reserves the right to consider modifications which are not specifically covered by the terms of the Centralized Contract, but are judged to be in the best interest of the State. Such modifications are deemed amendments to the Centralized Contract and may require negotiations between Contractor and OGS before execution.

D. All modifications proposed by Contractor, shall be made in writing to the contract administrator, on the appropriate required form(s), and approval of such proposals are at the sole discretion of OGS.

E. Modifications proposed by OGS or an Authorized User, including updates and amendments, shall be processed in accordance with the terms of the Centralized Contract and Appendix B, §28. OGS reserves the right to stop accepting modification requests beginning six (6) months prior to the end of the term of the Contract.

4.10 PERFORMANCE AND BID BONDS

There are no bonds for this Contract. In accordance with Appendix B, §58 Performance/Bid Bond, the Commissioner of OGS has determined that no performance, payment or Bid bond, or negotiable irrevocable letter of credit or other form of security for the faithful performance of the Contract shall be required at any time during the term of a Contract.

4.11 NON-STATE AGENCIES PARTICIPATION IN CENTRALIZED CONTRACTS

New York State political subdivisions and others authorized by New York State law may participate in the contracts. These include, but are not limited to local governments, public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations. See "Participation in Centralized Contracts" in Appendix B, OGS General Specifications. For purchase orders issued by the Port Authority of New York and New Jersey (or any other authorized entity that may have delivery locations adjacent to New York State), the terms of the "Price" clause shall be modified to include delivery to locations adjacent to New York State.

Upon request, all eligible non-State agencies must furnish Contractors with the proper tax exemption certificates and documentation certifying eligibility to use State contracts. Questions regarding an organization's eligibility to purchase from New York State Contracts may also be directed to NYS Procurement Customer Services at 518-474-6717.

NEW YORK STATE VENDOR RESPONSIBILITY QUESTIONNAIRE, FOR-PROFIT BUSINESS ENTITY

I. NEW YORK STATE VENDOR RESPONSIBILITY

The Contractor shall at all times during the Contract term remain responsible. The Contractor agrees, if requested by the Commissioner of OGS or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

The Commissioner of OGS or her designee, in his or her sole discretion, reserves the right to suspend any or all activities under this Contract, at any time, when he or she discovers information that calls into question the responsibility of the Contractor. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the Commissioner of OGS or her designee issues a written notice authorizing a resumption of performance under the Contract.

Upon written notice to the Contractor, and a reasonable opportunity to be heard with appropriate OGS officials or staff, the Contract may be terminated by the Commissioner of OGS or her designee at the Contractor's expense where the Contractor is determined by the Commissioner of OGS or her designee to be non-responsible. In such event, the Commissioner of OGS or her designee may complete the contractual requirements in any manner he or she may deem advisable and pursue available legal or equitable remedies for breach.

In no case shall such termination of the Contract by the State be deemed a breach thereof, nor shall the State be liable for any damages for lost profits or otherwise, which may be sustained by the Contractor as a result of such termination.

4.12 NEW ACCOUNTS

Contractor may ask State agencies and other Authorized Users to provide information in order to facilitate the opening of a customer account, including documentation of eligibility to use New York State contracts, agency code, name, address, and contact person. Authorized Users shall not be required to provide credit references.

4.13 WEBSITES AND ONLINE ORDERING

The State recommends that the Contractor have a designated contract website for direct access by an Authorized User. This website will be listed under the Contractor information on the OGS website. The Contractor's website will be the responsibility of the Contractor to maintain and keep updated. Changes in product line or pricing must be approved by NYS Procurement in accordance with any terms included in the Contract prior to addition to the website.

New York State Statewide Financial System

The New York State Statewide Financial System (SFS) went live for NYS agencies in April 2012. Future SFS procurement functionality envisions the ability to fully host Contract catalogs, to integrate Contractor-hosted punch-out catalogs, and/or to submit and process invoices electronically. OGS reserves the right to integrate any or all of these future catalog functions with a Contractor during the Contract period, and by submittal of a bid a Bidder agrees to coordinate with SFS, OGS and/or a third-party host, for integration, if OGS exercises its right to do so. No costs or expenses associated with providing information and integration shall be charged to NYS. Technical Requirements for the data elements, such as data types, maximum field lengths, and cXML element names shall be provided by SFS, OGS and/or a third-party host during integration. For more information on SFS, its use, and its capabilities please visit the SFS website here: <http://www.sfs.ny.gov/>.

Accessibility of Web-Based Information and Applications

Any web-based information and applications development, or programming delivered pursuant to the contract or procurement, will comply with New York State Enterprise IT Policy NYS-P08-005, Accessibility of Web-Based Information and Applications as such policy may be amended, modified or superseded, which requires that state agency web-based information and applications are accessible to persons with disabilities. Web-based information and applications must conform to New York State Enterprise IT Policy NYS-P08-005 as determined by quality assurance testing. Such quality assurance testing will be conducted by (state agency name, contractor or other) and the results of such testing must be satisfactory to (state agency name) before web-based information and applications will be considered a qualified deliverable under the contract or procurement.

4.14 MINIMUM ORDER SIZE

Minimum order shall be \$100.00.

Contractor may elect to honor orders for less than the minimum order. For such orders, at the contractor's option, shipping costs from the contractor's address may be added to the invoice with a copy of the freight bill. Shipping costs are to be prepaid by contractor and such orders are to be shipped on an F.O.B. destination basis. All such orders must be shipped by the most economical method for the proper delivery of the product unless special instructions are stated on the order by the agency.

4.15 UNANTICIPATED EXCESSIVE PURCHASE

The State reserves the right to negotiate lower pricing, or to advertise for bids any unanticipated purchase exceeding \$50,000.

The State reserves the right to delete products from a contract offering at any time it is considered to be in the best interests of the State.

4.16 DELIVERY

After receipt of a purchase order from an Authorized User, delivery shall be expressed by Contractor in number of calendar days required to make delivery. Product is required as soon as possible. Delivery shall be made in accordance with instructions on the Purchase Order from each Authorized User. If there is a discrepancy between the Purchase Order and what is listed on the Contract, it is the Contractor's obligation to seek clarification from the ordering Authorized User and, if applicable, from OGS, NYS Procurement. Upon mutual agreement, delivery locations may be expanded per Section 4.8 – Extension of Use.

4.17 PRICE

Prices quoted shall be net F.O.B. destination any point within the participating states, potentially nationwide, as designated by the ordering agency, including tailgate delivery, unless otherwise noted in the contract award. Price includes all applicable customs, duties, taxes, license fees and surcharges, as stated in Appendix B under section 11 and as designated by the ordering Authorized User. For those items shipped outside the 48 contiguous United States, on which there are extraordinary freight charges that cannot reasonably be covered by the contract price, vendors may negotiate with those non-contiguous States regarding delivery terms and charges. Shipping is to be FOB Destination 48 states, Washington DC and point of exportation for Alaska, Hawaii, Puerto Rico, etc. for shipments outside the 48 contiguous states.

It will be the responsibility of the vendors and the Member State that is outside the contiguous 48 States, to negotiate fair shipping terms and charges. Shipping must be FOB destination to a shipping point within the contiguous 48 States. The location must be agreed to by the vendor and the negotiating State. From that point, shipping terms, charges and conditions should be negotiated with the end-user. The State must be notified in advance of the possible shipping charges and agree to the final contract price and arrangements.

NOTE: The State of New York and its political subdivisions are exempt from New York State and local sales taxes and federal excise taxes.

4.18 PRICE REVISIONS

Pricing must be held for a period of one (1) year from date of submission. Price list updates may be submitted on a yearly basis thereafter to include price increases and decreases, product additions and deletions and/or product number or description changes. Pricelist updates will not be allowed more than once every 12 months unless it is deemed to be within the best interest of the state. Update requests to be submitted pursuant to the Centralized Contract Modification Procedures and approvals are at the sole discretion of NYS OGS Procurement Services.

New products will be considered for inclusion provided they are within the contract scope, are within the same product category, and offered to the State at the same terms and conditions as in the original bid and at pricing or discounts deemed to be reasonable and in the best interests of New York State. Approval for items that fall within a category not originally awarded to a Contractor shall be at the sole discretion of the State.

Approved pricelists must be reviewed by the awarded Contractor at least every 12 months and either a request for a pricelist update made, or notice to NYS OGS Procurement Services given by the awarded Contractor that the pricelist is current and no revisions are necessary. It is NYS OGS Procurement Services intention that all pricelists under this contract be maintained and updated regularly to keep product offerings, pricing, item numbers and product descriptions current. Awarded Contractors are required to honor their posted contract pricing. It is the awarded Contractors responsibility to ensure their pricelist is reviewed and notice is provided to NYS OGS Procurement Services regarding their intent to provide updates. Revised pricing is effective upon the date in which OGS approves the request to update pricing. Revised pricelists shall be posted by NYS OGS Procurement Services on the contract website within five (5) business days, or as soon as possible thereafter.

Contact the Contract Administrator for the most current pricelist update procedures and forms required.

Contract prices may be subject to increase or decrease during the contract period in accordance with changes made by the manufacturer or distributor in their established, nationally distributed price list or published catalog. Catalog or price lists may indicate increases or decreases in pricing, but the percentage discount originally accepted for award should not be decreased during the contract period. Discount reduction will not be generally allowed unless specific documentation from the manufacturer is provided showing that a distributor cannot support the discount on that equipment without undue hardship. Reduction in discount from that originally accepted may result in deletion of item from award. Decision will be made on a case-by-case basis. Price decreases or discount increases are permitted and encouraged at any time. Note that once a discount is increased, that discount cannot be decreased at a later date.

4.19 OVERLAPPING CONTRACT ITEMS

Products/services available in the resulting contract may also be available from other New York State contracts. Authorized Users will be advised to **make purchases from contracts offering the best discounted price on products that meet the agency program** requirements and to maintain a procurement record documenting the basis for this selection.

4.20 CONTRACT DUPLICATION

Contractors holding contracts for items offered under this solicitation must offer the same or better pricing on those items if they are offered for inclusion in any award resulting from this solicitation. If awarded, the items may be purchased under the already existing contract number or under this award.

4.21 “OGS or LESS” GUIDELINES APPLY TO THIS CONTRACT

Purchases of the products included in the Invitation For Bids and the resulting Contract are subject to the "OGS or Less" provisions of State Finance Law §163(3)(a)(v). This means that State agencies can purchase products from sources other than the contractor provided that such products are substantially similar in form, function or utility to the products herein and are:

1. lower in price
-and/or-
2. available under terms which are more economically efficient to the State agency (e.g. delivery terms, warranty terms, etc.).

Agencies are reminded that they must provide the State contractor an opportunity to match the non-contract savings at least two business days prior to purchase.

4.22 METHOD OF PAYMENT

Invoicing and payment shall be made in accordance with the terms set forth in Appendix B section 49, Contract Invoicing.

4.23 NEW YORK STATE PROCUREMENT CARD

See "Procurement Card" in Appendix B, OGS General Specifications. Contractors may accept the NYS Purchasing Card for orders not to exceed \$15,000. See each individual Contractor's information sheet.

4.24 BILLING/ORDERING SYSTEMS

Cost centers or branch offices within an Authorized User may require separate invoicing as specified by each Authorized User. The Contractor's billing system shall be flexible enough to meet the needs of varying ordering systems in use by different Authorized Users.

4.25 SAMPLES

At any time after award of a Contract, a Contractor may be required to submit samples. See "Samples" in Appendix B, OGS General Specifications.

4.26 DISCREPANCIES

The Contractor shall resolve all order and invoice discrepancies (e.g., shortages, breakages, etc.) within five business days from notification.

4.27 EMERGENCY PURCHASING

In the event that a disaster emergency is declared by Executive Order under Section 28 of Article 2-B of the Executive Law, or that the Commissioner determines pursuant to his/her authority under Section 163(10)(b) of the State Finance Law that an emergency exists requiring the prompt and immediate delivery of products or services, the Commissioner reserves the right to obtain such products or services from any source, including but not limited to a Contract, as the Commissioner in his/her sole discretion determines will meet the needs of such emergency. Contractor shall not be entitled to any claim or lost profits for products or services procured from other sources pursuant to this paragraph.

4.28 ADMINISTRATIVE AND REPORTING REQUIREMENTS

Contractor shall furnish a report of purchases made from the awarded contract on the fifteenth day of the month following the end of each six month period. For example, sales for January 1 thru June 30 would due by July 15th (a contract start date of June 1st would require sales reports for June 1st thru December 31st to be submitted no later than January 15th).

The report must be in the provided Excel format only; see Attachment 06-Report of Contract Sales Template.

Reports of New York State sales and total contract sales including other state purchases are to be submitted to OGS NYS Procurement Services, to the attention of the Contract Administrator, as shown on the front page of the Contract Award Notification document. Attachment 06-Report of Contract Sales Template must be used, and the report must be completed in its entirety. Procurement Services reserves the right to request additional information if needed.

Participating State reports should be submitted to the participating state as required by the State.

Additional related sales and/or detailed Authorized User purchase information may be required by OGS and must be supplied within 30 days upon request.

COMPANY AND CONTACT INFORMATION

Changes regarding the Contractor's company and/or contact information should be submitted no later than five (5) business days of the change to the contract administrator. Due to the nature of this contract, it is imperative that all contact information be accurate.

PERFORMANCE SURVEYS

Contractor shall be required, upon request, to provide performance surveys to Authorized Users. Contract performance measures may include, but not be limited to, the following: delivery time, fill rate, response time to inquiries, resolution of problems, employee courtesy, staff knowledge and overall performance.

4.29 ADMINISTRATIVE FEE

Once awarded a contract, Contractors are required to submit a completed copy of Attachment 06 - Report of Contract Sales along with the proper fee to the New York State Office of General Services Procurement Services on a semi-annual basis.

- The Administrative Fee must be submitted and paid to NYS OGS Procurement Services within 15 days after the end of each six month period for all sales.
- Checks for 0.5% of sales for each preceding 6 months shall be sent, along with a completed copy of Attachment 06 - Report of Contract Purchases, to NYS OGS Procurement Services.
- Check stub should contain the Contractor Contract Number (PCxxxxx), and the Contract Dates the payment is issued for.
- The sales reports shall be sent to the Contract Management Specialist noted on the cover page of the Contract Award Notice
- The administrative fee payments shall be sent to:

OGS Financial Administration
Empire State Plaza
PO Box 2282
Albany, NY 12220-0282

Check should be made out to:
Office of General Services

4.30 PREFERRED SOURCE PRODUCTS

NYS State Finance Law §162 requires that governmental entities afford first priority to the products/services of preferred source suppliers such as Correctional Industries (Corcraft), New York State Preferred Source Program for People who are Blind, and NYS Industries for the Disabled, when such products/services meet the form, function and utility of the Authorized User. An Authorized User must determine if a particular commodity or service is approved for a Preferred Source and follow the requirements of State Finance Law §162(3) or (4)(b), respectively, before engaging the Contractor.

4.31 USE OF RECYCLED OR REMANUFACTURED MATERIALS

New York State, as a member of the Council of Great Lakes Governors, supports and encourages vendors to use recycled, remanufactured or recovered materials in the manufacture of products and packaging to the maximum extent practicable without jeopardizing the performance or intended end use of the product or packaging unless such use is precluded due to health or safety requirements or product specifications contained herein. Refurbished or remanufactured components or products are required to be restored to original performance and regulatory standards and functions and are required to meet all other requirements of this bid solicitation. Warranties on refurbished or remanufactured components or products must be identical to the manufacturer's new equipment warranty or industry's normal warranty when remanufacturer does not offer new equipment. See "Remanufactured, Recycled, Recyclable or Recovered Materials" in Appendix B, OGS General Specifications.

4.32 MERCURY-ADDED CONSUMER PRODUCTS

Contractors are advised that in accordance with Article 27, Title 21 of the Environmental Conservation Law, manufacturers are required to label mercury-added consumer products that are sold or offered for sale in New York State by a distributor or retailer. The label is

intended to inform consumers of the presence of mercury in such products and of the proper disposal or recycling of mercury-added consumer products. Contractors are encouraged to contact the Department of Environmental Conservation, Bureau of Solid Waste, Reduction & Recycling at (518) 402-8705 or the Bureau of Hazardous Waste Regulation at 1-800-462-6553 for questions relating to the law. Contractors may also visit the Department's web site for additional information: <http://www.dec.ny.gov/chemical/8512.html>.

4.33 ENVIRONMENTAL ATTRIBUTES AND NYS EXECUTIVE ORDER 4

New York State is committed to environmental sustainability and endeavors to procure products with reduced environmental impact. One example of this commitment may be found in Executive Order No. 4 (Establishing a State Green Procurement and Agency Sustainability Program) (EO4), which imposes certain requirements on state agencies, authorities, and public benefit corporations when procuring commodities, services, and technology. More information on Executive Order No. 4, including specifications for offerings covered by this Contract, may be found at <http://www.ogs.ny.gov/EO/4/Default.asp>. State entities subject to Executive Order No. 4 are advised to become familiar with the specifications that have been developed in accordance with the Order, and to incorporate them, as applicable, when making purchases under this Contract.

4.34 BULK DELIVERY AND ALTERNATE PACKAGING

New York State encourages the use of innovative packaging that reduces the weight of packaging and the generation of packaging waste. A contractor is encouraged to use reusable materials and containers and to utilize packaging configurations that take advantage of storage containers designed to be part of the product for the shipment of multi-unit purchases. New York State recognizes that these packaging methods are in the development stage and may not be currently available. Authorized Users are urged to inquire about these programs at the time of purchase and determine the best solution for their needs.

4.35 SURPLUS/TAKE-BACK/RECYCLING

I. A New York State agency is reminded of its obligation to comply with the NY State Finance Law §§ 167, Transfer and Disposal of Personal Property, and 168, The Management of Surplus Computer Equipment, regarding transfer and disposal of surplus personal property before utilizing take-back, recycling, or other options for disposition of equipment that is still in operable condition.

II. If Contractor offers a take-back/recycling program, then Contractor shall provide a record of disposition to each Authorized User who participates in the take-back/recycling program for units transferred for disposition. Contractor shall provide documentation that the units were disposed of in an environmentally sound manner in compliance with applicable local, state and federal laws. See Section III below for specific requirements governing electronic equipment recycling.

III. The NYS Department of Environmental Conservation (DEC) Electronic Equipment Recycling and Reuse Act ("Act") (Environmental Conservation Law, Article 27, Title 26, Electronic Equipment Recycling and Reuse), requires manufacturers to establish a convenient system for the collection, handling, and recycling or reuse of electronic waste. If Contractor is a manufacturer of electronic equipment covered by the Act, Contractor agrees to comply with the requirements of the Act. More information regarding the Act can be found on the DEC website at: <http://www.dec.ny.gov/chemical/65583.html>.

IV. If a Contractor offers a take-back/recycling program or offers an electronic equipment recycling program pursuant to the Act, and an Authorized User participates in same, then the Authorized User shall ensure the destruction of all data from any hard drives surrendered with the machines/covered electronic equipment. Contractor shall not require an Authorized User to surrender the hard drive, as an Authorized User may wish to retain the hard drive for security purposes. Contractor shall advise the Authorized User in advance if the retention of the hard drive results in additional fees or reduction in trade-in value. It is recommended that an Authorized User use a procedure for ensuring the destruction of confidential data stored on hard drives or other storage media that meets or exceeds the National Institute of Standards and Technology (NIST) Guidelines for Media Sanitation as found in NIST Special Publication 800-88.

4.36 NEW YORK STATE FOOD PRODUCTS

Contractors may be required to designate New York State Food Products in their Price Guide(s). State Agencies are expected, and New York state public authorities are strongly encouraged, to purchase New York State Food Products, unless the item does not meet their institutional or programmatic needs.

SECTION 5. STANDARDS

The following standards adopted by the US Department of Homeland Security's Science and Technology Directorate apply to Personal Protective Equipment and Radiation and Nuclear Detection Equipment. NYS DHSES grant guidance requires that any equipment purchased with Federal Homeland Security grant funds must meet any applicable standard listed on the DHS/FEMA AEL.

Items purchased by end users that have been represented as meeting Federal ODP guidelines for CBRNE, NFPA, NIOSH, or ANSI standards that do not meet those standards may be returned at Contractor's expense for replacement or refund. For radiation detection

equipment that has been tested by the manufacturer but has not completed third party testing for ANSI N 42.33, 42.34, 42.35- Evaluation and performance of Radiation Detection Portal Monitors for Use in homeland Security, and at a later date does not pass the third party tests vendors/manufacturers must refund, retrofit or replace equipment that has failed to meet requirements of the ODP standards at no additional cost to the end user.

The following are provided for your information.

Standards for Personal Protective Gear for First Responders

ISEA: <https://www.safetysafetyequipment.org/c/hiviz-faq.cfm>

The standard details the performance specifications for materials used in the construction of high-visibility garments. Specific test procedures are included for background materials, and retro reflective and combined-performance materials. The standard also provides criteria for apparel design and addresses labeling and use instruction requirements.

NIOSH: Chemical, Biological, Radiological and Nuclear (CBRN) Standard for Open-Circuit Self-Contained Breathing Apparatus
This standard establishes performance and design requirements to certify Self-Contained Breathing Apparatus (SCBA) for use in chemical, biological, radiological, and nuclear (CBRN) exposures for use by emergency responders

NIOSH: Standard for Chemical, Biological, Radiological, and Nuclear (CBRN) Full Facepiece Air Purifying Respirator (APR)
The purpose of this standard is to specify minimum requirements to determine the effectiveness of full facepiece air purifying respirators (APR), commonly referred to as gas masks, used during entry into chemical, biological, radiological, and nuclear (CBRN) atmospheres not immediately dangerous to life or health (IDLH)

NIOSH: Standard for Chemical, Biological, Radiological, and Nuclear (CBRN) Air-Purifying Escape Respirator and CBRN Self-Contained Escape Respirator

The purpose of this standard is to specify minimum requirements to determine the effectiveness of escape respirators that address CBRN materials identified as inhalation hazards from possible terrorist events for use by the general working population.

NFPA 1951: <http://www.nfpa.org/codes-and-standards/document-information-pages?mode=code&code=1951>

Criteria apply to the design, manufacturing, testing, and certification of three different types of technical rescue operations protective ensembles and ensemble elements: utility, rescue and recovery; and chemical, biological, radiological, and nuclear (CBRN). Specific provisions provided for ensemble elements include garments, helmets, gloves, footwear, interface, eye and face protection devices for utility and rescue and recovery ensembles, and respiratory protection for CBRN ensembles.

NFPA 1981: <http://www.nfpa.org/codes-and-standards/document-information-pages?mode=code&code=1981>

Requirements cover certification, labeling, design requirements, performance requirements, and test methods and apply to all open-circuit SCBA and combination SCBA/SARs used during firefighting, rescue, hazardous materials, terrorist incidents, and similar operations where responders may encounter confined spaces, atmospheres that are unknown, atmospheres that are or could become Immediate Dangerous to Life and Health (IDLH), or atmospheres that are or could become oxygen deficient.

NFPA 1991: <http://www.nfpa.org/codes-and-standards/document-information-pages?mode=code&code=1991>

Provisions cover design, performance, labeling, testing, documentation, and certification requirements for new vapor-protective ensembles and ensemble elements. Additional optional criteria for escape protection only from chemical flash fires encountered during hazardous materials incidents are also provided.

NFPA 1994: <http://www.nfpa.org/codes-and-standards/document-information-pages?mode=code&code=1994>

Provisions cover the design, performance, testing, documentation, and certification of new CBRN protective ensembles. Three levels of CBRN protective ensembles are specified – Class 2, Class 3, and Class 4 – to meet different risk analysis scenarios.

NFPA 1999: <http://www.nfpa.org/codes-and-standards/document-information-pages?mode=code&code=1999>

Provisions apply to the design, performance, testing, documentation, and certification of new emergency medical protective ensembles and ensemble elements, including garments, gloves, helmets, facemasks, and footwear, and also to ensembles for additional CBRN protection from specified biological and radiological terrorism agents in liquid-splash and particulate environments.

NFPA 2001: <http://www.nfpa.org/codes-and-standards/document-information-pages?mode=code&code=2001>

This standard contains requirements for total flooding and local application clean agent fire extinguishing systems. It is intended for use by those who purchase, design, install, test, inspect, approve, operate, and maintain engineered or pre-engineered gaseous agent fire suppression systems so they will function as intended when needed.

NFPA 2010: <http://www.nfpa.org/codes-and-standards/document-information-pages?mode=code&code=2010>

This standard contains minimum requirements for fixed aerosol fire extinguishing systems. It is intended for use by those who purchase, design, install, test, inspect, approve, list, operate, and maintain fixed aerosol fire-extinguishing systems so that such equipment will function as intended throughout its life.

National Institute of Justice - NIJ 0116.00

This standard specifies the minimum requirements for form and fit, performance, testing, documentation and labeling of CBRN protective ensembles intended to protect law enforcement personnel from CBRN hazards. CBRN hazards include chemical warfare agents (CWAs), toxic industrial chemicals (TICs), biological agents and radiological and nuclear particulate hazards that may inflict bodily harm, incapacitation or death.

NFPA 2112

Criteria cover design, construction, evaluation and certification of flame-resistant garments for use by industrial personnel, with the intent of not contributing to the burn injury of the wearer, providing a degree of protection to the wearer, and reducing the severity of burn injuries resulting from short-duration thermal exposures resulting from accidental exposure to flash fires.

NFPA 1975

Provisions apply to design, performance, testing and certification of non-primary protective work apparel and the individual garments comprising work apparel. In addition, this document specifies criteria for thermally stable textiles that will not rapidly deteriorate, melt, shrink, or adhere to the wearer's skin, and also provides optional requirements and tests to verify flame resistance, odor resistance, water resistance, and insect repellency.

NFPA 1982

Provisions cover design, performance, testing, and certification of PASS that monitor an emergency responder's motion and automatically emit an audible signal to summon aid in the event the user becomes incapacitated or needs assistance. In addition to addressing corrosion, heat, flame, impact, and vibration resistance specific topics include criteria for mode selection and motion sensing, radio system tests, and signal frequency tests.

NFPA 1952

Criteria cover the design, performance, testing, and certification requirements for protective clothing and equipment items designed to provide limited protection from physical, environmental, thermal, and certain chemical and biological hazards for emergency services personnel during operations in surface water, swift water, tidal water, surf, and ice. Specific provisions apply to full body suits, helmets, gloves, footwear, and personal flotation devices.

NFPA 1992

Provisions specify design, performance, certification, and documentation requirements; test methods for new liquid splash-protective ensembles and liquid splash-protective clothing. Additional optional criteria for escape protection only from chemical flash fires encountered during hazardous materials incidents are also provided.

NFPA 1971

Requirements apply to the design, performance, testing, and certification requirements for structural firefighting protective ensembles and ensemble elements. The Standard also includes provisions for ensembles that will provide limited protection from specified chemicals, biological agents, and radiological particulates (CBRN) terrorism agents.

NFPA 2112

Criteria cover design, construction, evaluation and certification of flame-resistant garments for use by industrial personnel, with the intent of not contributing to the burn injury of the wearer, providing a degree of protection to the wearer, and reducing the severity of burn injuries resulting from short-duration thermal exposures resulting from accidental exposure to flash fires.

NFPA 1983

Criteria cover the design, performance, testing, and certification of new life safety rope, escape rope, water rescue throw lines, life safety harnesses, belts, manufacturer-supplied eye terminations, moderate elongation laid life safety rope, belay devices, and auxiliary equipment for emergency services personnel.

ANSI/ISEA Z89.1

Standards related to protective helmets

ANSI/ISEA 105

American National Standard for Hand Protection Selection Criteria

ANSI/ISEA 107

This standard provides a uniform, authoritative guide for the design, performance specifications, and use of high-visibility and reflective apparel including vests, jackets, bib/jumpsuit coveralls, trousers and harnesses. Garments that meet this standard can be worn 24 hours a day to provide users with a high level of conspicuity through the use of combined fluorescent and retro reflective materials.

ANSI/ISEA 207

The standard includes basic requirements such as vest dimensions, color and materials performance, but also incorporates criteria for special features for users in fire, emergency medical and law enforcement services. The vest design criteria reflect the specific needs of public safety workers such as the need to access belt mounted equipment (gun, CPR barrier) and the ability for vests to tear away from the body.

NFPA Official Site: <http://www.nfpa.org/>

To find a specific code or standard: <http://www.nfpa.org/codes-and-standards/document-information-pages>

Standards for Radiation and Nuclear Detection Equipment

Copies of the complete standards are available from IEEE (search by Standard Number): <http://www.ieee.org/index.html>

ANSI N42.32: Performance Criteria for Alarming Personal Radiation Detectors for Homeland Security

This standard describes design and performance criteria along with testing methods for evaluating the performance of instruments for homeland security that are pocket sized and carried on the body for the purpose of detecting the presence and magnitude of radiation. This standard specifies the performance criteria for radiation detection and measurement instruments that may be used in a variety of environmental conditions. The performance criteria contained in this standard are meant to provide a means for verifying the capability of these instruments to reliably detect significant changes above background levels of radiation and alert the user to these changes.

ANSI N42.33: Radiation Detection Instrumentation for Homeland Security

This standard establishes design and performance criteria, test and calibration requirements, and operating instruction requirements for portable radiation detection instruments. These instruments are used for detection and measurement of photon emitting radioactive substances for the purposes of detection and interdiction and hazard assessment. The informative annexes of this standard provide reference information.

ANSI N42.34: Performance Criteria for Hand-Held Instruments for the Detection and Identification of Radionuclides

This standard addresses instruments that can be used for homeland security applications to detect and identify radio nuclides, for gamma dose rate measurement, and for indication of neutron radiation. This standard specifies general requirements and test procedures, radiation response requirements, and electrical, mechanical, and environmental requirements. Successful completion of the tests described in this standard should not be construed as an ability to successfully identify all isotopes in all environments.

ANSI N42.35: Evaluation and Performance of Radiation Detection Portal Monitors for Use in Homeland Security

This standard provides the testing and evaluation criteria for Radiation Detection Portal Monitors to detect radioactive materials that could be used for nuclear weapons or radiological dispersal devices (RDDs). Portal monitors may be used in permanent installations, in temporary installations for short-duration detection needs, or as a transportable system. These systems are used to provide monitoring of people, packages and vehicles to detect illicit radioactive material transportation, or for emergency response to an event that releases radioactive material.

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APPENDIX D

PRICELIST UPDATE PROCEDURE Hazardous Incident Response Equipment (HIRE) 22872

The following guidelines are subject to change at the discretion of NYS OGS:

PRICELIST UPDATES: In order to expedite processing of a pricelist update, please follow these instructions:

- Request a copy of the HIRE Pricelist Update Template via email from the OGS Contract Management Specialist administering the contract at: melissa.gretten@ogs.ny.gov.
- Complete the appropriate tabs for current pricelist, product additions, deletions, pricing increases, and decreases, and new complete updated pricelist.
- Complete the Pricelist Update Form (below).
- Provide a cover letter outlining the revisions you are requesting to make to your HIRE pricelist, and why the revisions are necessary.
- Provide all necessary supporting pricing justification for the revisions you are requesting.
- Review and verify your information for completeness and accuracy.
- Send your completed Pricelist Update Template, Pricelist Update Form, Cover Letter and supporting documentation electronically to: melissa.gretten@ogs.ny.gov.

(1) TYPES OF HIRE Pricelist Updates:

“Updates” are changes that do not require a change to the established Centralized Contract terms and conditions. Updates may include: Pricelist revisions, such as adding new products or services within the established, previously approved pricing structure and contract scope; lowering pricing of products or services already on Contract, deleting products or services already on Contract; product number and/or description revisions. Updates must be submitted to OGS for review, and must be accompanied by a justification of reasonableness of price, a cover letter outlining the revisions requested, and a completed HIRE Pricelist Update Form and Template. OGS will notify Contractor in writing if approved.

(2) CONTRACTOR’S SUBMISSION OF CONTRACT MODIFICATIONS: In connection with any Contract modification, OGS reserves the right to:

- Request additional information
- Reject Contract modifications/Pricelist Update Requests
- Remove Products from Contract modification requests
- Request additional discounts for new or existing Products

(3) PRICE LEVEL JUSTIFICATION – FORMAT: Contractor is required to submit the product and price level information for the update in the provided Excel HIRE Pricelist Update Template only, electronically via e-mail, to the OGS Contract Administrator. The pricelist must be dated. The product and price level information shall include and identify the following:

- Current Pricelist
- Price Increases
- Price Decreases
- New Items
- Deleted Items
- New Complete Pricelist

- (4) **SUPPORTING DOCUMENTATION:** Each modification request must include the current contract pricing discount relevant to the products included in the update. Reductions in pricing discounts will generally not be allowed. Each update request must include the current U.S. commercial price list relevant to the products included in the update. If the NYS contract prices are based on a GSA Schedule, the current GSA Schedule must also be included with the update request. Requested price increases not based on an approved GSA schedule must be accompanied by another form of pricing justification, such as other state contract pricing for the same items. All pricing will be reviewed for reasonableness. The State reserves the right to request the lowest pricing offered to any other entity for the same items.
- (5) **SUBMITTAL OF MODIFICATION REQUESTS:** A Contract modification request must be accompanied by a completed Contract Modification/Pricelist Update Form. Contractor should briefly describe the nature and purpose of the update (e.g., update requested in order to reflect a recently approved GSA schedule, to revise the pricelist by adding/deleting product and/or increase/decrease pricing and why, and/or for product description and/or Item Number revisions. The Contract Modification Form must contain original signatures by an individual authorized to sign on behalf of Contractor and must be notarized.



Office of General Services

ANDREW M. CUOMO
Governor

ROANN M. DESTITO
Commissioner

**HAZARDOUS INCIDENT RESPONSE EQUIPMENT (HIRE)
PRICELIST UPDATE FORM**

DATE OF THIS SUBMISSION:

DATE DOCUMENTATION EMAILED:

CONTRACTOR NAME:

OGS GROUP #: 38232

OGS AWARD #: 22872

OGS CONTRACT #: PCxxxxx

CONTRACTOR CONTACT:

Name:

Phone #:

Email:

NOTE: Submission of this FORM does not constitute acceptance by the State of New York until approved by the appropriate New York State representative(s).

INSTRUCTIONS:

1. This form is to be used for all HIRE Pricelist Updates. The form is to be completed in full, signed, notarized and submitted to OGS for final approval. Any submission that is not complete will be rejected.
2. Contractor is required to submit the product and price level information for the update electronically via e-mail in the provided Excel Workbook (HIRE Pricelist Update Template) to the OGS Contract Administrator for this Contract, along with a cover letter outlining the requested updates.
3. Price level increase requests must be submitted in accordance with the Centralized Contract.
4. The Pricelist Update request must be accompanied by the relevant current contract pricing discount information.

COMPLETE STATEMENTS 1 THROUGH 5 BELOW:

<p>1. This request is for:</p> <p><input type="checkbox"/> Pricing Update</p> <p><input type="checkbox"/> Other (i.e. Revised Item #'s/Descriptions, etc.)</p>	<p>2. The intent of this submittal is to request:</p> <p><input type="checkbox"/> Addition of new products or services</p> <p><input type="checkbox"/> Deletion of products or services</p> <p><input type="checkbox"/> Pricing Increases</p> <p><input type="checkbox"/> Pricing Decreases</p> <p><input type="checkbox"/> Other Update (i.e. Revised Item #'s/Descriptions, etc.)</p>
<p>3. All discounts are:</p> <p><input type="checkbox"/> GSA</p> <p><input type="checkbox"/> Most Favored Nation (lowest pricing offered to any similarly situated entity)</p> <p><input type="checkbox"/> Other (i.e. discount % off list only, etc.)</p>	<p>4. Attached documentation includes:</p> <p><input type="checkbox"/> Current approved GSA or Other Supporting Pricing (labeled "For information only")</p> <p><input type="checkbox"/> Current relevant Internal Price List (labeled "For information only")</p> <p><input type="checkbox"/> Revised NYS HIRE Price List Update Template</p>

(Please complete and return with Contract)

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

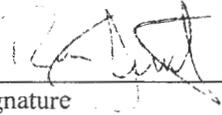
This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(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.

Russ J. J. J., General Counsel

Name and Title of Authorized Representative



Signature

11/25/14

Date

Company ID Number: 174109

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 **Elsag North America, LLC** (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: 174109

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: 174109

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.

Company ID Number: 174109

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

Company ID Number: 174109

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: 174109

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

Company ID Number: 174109

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: 174109

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: 174109

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.



E-VERIFY IS A SERVICE OF DHS

Company ID Number: 174109

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 **Elsag North America, LLC**

Ross C Jureit

Name (Please Type or Print)

Title

Electronically Signed

Signature

12/29/2008

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

Signature

12/29/2008

Date

Company ID Number: 174109

Information Required for the E-Verify Program

Information relating to your Company:

Company Name: Elsag North America, LLC

Company Facility Address: 205H Creek Ridge Road

Greensboro, NC 27406

Company Alternate
Address: _____

County or Parish: GUILFORD

Employer Identification

Number: 80011966

North American Industry
Classification Systems

Code: 334

Parent Company: _____

Number of Employees: 20 to 99

Number of Sites Verified

for: 2

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

- NORTH CAROLINA 1 site(s)

Company ID Number: 174109

- NEW YORK 1 site(s)

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

Name:	Ross C Jureit	Fax Number:	(336) 379 - 8535
Telephone Number:	(336) 379 - 7135		
E-mail Address:	ross.jureit@elsagna.com		

(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).

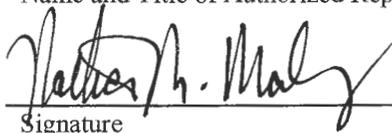
(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (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.

NATHAN M. MALONEY

V.P. Marketing

Name and Title of Authorized Representative



Signature

1/12/16

Date



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NOTICE OF CANCELLATION TO CERTIFICATE HOLDER(S)

This policy is subject to the following additional Conditions:

- A.** If this policy is cancelled by the Company, other than for nonpayment of premium, notice of such cancellation will be provided at least thirty (30) days in advance of the cancellation effective date to the certificate holder(s) with mailing addresses on file with the agent of record or the Company.
- B.** If this policy is cancelled by the Company for nonpayment of premium, or by the insured, notice of such cancellation will be provided within (10) days of the cancellation effective date to the certificate holder(s) with mailing addresses on file with the agent of record or the Company.

If notice is mailed, proof of mailing to the last known mailing address of the certificate holder(s) on file with the agent of record or the Company will be sufficient proof of notice.

Any notification rights provided by this endorsement apply only to active certificate holder(s) who were issued a certificate of insurance applicable to this policy's term.

Failure to provide such notice to the certificate holder(s) will not amend or extend the date the cancellation becomes effective, nor will it negate cancellation of the policy. Failure to send notice shall impose no liability of any kind upon the Company or its agents or representatives.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/13/2016

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. 1050 CONNECTICUT AVENUE, SUITE 700 WASHINGTON, DC 20036-5386 CN1157750-group-GLALX-15-16	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Indian Harbor Insurance Co.</td> <td>36940</td> </tr> <tr> <td>INSURER B : XL Insurance Company Ltd.</td> <td>87674</td> </tr> <tr> <td>INSURER C : Generali Italia Spa</td> <td></td> </tr> <tr> <td>INSURER D : AXA Corporate Solutions</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Indian Harbor Insurance Co.	36940	INSURER B : XL Insurance Company Ltd.	87674	INSURER C : Generali Italia Spa		INSURER D : AXA Corporate Solutions		INSURER E :		INSURER F :
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INSURER E :															
INSURER F :															

COVERAGES **CERTIFICATE NUMBER:** CLE-005046537-02 **REVISION NUMBER:** 4

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 INSD	SUBR 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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			US00012087L115A	07/01/2015	07/01/2016	EACH OCCURRENCE	\$ 5,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 5,000,000
							PRODUCTS - COM/OP AGG	\$ 5,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			US00012087L115A	07/01/2015	07/01/2016	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			311000000071 -- 40%	07/01/2015	06/30/2016	EACH OCCURRENCE	\$ 1,000,000
C	<input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			311000000071 -- 40%	07/01/2015	06/30/2016	AGGREGATE	\$ 1,000,000
D	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			311000000071 -- 20%	07/01/2015	06/30/2016		\$
	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				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Re: Cooperative Contract PC66814- Hazardous Incident Response Equipment

Boone County is included as additional insured for general liability coverage as their interest may appear and as required by written contract subject to policy terms and conditions. Hired and non-owned automobile coverage is included within the general liability policy. In the event coverage is cancelled for any statutorily permitted reason, other than nonpayment of premium, advanced written notice will be mailed or delivered to Boone County, 613 E., Ash Street, Room 110, Columbia, MO 65201.

CERTIFICATE HOLDER Boone County 613 E. Ash Street Room 110 Columbia, MO 65201	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>
--	---

ENDORSEMENT #018

This endorsement, effective 12:01 a.m., January 13, 2016 forms a part of
Policy No.US00012087L115A issued to FINMECCANICA by Indian Harbor Insurance Company.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CANCELLATION NOTIFICATION TO OTHERS ENDORSEMENT

In the event coverage is cancelled for any statutorily permitted reason, other than nonpayment of premium, advanced written notice will be mailed or delivered to person(s) or entity(ies) according to the notification schedule shown below:

Name of Person(s) or Entity(ies)	Mailing Address:	Number of Days Advanced Notice of Cancellation:
Boone County	613 E. Ash Street, Room 110 Columbia, MO 65201	30

All other terms and conditions of the Policy remain unchanged.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 16

In the County Commission of said county, on the 28th day of January 20 16
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the request by the Sheriff's Department to return the following surplus equipment to the Missouri Sheriff's Association:

- Iris Scanning Camera
- PC Workstation
- Keyboard
- Monitor
- Digital Camera

It is further ordered the Presiding Commissioner is hereby authorized to sign said Request for Disposal form.

Done this 28th day of January, 2016

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

42-2016

Boone County Purchasing
David Eagle
Office Specialist



613 E. Ash Street
Columbia, MO 65201
Phone: (573) 886-4394

MEMORANDUM

TO: Boone County Commission
FROM: David Eagle
RE: Surplus Disposal
DATE: January 20, 2016

The Sheriff Department requests permission to return the following surplus equipment to the Missouri Sheriff's Association where it was obtained. The equipment is no longer needed.

	Asset #	Description	Make & Model	Department	Condition of Asset	Serial #
1.	18189	IRIS SCANNING CAMERA, PC WORKSTATION, KEYBOARD, MONITOR, AND DIGITAL CAMERA.	MOBILE EYES	SHERIFF	UNKNOWN	

cc: Heather Acton, Auditor Dept.
Captain Gary German, Sheriff Dept.
Surplus File

BOONE COUNTY

18189

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 12-17-15

FIXED ASSET TAG NUMBER: 18189

DESCRIPTION: Iris scanning workstation that was awarded to BCSD and located at the Columbia Police Dept. Keyboard, Iris camera, digital camera, PC and monitor

RECEIVED

REQUESTED MEANS OF DISPOSAL: Return to Missouri Sheriff's Assoc.

JAN 12 2016

OTHER INFORMATION: Workstation was located at Columbia Police Dept. and they no longer want it. The equipment was obtained through the Missouri Sheriff's Association.

BOONE COUNTY AUDITOR

CONDITION OF ASSET: Unknown working condition, but appears to be in good physical condition.

REASON FOR DISPOSITION: Columbia Police Dept. no longer wants the equipment.

COUNTY / COURT IT DEPT. (circle one) DOES DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

LOCATION OF ASSET AND DESIRED DATE FOR ASSET REMOVAL TO STORAGE: BCSD and would like to return directly to Missouri Sheriff's Association-when able to do so.

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Sheriff 1251

SIGNATURE *Gary German* 12-24-15
Gary German

AUDITOR

ORIGINAL PURCHASE DATE 8-3-12

RECEIPT INTO N/A HA

ORIGINAL COST \$2,500.00

GRANT FUNDED (Y/N) Y

ORIGINAL FUNDING SOURCE 2744

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP 1604

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 42-2016

DATE APPROVED 1-28-16
SIGNATURE *[Signature]*

Gary German - Re: Iris-CPD computer tower

From: Kevin Merritt <Kevin@mosheriffs.com>
To: "ggerman@boonecountymo.org" <ggerman@boonecountymo.org>
Date: 12/2/2015 6:01 PM
Subject: Re: Iris-CPD computer tower

We are well and your's? I'll come by and pick it up. When is a good time?

Sent from Kevin's phone

----- Original message-----

From: Gary German
Date: Wed, Dec 2, 2015 5:47 PM
To: Kevin Merritt;
Subject: Iris-CPD computer tower

Kevin,

Hope you and the family are doing well. The Columbia Police Dept. just returned a computer tower to us that was acquired through the U.S. Dept. of Homeland Security via MO Sheriff's Assoc. It is tag number IFR207. I was just checking to see what the disposal process is for this equipment?

Thanks,

Gary

Captain Gary German
Boone County Sheriff's Dept.
2121 County Drive
Columbia, MO 65202
573-876-6101 ph#
573-874-8953 fax#
ggerman@boonecountymo.org

Trns N Tag 18189 Tagged Y Tag Replaced N To _____ From _____ Last Posted
Description MOBILE EYES IRIS CAMERA Adjustments in Process 8 2012
Acquired 8/03/2012 Acq Amt 2,500.00 Useful Life Months _____
Acct Grp 1604 MACHINERY & EQUIPMENT _____ .00
Category 50 LAW ENFORCEMENT EQUIP Res Val % 0
Location 8999 ASSETS PENDING DISPOSAL Tag in Book N
Purch Dept 1259 SHERIFF'S GRANTS
Inventory Date 11/17/2015 Inv Status Found - No Change
Site Loc Assets Pending Disposal
Site Detl None
Make MOBILE EYES Model _____
Serial 114162 Note CPD
Invoice _____ Check _____
Vendor _____
Bid# _____
User _____

Calculated Fields Book Value
Dep St Dt _____
Adj Total _____ Acum Dep Ytd .00
* NOTES * * GRANT * Total Cost 2,500.00
F2=Key Scr F3=Exit F11=Grant F23=Bid F22=Hist F24=More

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 16

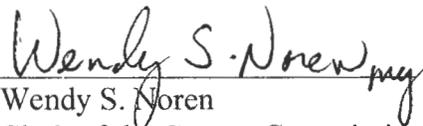
In the County Commission of said county, on the 28th day of January 20 16

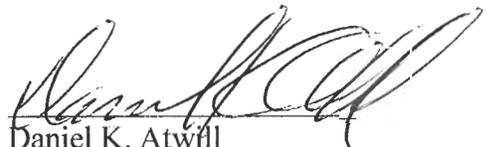
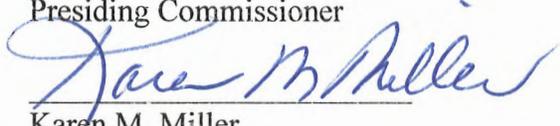
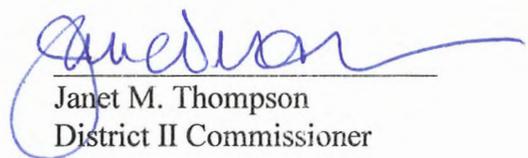
the following, among other proceedings, were had, viz:

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 3-150626TV to purchase one (1) John Deere 672G Motorgrader from Martin Equipment of Illinois, Inc. d/b/a Tri-State Construction Equipment of Palmyra, MO and dispose, by trade, a 2009 John Deere 672G Motorgrader, fixed asset #16942.

The terms of the Cooperative Contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement and Request for Disposal form.

Done this 28th day of January, 2016.

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

43-2016

Boone County Purchasing

Cheli Haley
Buyer



613 East Ash Street, Room 109
Columbia, MO 65201
Phone: (573)886-4392
Facsimile: (573)886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Cheli Haley, Buyer
DATE: January 22, 2016
RE: Cooperative Contract 3-150626TV
Motorgrader

Public Works requests permission to utilize the Missouri Department of Transportation cooperative contract 3-150626TV – *Motorgrader* with Martin Equipment of Illinois, Inc. d/b/a Tri-State Construction Equipment of Palmyra, Missouri to purchase one (1) John Deere 672G Motor Grader.

The contract amount for this purchase is \$138,968.25. The invoice will be paid from Department 2040 – PW-Maintenance Operations and Account 92300 – Replacement Machines and Equipment. The amount budgeted for this purchase is \$252,000.00.

The Purchasing Department requests permission to dispose of the following surplus by trade:
2009 John Deere 672G Motorgrader, fixed asset tag number 16942

Attached is the Disposal Form for signature.

**PURCHASE AGREEMENT
FOR
MOTOR GRADER**

THIS AGREEMENT dated the 28th day of January 2016 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Martin Equipment of Illinois, Inc. d/b/a Tri-State Construction Equipment Company**, 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) **John Deere 672G Motor Grader**, Martin Equipment quotation number 5003455 dated 01/11/2016, Tri-State Construction Equipment Company quotation dated 11/25/2015, the Missouri Department of Transportation Contract **3-150626TV** with any addendums 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 3-150626TV 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 one (1) John Deere 672G Motor Grader as follows:

	<u>Unit Price</u>	<u>Qty</u>	<u>Extended Price</u>
John Deere 672G Motor Grader with 6WD	\$223,800.00	1	\$223,800.00
<ul style="list-style-type: none"> • John Deere PowerTech PSS 9.0L • 18 Halogen Deluxe Grading Lights • Air Conditioner • 24-to-12 Volt Converter • Lower Front Intermittent Wiper & Washer • Air Suspension Seat with Armrests & Headrest • 14' x 27" x 1" with 8" x 3/4" Cutting Edge and 5/8" Hardware 			
Following Options at 25% Discount off of MSRP:			
• Auto Shift Transmission	\$ 1,334.25	1	\$ 1,334.25
• LH Aux Hydraulics	\$ 2,250.00	1	\$ 2,250.00
• Additional Strobe Lights	\$ 2,750.00	1	\$ 2,750.00
• 3YR/3000 Hr Comp. Warranty	\$ 7,591.00	1	\$ 7,591.00
• RH Blade Control	\$ 410.00	1	\$ 410.00
• 14' Moldboard 27" Tall	\$ 225.00	1	\$ 225.00
• Heated Outside Mirrors	\$ 290.00	1	\$ 290.00
• 17.5x25 Tires and Wheels	\$ 6,500.00	1	\$ 6,500.00
• Deere Front Scarifier	\$ 690.00	1	\$ 690.00
• Scarifier Teeth	\$ 6,000.00	1	\$ 6,000.00
Total			\$251,840.25
Less 5 Yr/2500 PT/Hyd Warranty			- \$ 2,872.00
Less Trade-In: 2009 John Deere 672G Motor Grader SN (625776) – Asset Tag #16942			- \$110,000.00
Total Including Trade			\$ 138,968.25

This agreement also includes a 3YR/4000 HR Guaranteed Buyback of \$152,000.00. Machine has to be free of all damage, including tires, lights, sheet metal, glass, cutting edges and needs to be in operating condition.

3. **Delivery** - Vendor agrees to deliver equipment as set forth in the bid documents and within 60 - 90 days after receipt of order. Delivery shall be to Boone County Public Works, Attn: Greg Edington, 5551 Tom Bass Rd., Columbia, MO 65201.

4. **For Fixed Asset Tracking** – Send list of equipment described in this contract, with their individual serial numbers to Boone County Auditor, Attention: Heather Acton, 801 East Walnut Street, Room 304, Columbia, MO 65201 within thirty (30) days from date of purchase order.

5. **Billing and Payment** - All billing shall be invoiced to the Boone County Public Works Department and billings may only include the prices listed in the vendor’s bid response. No additional fees for paper work processing, labor, or taxes shall be included as additional charges in excess of the charges in the Vendor’s bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt of an accurate statement. 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.

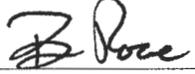
7. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

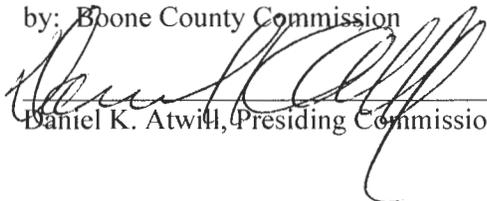
- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications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

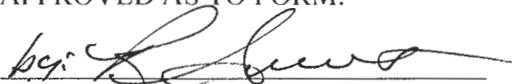
IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

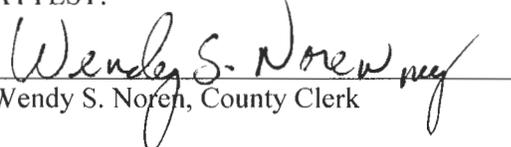
**MARTIN EQUIPMENT OF ILLINOIS, INC.
D/B/A TRI-STATE CONSTRUCTION
EQUIPMENT COMPANY**

BOONE COUNTY, MISSOURI

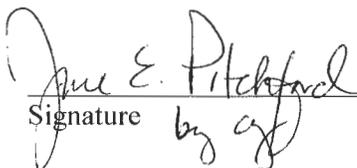
by 
title Branch Manager

by: Boone County Commission

Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

County Counselor

ATTEST:

Wendy S. Noren, County Clerk

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


Signature by af

1/22/16
Date

2040-92300 - \$138,968.25

Appropriation Account

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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

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



Martin Equipment
 106 Industrial Dr.
 Ashland, MO 65010
 (573) 657-2154

Quote Issued To : BOONE COUNTY HIGHWAY DEPT 5551 S TOM BASS RD COLUMBIA , MO , 65201 573-449-8515	QUOTATION Quote # : 5003455 Issue Date : 1/11/2016 Expire Date : 2/10/2016 Est Delivery : 4/10/2016 FOB :
Quote Issued By : Rowe, Brian	

ITEMS LISTED FOR SALE

Item #	Year	Make	Model	Serial #	Hours	Sale Price
	2016	JD	672GXDW	(TBD)	0	248,968.00
672G MOTOR GRADER with 6WD 672G with Standard Hydraulic Controls John Deere PowerTech PSS 9.0L meets EPA FT4 Emissions (237 Net Peak hp) Engine Exhaust with Chrome Stack for 9.0L (EPA FT4 only) No Grade Control Base Kit Installed No Topcon Radio Installation JDLink Ultimate Cellular for the Americas, excluding Costa Rica- 5 Years Single Input Gearbox with Slip Clutch Deluxe Grading Lights (18 Halogen Lights) Low Cab w/ Fixed Lower Front and Side Windows No Rear Camera Air Conditioner Refrigerant Charged Heated Exterior Mounted Rearview Mirrors 24-to-12 Volt Converter (30 amps peak / 25 amps continuous) AM/FM Radio with Aux and Weather Band (WB) Lower Front Intermittent Wiper & Washer No Powered Cab Air Precleaner Standard Fabric Air Suspension Seat with Armrests and Headrest 200 amp Alternator 14 Ft. x 27 In. x 1 In. (4.27 M x 686 mm x 25 mm) with 8 In. x 3/4 In. (203 x 19 mm) Cutting Edge and 5/8 In. (16mm) Hardware No Blade Impact Absorption System Autoshift Transmission Base Hydraulics w/ 1 Auxiliary Function Control Base Hydraulics w/ 1 Auxiliary Function Control Hydrau - Greases, Oil, Fuel & Coolant No Quick Service Group Standard Fuel & Water Filtration Hydraulic Pump Disconnect Transmission Solenoid Valve Guard Front Scarifier Rear Hitch and Pin Bridgestone VUT No Front Fenders No Sound Absorption Package						

English Labels and Decals
 Engine Block Heater
 Ether Starting Aid
 Right Side Engine Compartment Work Light
 Front Window Movable Sun Visor
 5.0 lbs. multi purpose (ABC) Dry Chemical Fire Extinguisher

Total: 248,968.00

TRADE ALLOWANCES

TIV #	Year	Make	Model	Serial #	Trade Allowance
5001499	2009	JOHN DEERE	672G	625776	110,000.00
Total Trade Allowances :					110,000.00

Notes

TRADE GUARANTEE 3YR/4000 HR IS \$152,000.00

QUOTE SUMMARY

Total Sale Price :	248,968.00
Less Trade Allowance :	110,000.00
Additional Taxable Items :	0.00
Subtotal:	138,968.00
Sales Tax :	0.00
Additional Nontaxable Items :	0.00
Total :	138,968.00

Acceptance Signature: _____ **Date:** _____

All quotations contingent upon strikes, delays, and conditions beyond our control. Prices subject to change with or without notice.
 All prices are subject to expiration of any current sales programs and incentives.



P.O. BOX 225
 106 INDUSTRIAL DRIVE
 ASHLAND, MO 65010
 PHONE: 573-657-2154
 FAX: 573-657-1012

11/25/2015
 BOONE COUNTY PUBLIC WORKS
 672G

Base 672G MODOT Bid \$223,800.00
 MODOT Bid # 3-150626TV Motor Graders

Auto Shift Transmission	\$1,334.25		LIST PRICE	\$1,779.00
LH Aux Hydraulics	\$2,250.00		LIST PRICE	\$3,000.00
Additional Strobe Lights	\$2,750.00		LIST PRICE	\$3,666.66
3YR/4000 HR COMP WARRANTY	\$7,591.00			
RH Blade Control	\$410.00		LIST PRICE	\$546.66
14' Moldboard 27" Tall	\$225.00			
Heated Outside Mirrors	\$290.00			
17.5 x 25 Tires and Wheels	\$6,500.00	Micheln Snow Plus	LIST PRICE	\$8,666.66
Deere Front Scarifier	\$690.00			
Scarifier Teeth	\$6,000.00		LIST PRICE	\$8,000.00
5Yr/2500 PT/Hyd Warranty	(\$2,872.00)			
Total	\$248,968.25	Each.		

OPTIONS TO CONSIDER:

17.5 x 25 Bridgestone Tires and Wheels Deduct \$2,010.00

7YR/7500HR PT/HYD WARRANTY	\$8,605.00		LIST PRICE	\$11,473.33
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Trade In: 2009 John Deere 672G SN 625776
 Trade In Value \$110,000.00



Tri-State Construction Equipment Company Additional Vendor Options for:

ITEM #5: Outright purchase of one (1) new 6WD articulated 6x6 motor grader meeting the attached MoDOT specification E731-D2. Front wheel with dual/variable HP range (140-240), 6-cylinder inline diesel engine. Unit shall have creeper gear function capability for running a blade mount milling attachment.

MAKE/MODEL JOHN DEERE 672G

HP 178-235 (6WD ON), 162-231 (6WDOFF)

<u>Additional Options</u>	<u>Price (Each)</u>
Option A. Grade Pro Controls	\$16,290.00
Option B. Severe duty fuel filter and lines	\$STD
Option C. Blade impact absorption system	\$1,815.00
Option D. 14' x 27" tall mold board instead of 24"	\$225.00
Option E. 17.5 radials instead of 14.0 radials	\$4,490.00
Option F. Cab air pre-cleaner	\$465.00
Option G. Shank front scarifier instead of balderson front	\$690.00
Option H. 1603 pound rear counter-weight with hitch	\$1,065.00
Option I. Deluxe grading light package instead of 10 light standard pkg	\$STD
Option J. Front fenders	\$940.00
Option K. Heated outside mirrors	\$290.00
Option L. Rear camera	\$1,275.00
Option M. Rear fenders	\$1,775.00
Option N. Front windshield sun visor	\$80.00
Option O. Rear window adjustable sun shade	\$115.00
Option P. Electric corrosion package	\$1,035.00
Option Q. Tall front snow plow light bracket	\$180.00
Option R. Hydraulic control valve covers	\$105.00
Option S. 42" wing with grade pro controls	\$21,425.00
Option T. 60" wing with grade pro controls	\$21,850.00
Option U. 26" post-less wing with grade pro controls	\$19,200.00
Option V. 26" post-less wing with standard controls	\$18,750.00
Option W. Deduct 5 year / 2500 hour Power Train Plus Hydraulic	\$(2,872.00)
Option X. Deduct 5 year JD Link (3 year Standard)	\$(596.00)



Missouri Department of Transportation
Bid Tabulation of Request 3-150626TV Motor Graders
Opened on 06/26/15
Multiple Award

VENDOR INFORMATION

Name: **Altorfer, Inc**
Contact Name: Tom Will
Address Line: 3520 Moberly
Address Line: Hannibal, MO 63401
Telephone #: 573-221-8600
Cell phone #: 573-719-0859
Email: Twill@altorfer.com; bmcgowa@altorfer.com
Cooperative: **Yes**

Name: **Erb Equipment Co.**
Contact name: Dan Jones
Address Line: 200 Erb Industrial Dr.
Address Line: Fenton, MO 63026
Telephone #: 636-349-0200
Cell phone #: 314-807-0641
Email: danieljones@erbequipment.com
Cooperative: **Yes**

Name: **Fabick Cat Co.**
Contact name: Steve Horstman
Address Line: One Fabick Dr.
Address Line: Fenton, MO 63026
Telephone #: 573-636-3184
Cell phone #: 573-680-7158
Email: steve.horstman@fabickcat.com
Cooperative: **Yes**

Name: **Foley CAT Equipment**
Contact name: Clyde Wacker
Address Line: 1601 E 77th St N
Address Line: Park City, KS 67147
Telephone #: 316-943-4211
Cell phone #: 316-293-6518
Email: ghclay@foleyeq.com
Cooperative: **Yes**

Name: **Murphy Tractor**
Contact name: James F. Levy
Address Line: 8600 NE Parvin Rd.
Address Line: Kansas City, MO 64161
Telephone #: 816-483-5000
Cell phone #: 816-898-3739
Email: jlevy@murphytractor.com
Cooperative: **Yes**

Name: **Tri-State Construction**
Contact name: Kevin Smyser
Address Line: 6787 County Road 312
Address Line: Palmyra, MO 63461
Telephone #: 573-769-2274
Cell phone #: 573-248-6455
Email: kevinsmyser@meoi.com
Cooperative: **Yes**

Missouri Department of Transportation
Bid Tabulation Request 3-150626TV Motor Graders
Opened on 6/26/15
Multiple Award

Item #1 - Outright purchase of one (1) new articulated 6x4 motor grader with dual/variable HP range - (140-220)

<u>Vendor</u>	<u>Make/Model</u>	<u>HP</u>	<u>Base Bid</u>	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>	<u>Option 4</u>	<u>ARO</u>	<u>Districts</u>	<u>MSRP</u>
Altofer, Inc.	CAT 12M3	179-231	\$ 223,748.00	\$ 30,430.00	No Bid	\$ 1,900.00	No Bid	120-140	NE	39%
Erb Equipment	JD 670G	160-195	\$ 208,800.00	\$ 24,510.00	\$ 25,845.00	\$ 1,030.00	\$ 880.00	45	SL, SE	0%
Fabick CAT	CAT 12M3	179-231	\$ 219,583.00	\$ 26,500.00	No Bid	\$ 1,920.00	No Bid	180-270	SL, SE, NE, CD, SW	0%
Foley CAT Equipment	CAT 12M3	179-231	\$ 241,135.00	\$ 30,652.00	No Bid	\$ 1,998.00	NA	90-110	NW, KC, CD, SW	38.5%
Murphy Tractor	JD 670G	162-220	\$ 207,800.00	\$ 21,155.00	\$ 21,950.00	\$ 98.00	NA	60-90	ND, KC, SW	25%
Tri-State Construction	JD 670G	162-220	\$ 206,500.00	\$ 21,155.00	\$ 21,950.00	\$ 980.00	NA	60-90	NE, CD	25%

Item #2- Outright purchase of one (1) new articulated 6x4 motor grader with dual/variable HP range - (165-255)

<u>Vendor</u>	<u>Make/Model</u>	<u>HP</u>	<u>Base Bid</u>	<u>Option A</u>	<u>Option B</u>	<u>Option C</u>	<u>Option D</u>	<u>ARO</u>	<u>Districts</u>	<u>MSRP</u>
Altofer, Inc.	CAT 140M3	200-252	\$ 242,019.00	\$ 30,430.00	No Bid	\$ 1,900.00	No Bid	120-140	NE	39%
Erb Equipment	JD 770G	170-245	\$ 214,990.00	\$ 24,285.00	\$ 25,845.00	\$ 842.00	\$ 890.00	45	SL, SE	0%
Fabick CAT	CAT 140M3	200-252	\$ 239,040.00	\$ 26,500.00	No Bid	\$ 1,920.00	No Bid	180-270	SL, SE, NE, CD, SW	0%
Foley CAT Equipment	CAT 140M3	200-252	\$ 243,564.00	\$ 30,652.00	No Bid	\$ 1,998.00	NA	90-110	NW, KC, CD, SW	38.5%
Murphy Tractor	JD 770G	170-245	\$ 215,000.00	\$ 21,155.00	\$ 21,950.00	\$ 910.00	NA	60-90	NW, KC, SW	25%
Tri-State Construction	JD 770G	170-245	\$ 213,500.00	\$ 21,155.00	\$ 21,950.00	\$ 910.00	NA	60-90	NE, CD	25%

Item #5- Outright purchase of one (1) new 6WD articulated 6x6 motor grader, front wheel with dual/variable HP range - (140-240)

<u>Vendor</u>	<u>Make/Model</u>	<u>HP</u>	<u>Base Bid</u>	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>	<u>Option 4</u>	<u>ARO</u>	<u>Districts</u>	<u>MSRP</u>
Altofer, Inc.	CAT 12M3 AWD	189-252	\$ 251,982.00	\$ 30,430.00	No Bid	\$ 1,900.00	No Bid	120-140	NE	39%
Erb Equipment	JD 672G	175-195	\$ 224,200.00	\$ 24,500.00	\$ 25,845.00	\$ 1,040.00	\$ 1,000.00	45	SL, SE	0%
Fabick CAT	CAT 12M3 AWD	189-252	\$ 248,335.00	\$ 26,500.00	No Bid	\$ 1,920.00	No Bid	189-252	SL, SE, NE, CD, SW	0%
Foley CAT Equipment	CAT 12M3 AWD	200-252	\$ 263,300.00	\$ 30,652.00	No Bid	\$ 1,998.00	NA	90-110	NW, KC, CD, SW	38.5%
Murphy Tractor	JD 672G		\$ 224,500.00	\$ 21,155.00	\$ 21,950.00	\$ 940.00	NA	60-90	NW, KC, SW	25%
Tri-State Construction	JD 672G		\$ 223,800.00	\$ 21,155.00	\$ 21,950.00	\$ 940.00	NA	60-90	NE, CD	25%

Item #6- Outright purchase of one (1) new 6WD articulated 6x6 motor grader with dual/variable HP range - (185-275)

<u>Vendor</u>	<u>Make/Model</u>	<u>HP</u>	<u>Base Bid</u>	<u>Option A</u>	<u>Option B</u>	<u>Option C</u>	<u>Option D</u>	<u>ARO</u>	<u>Districts</u>	<u>MSRP</u>
Altofer, Inc.	CAT 140M3 AWD	210-272	\$ 274,812.00	\$ 30,430.00	No Bid	\$ 1,900.00	No Bid	120-140	NE	39%
Erb Equipment	JD 772G	202-250	\$ 244,100.00	\$ 23,450.00	\$ 25,730.00	\$ 915.00	\$ 875.00	45	SL, SE	0%
Fabick CAT	CAT 140M3 AWD	210-272	\$ 267,330.00	\$ 26,500.00	No Bid	\$ 1,920.00	No Bid	180-270	SL, SE, NE, CD, SW	0%
Foley CAT Equipment	CAT 140M3 AWD	220-272	\$ 270,731.00	\$ 30,652.00	No Bid	\$ 1,998.00	NA	90-110	NW, KC, CD, SW	38.5%
Murphy Tractor	JD 772G		\$ 243,500.00	\$ 21,155.00	\$ 21,950.00	\$ 910.00	NA	60-90	NW, KC, SW	25%
Tri-State Construction	JD 772G		\$ 242,500.00	\$ 21,155.00	\$ 21,950.00	\$ 910.00	NA	60-90	NE, CD	25%

BID FORM

MAILING ADDRESS:
MISSOURI DEPARTMENT OF TRANSPORTATION
GENERAL SERVICES, P.O. BOX 270
JEFFERSON CITY, MO 65102

REQUEST NO.	3-150626TV
DATE	June 4, 2015

SEALED BIDS, SUBJECT TO THE ATTACHED CONDITIONS WILL BE RECEIVED AT THIS OFFICE UNTIL

2:00 pm., Central Time, June 26, 2015

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

MOTOR GRADERS

This Request For Bid seeks bids from qualified organizations to provide MOTOR GRADERS in accordance with the 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. Central Time, June 26, 2015. 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/Motorgradersone.htm>

Components of Agreement: 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 Vendor's bid response, and (3) the MHTC's acceptance of the bid by post-award contract or purchase order. However, MoDOT 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 Vendor's bid. The Vendor is cautioned that its bid shall be subject to acceptance by MoDOT without further clarification.

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 the 830 MoDOT Drive location.

(SEE ATTACHED FOR TERMS, CONDITIONS, AND INSTRUCTIONS)

In compliance with the above Request For Bid, and subject to all conditions thereof, the undersigned vendor 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 **motor graders** 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. 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., CDT, June 26, 2015.**

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 motor graders 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 Pages
 - 5) Training, Software, Manuals and Technical Service Requirements
 - 6) Vendor Information and Preference Certification Form
 - 7) Cooperative Purchasing Form
 - 8) Anti-Collusion Statement
 - 9) Terms and Conditions
 - 10) Specification (E731-D2)

2. SCOPE OF WORK

2.1 General Requirements:

- 2.1.1 The vendor shall provide **motor graders**, to MoDOT, in accordance with the provisions and requirements stated herein.
- 2.1.2 The vendor shall provide all deliverables to the sole satisfaction of MoDOT.
- 2.1.3 MoDOT does not guarantee that any unit(s) will be ordered.
- 2.1.4 Unless otherwise specified herein, the vendor shall furnish all material, labor, facilities, equipment, and supplies necessary to provide the deliverables 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.

2.2 Required Specifications: All equipment bids must comply with the attached MoDOT Specifications, and any other provisions outlined in the solicitation documents. Any deviation from these specifications must be indicated for review, or else bid may be considered non-responsive.

2.3 Delivery Requirements:

2.3.1 The following delivery requirements shall apply:

- a. Unless otherwise specified on the solicitation documents or purchase order, vendors 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 units will be received on Saturday, Sunday or state holidays.
- b. If the prices bid herein include the delivery cost of the unit, the vendor agrees to pay all transportation charges on the unit 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 vendor direct to the railroad or carrier.

2.3.2 The vendor 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
- k. Other locations as may be required

- l. Hereinafter, each location shall be also referred to as "individual delivery destination".

2.4 Invoicing and Payment Requirements:

2.4.1 The vendor shall submit an itemized invoice to the applicable requesting address for the completion of deliverables, as specified herein.

Missouri Department of Transportation
830 MoDOT Drive
P.O. Box 270
Attn: GS Fleet Services
Jefferson City, MO 65102

- 2.4.2 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.
- 2.4.3 The vendor shall understand and agree MoDOT reserves the right to make contract payments to the vendor through electronic funds transfer (EFT). Therefore, prior to any payments becoming due under the contract, the vendor must return a completed state Vendor Input ACH/EFT Application, which is downloadable from the Vendor Services Portal at: <https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>. Each vendor invoice must be on the vendor's original descriptive business invoice form and must contain a unique invoice number. The invoice number will be listed on the state's Vendor Payment Website to enable the vendor to properly apply state payments to invoices. The vendor must comply with all other invoicing requirements stated in the RFB.
- 2.4.4 The vendor 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.
- 2.4.5 Other than the payment specified above, no other payments or reimbursements shall be made to the vendor for any reason whatsoever.
- 2.4.6 Unless otherwise provided for in the solicitation documents, payment for all equipment, supplies, and/or services required herein shall be made in arrears. MoDOT shall not make any advance deposits.
- 2.5 Other Award Requirements:**
- 2.5.1 Award Period - The award period shall commence from the date of award until June 30, 2016, with up to three (3) one-year renewal option periods, or any portion therein.
- 2.5.2 Renewal Periods - If the option for renewal is exercised by MoDOT, the vendor shall agree to all terms and conditions of the RFB and all subsequent amendments. Renewal options are at the sole discretion of MoDOT.
- 2.5.3 Escalation Clause - In the event the vendor requests a price increase during either the original award period or any award renewal period, the vendor 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 vendor's written request and documentation, and decide if a price increase is to be granted at that particular time. The vendor shall understand and agree that MoDOT's decision shall be final and without recourse.
- a. No price increase shall be granted during the first 3 months of the original award period, or if applicable, the first 3 months of an award renewal period.
- b. In the event a price increase is granted due to an approved escalation, the renewal percentage shall be based upon the current award value (original value plus past approved escalations).
- 2.5.4 Inspection and Acceptance: MoDOT reserves the right to inspect the equipment 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 an award 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 vendor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. MoDOT reserves the right to return any such rejected shipment at the vendor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. MoDOT's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal or equitable remedies that MoDOT may have.

2.5.5 NET DELIVERED FIRM PRICE - the unit(s) shall be delivered complete and ready for use to the delivery destinations.

2.6 Equipment Trade-In Allowance:

- a. If equipment trade-ins are offered as an option, the trade-in(s) must be negotiated between the District, Division and vendor.
 - b. The vendor must be currently under contract with MoDOT.
 - c. It will be the responsibility of the vendor to examine the condition of the equipment offered for trade. The vendor must not impose any mandatory requirements or restrictions on equipment disposal.
 - d. If the value offered is less than the Division's pre-established minimum price, the Division and District must both approve the trade in value.
- e. Allowance for trade-in(s) will be deducted from the full purchase price in computing the net purchase price. Trade-in(s) will not be available until the receipt and acceptance of the new equipment unless agreed upon by the District.

Trade-In Worksheet Example:

Make/Model of New Equipment:
Full Purchase Price: \$
Make/Model of Trade-In:
Less Trade-In (Deduct): \$
Net Purchase Price: \$

2.7 **Equipment Refurbishments:** If equipment refurbishments are available, the refurbishment(s) must be negotiated between the district and vendor. The vendor must be currently under contract with MoDOT. It will be the responsibility of the vendor to examine the condition of the equipment offered for refurbishment. The districts must keep accurate records verifying the process.

3. BID SUBMISSION

3.1 Bid Submission Information:

- 3.1.1 All bids must be received in a sealed envelope/package clearly marked “**3-150626TV Motor graders**”.
- 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 vendor 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 withdrawn, modified or corrected accordingly. No bid may be withdrawn, modified or corrected 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 vendor'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 vendors regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from MoDOT, unless the RFB specifically refers the vendor 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 vendor receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, vendors will be advised, via the issuance of an amendment to the RFB, of any relevant or pertinent information related to the procurement. Therefore, vendors 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. Vendors 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 vendors, price-fixing by vendors, or any other anticompetitive conduct by vendors 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 Award:
- a. This is a Multiple Award bid and there will be no ‘one’ vendor awarded each item within this bid. Each individual delivery destination will have sole responsibility for the discretion of all purchasing decisions. After determination of award, individual delivery destination’s shall use the following criteria to determine the “lowest and best” bid based on model features, price, warranty, service, delivery timeline, location of servicing dealers, past performance of servicing dealers, and information, facts, and recommendations gained from the vendor. Selection of a **motor grader** will not be made solely based on low price.
 - b. The vendor must be in compliance with the laws regarding conducting business with MoDOT and as indicated in the Terms and Conditions.
 - c. Notification of award shall be at the time the tabulation is posted to the Internet. It is the sole responsibility for all vendors to check the website for bid results.

2. PRICING PAGES

The vendor shall provide a firm, fixed price below for the original contract period for providing the deliverables/services in accordance with the provisions and requirements of this RFB. All costs associated with providing the required deliverables/services shall be included in the prices stated below.

NOTE: If bidding on more than one make and model for a given Item please provide pricing on a separate sheet. Additional vendor options may be submitted for each unit bid as separate attachments.

OUTRIGHT PURCHASES:

ITEM #1: Outright purchase of one (1) new articulated 6x4 motor grader meeting the attached MoDOT specification E731-D2, with dual/variable HP range, (140–220), 6-cylinder inline diesel engine, **NET DELIVERED PRICE.**

MAKE/ MODEL _____ HP _____ PRICE \$ _____

OPTIONS:

- Option 1. Hydraulic rear benching wing (42") PRICE \$ _____**
- Option 2. Hydraulic rear benching wing (60") PRICE \$ _____**
- Option 3. Auto Shift Transmission PRICE \$ _____**
- Option 4. Full-Height (High Profile) Cab PRICE \$ _____**

ITEM #2: Outright purchase of one (1) new articulated 6x4 motor grader meeting the attached MoDOT specification E731-D2, with dual/variable HP range, (165–255), 6-cylinder inline diesel engine, **NET DELIVERED PRICE.**

MAKE/ MODEL _____ HP _____ PRICE \$ _____

- Option A. Hydraulic rear benching wing (42") PRICE \$ _____**
- Option B. Hydraulic rear benching wing (60") PRICE \$ _____**
- Option C. Auto Shift Transmission PRICE \$ _____**
- Option D. Full-Height (High Profile) Cab PRICE \$ _____**

Please submit a complete parts and options list with detailed pricing information for each motor grader your company would be willing to provide. Please indicate below the percent (%) discount off Manufacturers' Suggested Retail Prices (MSRP) for all motor grader 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.

Please indicate with an 'X' the MoDOT Districts for which you are bidding Items #1 - #4. (Bidders are responsible for servicing all counties within the district(s) selected.)

- | | |
|--|--|
| Northwest District (St. Joseph) _____ | Northeast District (Hannibal) _____ |
| Kansas City District _____ | Central District (Jefferson City) _____ |
| St. Louis District _____ | Southwest District (Springfield) _____ |
| Southeast District (Sikeston) _____ | |
| | All Districts _____ |

STRAIGHT LEASES:

ITEM #3: Straight lease of one (1) new articulated 6x4 motor grader meeting the attached MoDOT specification E731-D2, with dual/variable HP (140–220), 6-cylinder inline diesel engine, NET DELIVERED PRICE.

MAKE _____ MODEL _____

OPTIONS (FOR PRICING, CONSIDER SAME OPTIONS AS ITEM #1):

Bid price for options should not contain the price for the base unit. Prices should indicate the MONTHLY cost over the term of the lease. MoDOT will return the unit at the end of lease period.

Assuming 300 hours usage per year per unit:

Assuming 500 hours usage per year per unit:

	<u>12 Month Lease</u>	<u>End of lease Purchase Price</u>		<u>12 Month Lease</u>	<u>End of lease Purchase Price</u>
Base Unit	_____	_____	Base Unit	_____	_____
Overage/Hr	_____	_____	Overage/Hr	_____	_____
Option 1	_____	_____	Option 1	_____	_____
Option 2	_____	_____	Option 2	_____	_____
Option 3	_____	_____	Option 3	_____	_____
Option 4	_____	_____	Option 4	_____	_____

ITEM #4: Straight lease of one (1) new articulated 6x4 motorgrader meeting the attached MoDOT specification E731-D2, with dual/variable HP (165-255), 6-cylinder inline diesel engine, NET DELIVERED PRICE.

MAKE _____ MODEL _____

OPTIONS (FOR PRICING, CONSIDER SAME OPTIONS AS ITEM #2)

Bid price for options should not contain the price for the base unit. Prices should indicate the MONTHLY cost over the term of the lease. MoDOT will return the unit at the end of lease period.

Assuming 300 hours usage per year per unit:

Assuming 500 hours usage per year per unit:

	<u>12 Month Lease</u>	<u>End of lease Purchase Price</u>		<u>12 Month Lease</u>	<u>End of lease Purchase Price</u>
Base Unit	_____	_____	Base Unit	_____	_____
Overage/Hr	_____	_____	Overage/Hr	_____	_____
Option A	_____	_____	Option A	_____	_____
Option B	_____	_____	Option B	_____	_____
Option C	_____	_____	Option C	_____	_____
Option D	_____	_____	Option D	_____	_____

OUTRIGHT PURCHASES:

ITEM #5: Outright purchase of one (1) new 6WD articulated 6x6 motor grader meeting the attached MoDOT specification E731-D2. Front wheel with dual/variable HP range (140-240), 6-cylinder inline diesel engine. Unit shall have creeper gear function capability for running a blade mount milling attachment.
NET DELIVERED PRICE.

MAKE/MODEL _____ **HP** _____ **PRICE \$** _____

OPTIONS:

- Option 1. Hydraulic rear benching wing (42")** **PRICE \$** _____
- Option 2. Hydraulic rear benching wing (60")** **PRICE \$** _____
- Option 3. Auto Shift Transmission** **PRICE \$** _____
- Option 4. Full-Height (High Profile) Cab** **PRICE \$** _____

ITEM #6: Outright purchase of one (1) new 6WD articulated 6x6 motor grader meeting specification E731-D2, (185-275 HP range). **NET DELIVERED PRICE.**

MAKE/ MODEL _____ **HP** _____ **PRICE \$** _____

OPTIONS:

- Option A. Hydraulic rear benching wing (42")** **PRICE \$** _____
- Option B. Hydraulic rear benching wing (60")** **PRICE \$** _____
- Option C. Auto Shift Transmission** **PRICE \$** _____
- Option D. Full-Height (High Profile) Cab** **PRICE \$** _____

Please submit a complete parts and options list with detailed pricing information for each motor grader your company would be willing to provide. Please indicate below the percent (%) discount off Manufacturers' Suggested Retail Prices (MSRP) for all motor grader 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.**

Please indicate with an 'X' the MoDOT Districts for which you are bidding Items #5 - #8.
(Bidders are responsible for servicing all counties within the district(s) selected.)

- | | |
|--|--|
| Northwest District (St. Joseph) _____ | Northeast District (Hannibal) _____ |
| Kansas City District _____ | Central District (Jefferson City) _____ |
| St. Louis District _____ | Southwest District (Springfield) _____ |
| Southeast District (Sikeston) _____ | |
| | All Districts _____ |

STRAIGHT LEASES:

ITEM #7: Straight Lease of one (1) new 6WD articulated 6x6 motor grader meeting the attached MoDOT specification E731-D2. Front wheel with dual/variable HP range (140–240), 6-cylinder inline diesel engine. Unit shall have creeper gear function capability for running a blade mount milling attachment. **NET DELIVERED PRICE.**

MAKE _____ **MODEL** _____

OPTIONS (FOR PRICING, CONSIDER SAME OPTIONS AS ITEM #5):

Bid price for options should not contain the price for the base unit. Prices should indicate the MONTHLY cost over the term of the lease. MoDOT will return the unit at the end of lease period.

Assuming 300 hours usage per year per unit:

Assuming 500 hours usage per year per unit:

	<u>12 Month Lease</u>	<u>End of lease Purchase Price</u>		<u>12 Month Lease</u>	<u>End of lease Purchase Price</u>
Base Unit	_____	_____	Base Unit	_____	_____
Overage/Hr	_____		Overage/Hr	_____	
Option 1	_____	_____	Option 1	_____	_____
Option 2	_____	_____	Option 2	_____	_____
Option 3	_____	_____	Option 3	_____	_____
Option 4	_____	_____	Option 4	_____	_____

ITEM #8: Straight Lease of one (1) new 6WD articulated 6x6 motor grader meeting specification E731-D2, (185-275 HP range). Unit shall have creeper gear function capability for running a blade mount milling attachment. **NET DELIVERED PRICE.**

MAKE _____ **MODEL** _____

OPTIONS (FOR PRICING, CONSIDER SAME OPTIONS AS ITEM #6)

Bid price for options should not contain the price for the base unit. Prices should indicate the MONTHLY cost over the term of the lease. MoDOT will return the unit at the end of lease period.

Assuming 300 hours usage per year per unit:

Assuming 500 hours usage per year per unit:

	<u>12 Month Lease</u>	<u>End of lease Purchase Price</u>		<u>12 Month Lease</u>	<u>End of lease Purchase Price</u>
Base Unit	_____	_____	Base Unit	_____	_____
Overage/Hr	_____		Overage/Hr	_____	
Option A	_____	_____	Option A	_____	_____
Option B	_____	_____	Option B	_____	_____
Option C	_____	_____	Option C	_____	_____
Option D	_____	_____	Option D	_____	_____

5. TRAINING, SOFTWARE, MANUALS AND TECHNICAL SERVICE REQUIREMENTS

Optional Training

Price must be included for each item for the following optional training: (Price per student)

Training shall be provided by a factory or dealership personnel. The trainer must be approved by MoDOT. Training content shall be tailored to cover the specific units sold.

Should the training not meet the requirements (needs of the employees being trained,) indicated below, the vendor shall come back to the location the training first took place and hold the training again.

- a.) 8 hours Electronic Operation and Diagnostics
 - 1. Engine
 - 2. Transmission
 - 3. HVAC
 - 4. Hydraulics
 - 5. Calibration Procedures

- b.) 4 hours Hydraulic & Transmission Mechanical Diagnostic
 - 1. Operation
 - 2. Adjustments
 - 3. Pressure/Flow Tests

12 Hour Basic Operation/Diagnostics: Minimum # Per Class _____ Price per student: \$ _____

Optional Software

Price to include the following: diagnostic software, cables, and interface. (Price per set)

Diagnostic software, cables, and interface: Price per set: \$ _____

Optional Maintenance

Optional price for vendor to perform the first scheduled on-site maintenance. Vendor shall supply all labor associated with the maintenance. All materials used for maintenance will be supplied by MoDOT. At MoDOT's discretion, this first scheduled maintenance may be used as a training class for mechanics and maintenance employees.

Price for vendor to perform the first scheduled on-site maintenance: Price per unit: \$ _____

Mandatory Training

Each motor grader purchased by MoDOT shall have the minimum mandatory training supplied as outlined below:

Mandatory for each unit sold (if multiple, at MoDOT's discretion, training may be combined)

Four (4) hours safe operation and routine/preventive maintenance for mechanics and operators. Training time and location shall be coordinated with district personnel. The vendor shall supply training within one month of acceptance by MoDOT. All costs associated with training and materials supplied shall be the responsibility of the vendor. Training shall be provided by a factory or dealership personnel. The trainer must be approved by MoDOT. Training content shall be tailored to cover the specific units purchased by MoDOT.

Vendors must allow MoDOT technicians to attend any in-depth factory technical training as deemed necessary by MoDOT. Training shall be the same as received by dealership personnel with content tailored to cover specific units sold. Vendor must supply training to MoDOT at the same cost as dealership personnel.

Service & Operator Manuals

- a. A hard copy operator manual must be provided with each individual unit.
- b. One set of service and parts manuals (CD or hard copy) shall be supplied with each individual unit.

Technical Service

All vendors shall provide a number for technical assistance on all components of the items bid. Number shall be manned during normal working hours (8 AM to 4 PM).

6. 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 Addresses of Missouri Offices or Places of Business.										
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; width: 33%;"><u>M/WBE Name</u></th> <th style="text-align: center; width: 33%;"><u>Percentage of Contract</u></th> <th style="text-align: center; width: 33%;"><u>M/WBE Certifying Agency</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> If additional space is required, please attach an additional sheet and identify it as M/WBE Information		<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 Location Products are Manufactured or Produced.	
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

7. 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 **motor graders** 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 **motor graders** 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 _____

8. 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**

9. 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.

Insurance

The Contractor shall maintain or cause to be maintained at Contractor's own expense commercial general liability, automobile liability, worker's compensation insurance against negligent acts, errors or omissions of the Contractor, or its subcontractors and anyone directly or indirectly employed by any of them. Any insurance policy required as specified in this Section shall be written by a company that is licensed and authorized to issue such insurance in the state of Missouri and shall provide insurance coverage for not less than the following limits of liability:

- 1) General Liability: Not less than \$500,000 for any one person in a single accident or occurrence, and not less than \$3,000,000 for all claims arising out of a single occurrence;
- 2) Automobile Liability: Not less than \$500,000 for any one person in a single accident or occurrence, and not less than \$3,000,000 for all claims arising out of a single occurrence;
- 3) Missouri State Workmen's Compensation policy or equivalent in accordance with state law.

Upon request from the Commission, the Contractor shall provide the Commission with certificates of insurance evidencing the required coverage and that such insurance is in effect.

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.

**10. MISSOURI DEPARTMENT OF TRANSPORTATION
DIVISION OF GENERAL SERVICES EXTRA HEAVY DUTY ARTICULATED
MOTORGRADER MINIMUM SPECIFICATIONS**

ENGINE – Tier 4-Final (or later) Diesel, Dual/Variable HP inline 6 cylinder, turbo-charged, electronically controlled with 110 volt block style heater rated at minimum of 750 watts, electrically heated intake air cold start system, and heavy-duty two-stage, dual element, dry type air cleaner with service indicator. A hinged or bolt-on removable guard should protect the radiator. Engine side panels should be lockable and keyed alike. The engine shall have mounts between engine and frame to help reduce noise and vibration. Equipment shall meet all applicable federal emission regulations.

TRANSMISSION – 8-speed forward, 4-speed reverse, direct drive power shift with front and rear transmission guards. The transmission shall have mounts between transmission and frame to help reduce noise and vibration.

HYDRAULICS – Closed center system, load sensing with hydraulic tank, locking cap and check valves in all hydraulic cylinders with spin on filtering system having a 10 micron rating or better.

DIFFERENTIAL LOCK - Tandem drive train differential with manual lock/unlock control switch. Must provide positive control of the lock/unlock capability in the cab. No-Spin or Limited Slip Differential is not acceptable.

BRAKES, POWER - Minimum performance criteria in accordance with SAE Standard J1152 APR80.

Service - Four-wheel hydraulic power boosted wet disc with foot pedal, operator warning system, and reserve power assist. Air brakes are acceptable only if an air dryer system is included.

Parking – Hand or electronically activated, disc type, mounted on the output shaft of the transmission with both audio and visual warning systems. Must be capable of holding stopped vehicle in stationary position.

Emergency - Manual application from operator's position.

NOTE: The above brake system may use common components.

ARTICULATED FRAME - Hydraulically articulated frame with in-cab controls.

MOLDBOARD, HYDRAULICALLY OPERATED – 14' x 24" (or 25" is acceptable) x 3/4" moldboard with replaceable end bits, constructed of high-carbon steel. The moldboard shall be equipped with a hydraulically operated side shift to the right and left of center position. Moldboard controls shall provide a float position. Power tilt moldboard shall be furnished with a minimum of 44° total tilt range. Minimum blade down pressure shall be 16,500 pounds. Minimum blade pull pressure shall be 20,500 pounds. Circle rotation drive shall be protected with a slip clutch, relief valve, or other suitable device.

FRONT LIFT GROUP CAPABILITY - Unit shall have all necessary plumbing to the front of motorgrader to operate attachments. Lift group brackets are to be mounted in front of front wheels with brackets properly mounted to the unit to accommodate a vendor supplied mounting bracket or plate to allow the attachment to work with a department owned V-plow; a front mount class 1 parallel J hook style lift group front lift group (comparable to a Ryland MG1 or Cat/Balderson front lift group). Vendors must also supply one set of female pin-loc J-Hook adapters for existing MoDOT attachments. Hydraulic system to the front lift group shall have float capabilities.

WEIGHT – Minimum operating weight (without attachments) 30,000 lbs.

CONTROLS - Full hydraulic, variable speeds, positive hand levers in cab.

STEERING – Hydraulic powered, front wheel with hydraulic booster AUDIBLE ALARM SYSTEM - In accordance with OSHA Standards listed in Federal Register Volume 37, Number 243, Subpart 0, Section 1926.602, Paragraph 9. The sound shall be distinguishable from surrounding noise level and the horn switch shall be mounted within easy reach of operator, it shall have an independently controlled reverse signal alarm horn with automatic noise level that sounds when grader is shifted into reverse gear.

ELECTRICAL SYSTEM - 24 VOLT - Not less than 100 amp heavy-duty alternator, internal voltage regulator, and two 12 volt, number 4D BCI dimensional group size batteries with at least 170 ampere hours and minimum of 800 CCA per battery with a battery master disconnect switch. A 24-volt to 12-volt converter with isolators with a minimum 25-amp output is to be supplied by the vendor.

LIGHTS AND SIGNALS - Complete set of electric lights (10 standard to include 2 front, 2 rear, 2 mid-mount, 2 lower cab, and 2 top of cab in the front), including clearance lights, headlights with dimmer switch, moldboard work light, rear flood lights, red stop and taillights, inside cab dome light and instrument dash lights. Extra front work light for use with plow. If available, lights shall be LED.

BEACON WIRING/SWITCH – Unit shall have factory installed beacon switch and circuit protection with wiring harness routed to the rear of the cab roof to facilitate later installation of warning lights. If available, unit shall have a folding style beacon bracket.

INSTRUMENTATION – Gauges shall include coolant temperature, engine oil pressure, fuel, hour meter, and air cleaner service indicator.

TIRES AND WHEELS - 1400 X 2400 Radial ply Michelin XTLA or approved equivalent tubeless tires, front and rear (lug type). Wheels to be 10" multi-piece rims, front and rear. If available, a spare tire and wheel is to be included.

TOW HITCHES - Front and rear.

CAB AND ROLLOVER PROTECTIVE STRUCTURE - ROPS minimum performance criteria in accordance with SAE J396A Standards. Fully enclosed, all-weather, insulated, sound-suppressed, steel cab with shatter-proof glass, all-around visibility, roll-over protective structure, heavy-duty electric windshield wipers (front, rear and lower front with washer), dual fan heavy-duty hot water heater and factory installed air conditioning, all-metal adjustable defroster fan front and rear with safety guard, inside cab mounted rearview mirror, dome light, floor mat, manufacturer's best available adjustable suspension upholstered operators seat with arm rests, retractable seat belt and door locks. AM/FM radio. The cab will have a minimum of one full access left-hand door with a minimum of one emergency exit (pop out window or 2nd door) besides the left-hand door. The cab shall have mounts between cab and frame to help reduce noise and vibration. It shall meet OSHA 90 DBA sound level requirements for eight hours. ROPS enclosure must be certified and labeled. Five pound fire extinguisher shall be included. NOTE: Optional left and right outside rear view mirrors would be preferred but are not mandatory.

FUEL TANK – Minimum 90 gallon capacity.

COLOR - Color to be manufacturer's standard safety or industrial yellow over a prime coat.

MISCELLANEOUS - The unit to be furnished shall have the following: muffler, leaning wheel front axle, foot accelerator, and locking caps on the fuel tank, and radiator.

Any additional or optional equipment not specified above and supplied with the unit should only be that which is regularly furnished by the motorgrader manufacturer.

Complete machine must be manufactured in accordance with the latest adopted OSHA or SAE Standards and amendments thereto except where otherwise specified.

Decals and all other forms of Dealer Advertisements are to be left off units delivered to the department.

Any dealer advertisements larger than 12 square inches must be removed or covered. Mounting brackets wiring and switchgear for cab mounted strobe or LED.

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : January x, 2016

FIXED ASSET TAG NUMBER: 16942

DESCRIPTION: 2009 John Deere 672G Motorgrader

REQUESTED MEANS OF DISPOSAL: Trade

OTHER INFORMATION: Serial Number: DW672GX625776; Hours: 8,xxx

CONDITION OF ASSET: Fair

REASON FOR DISPOSITION: Equipment is planned for replacement in 2016.

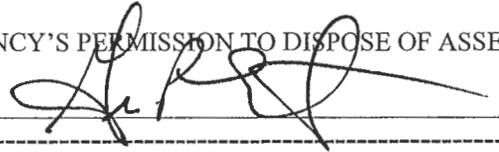
COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: None

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 2040

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE 7-17-09

RECEIPT INTO 2040-3835 HR

ORIGINAL COST \$205,700.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP 1605

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

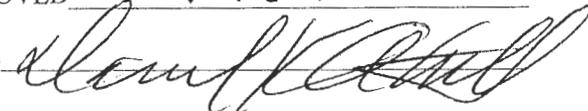
INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 43-2016

DATE APPROVED 1-28-16

SIGNATURE 

RECEIVED

JAN 22 2016

BOONE COUNTY AUDITOR

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 16

In the County Commission of said county, on the 28th day of January 20 16

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 State of Missouri Cooperative Contract C215080007 to purchase two (2) Photocopiers with maintenance, one each for the Public Administrator and Circuit Clerk from Data Comm of Columbia, MO and dispose, by trade-in, one (1) Canon iR 2270 asset tag #15531 and one (1) Canon iR 5570, asset tag #18108.

The terms of the Cooperative Contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement and Request for Disposal forms.

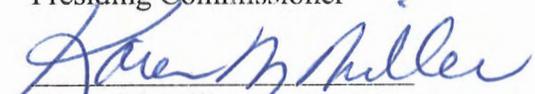
Done this 28th day of January, 2016.

ATTEST:

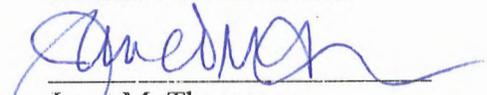
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

44-2016

Boone County Purchasing

Melinda Bobbitt, CPPB
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 21, 2016
RE: Cooperative Contract: C215080007 – Photocopier and Maintenance for Public Administrator and Circuit Clerk

The Public Administrator and Circuit Clerk request permission to utilize the State of Missouri cooperative contract C215080007 with Data Comm of Columbia, Missouri to purchase photocopier(s) with maintenance as follows:

Public Administrator

Cost of copier is \$6,548 and will be paid from department 1200 – Public Administrator, account 92000 – Replacement Office Equipment. Copier maintenance for 100,000 prints for 2016 is \$450 and will be paid from 1200 – Public Administrator, account 60050 – Equipment Service Contract.

Circuit Clerk:

Cost of copier is \$9,698 and will be paid from department 1221 – Circuit Clerk, account 92000 – Replacement Office Equipment. \$10,000 was budgeted. Copier maintenance for 150,000 prints for 2016 is \$675.00 and will be paid from 1221 – Circuit Clerk, account 60050 – Equipment Service Contract. \$1,350 was budgeted.

Purchasing is seeking permission to trade in the following copiers:

Fixed Asset Tag: 15531 – Canon iR 2270 (trade-in value: \$0.00)
Fixed Asset Tag: 18108 – Canon iR5570 (trade-in value: \$0.00)

IT will check the equipment and remove the storage device if one exists prior to equipment being removed from County.

cc: Contract File
Cathy Richards, Ginger Scalise / Public Administrator
Debbie Lee, Circuit Clerk

**PURCHASE AGREEMENT FOR
PHOTOCOPIER AND MAINTENANCE
for Circuit Clerk and Public Administrator**

THIS AGREEMENT dated the 28th day of January 2016 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Data Comm, Inc.** herein "Contractor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for a Term and Supply contract for **Photocopier(s) and Maintenance** in compliance with State of Missouri contract **C215080007**, Data Comm, Inc. quotes dated January 1, 2016 and January 20, 2015, Boone County Missouri Standard Terms and Conditions, Insurance Requirements and Work Authorization Certification. 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 and with State of Missouri contract C215080007 may be permanently maintained in the County Purchasing Office file if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement with Boone County Missouri Standard Terms and Conditions and Insurance Requirements shall prevail and control over the vendor's quote response(s).
2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with the following equipment and maintenance:

Boone County Public Administrator – Boone County Courthouse, Attn: Ginger Scalise, 705 E. Walnut Street, Room 304, Columbia, MO 65201.

Quantity: One (1) each

Copier: Canon iR Advance 6255 black and white Network Printer / Digital Copier / Network Color Scanner (**\$6,548.00**).

New Photocopier includes the following:

- 55 ppm Black/White
- 300 Sheet Single Pass Automatic Document Feeder
- Duplex Unit
- 1.5GB RAM
- 160GB HDD with HDD Erase
- Network Printing via PCL
- Network Color Scanning
- 4 Paper Cassettes @ 4,000 Sheets – Up to Ledger sized paper
- Bypass Tray @ 80 Sheets – Up to Ledger sized paper
- 25 – 400% Enlargement/Reduction Range
- Dimensions (HxWxD): 48" x 28 3/8" x 3 3/8"

Pricing includes delivery, setup, connectivity, initial training, and on-going training and support.

Maintenance: shall be provided for the copier as follows:

- **100,000 black & white prints annually with overage at \$0.0045/page**
- Includes parts, labor, travel time, toner, and drum. Excludes paper, staples and network issues.

- 5 Year Replacement Guarantee on equipment
- Average response time is 4 hours or less
- Performance Guarantee with Loaner Program
- Factory parts re-stocked daily, factory trained technicians
- Non-stop continuous training
- Unlimited service calls

Maintenance shall begin on January 1. Maintenance agreement is customized to meet County needs and volume can be changed any time. Rates are subject to a 5% increase after year 1 which is reflected below.

Annual Maintenance Pricing:

Year 1: January 1, 2016 through December 31, 2016	\$450.00
Year 2: January 1, 2017 through December 31, 2017	\$472.50
Year 3: January 1, 2018 through December 31, 2018	\$496.12
Year 4: January 1, 2019 through December 31, 2019	\$520.93
Year 5: January 1, 2020 through December 31, 2020	\$546.97
Year 6: January 1, 2021 through December 31, 2021	\$574.32
Year 7: January 1, 2022 through December 31, 2022	\$603.04

Circuit Clerk – Boone County Courthouse, Attn: Debbie Lee, 705 E. Walnut Street, Room 106, Columbia, MO 65201.

Quantity: One (1) each

Copier: Canon iR Advance 6255 black and white Network Printer / Digital Copier / Network Color Scanner (**\$9,698.00**).

New Photocopier includes the following:

- 55 ppm Black/White
- 300 Sheet Single Pass Automatic Document Feeder
- Duplex Unit
- 1.5GB RAM
- 160GB HDD with HDD Erase
- Network Printing via PCL
- Network Color Scanning
- Stapling Finisher with 3 trays
- 4 Paper Cassettes @ 4,000 Sheets – Up to Ledger sized paper
- 3,500 Sheet Large Capacity Tray
- Bypass Tray @ 80 Sheets – Up to Ledger sized paper
- 25 – 400% Enlargement/Reduction Range

Pricing includes delivery, setup, connectivity, initial training, and on-going training and support.

Maintenance: shall be provided for the copier as follows:

- **150,000 black & white prints annually with overage at \$0.0045/page**
- Includes parts, labor, travel time, toner, and drum. Excludes paper, staples and network issues.
- 5 Year Replacement Guarantee on equipment
- Average response time is 4 hours or less
- Performance Guarantee with Loaner Program
- Factory parts re-stocked daily, factory trained technicians

- Non-stop continuous training
- Unlimited service calls

Maintenance shall begin on January 1. Maintenance agreement is customized to meet County needs and volume can be changed any time. Rates are subject to a 5% increase after year 1 which is reflected below.

Annual Maintenance Pricing:

Year 1: January 1, 2016 through December 31, 2016	\$675.00
Year 2: January 1, 2017 through December 31, 2017	\$708.75
Year 3: January 1, 2018 through December 31, 2018	\$744.18
Year 4: January 1, 2019 through December 31, 2019	\$781.39
Year 5: January 1, 2020 through December 31, 2020	\$820.46
Year 6: January 1, 2021 through December 31, 2021	\$861.49
Year 7: January 1, 2022 through December 31, 2022	\$904.56

Delivery and Installation: Contractor agrees to deliver, setup, connect and provide training of copiers within 10 days after receipt of Purchase Order.

Contractor shall remove the Public Administrator trade-in photocopier (\$0.00 value, asset tag 15531, serial # C10016340) and Circuit Clerk photocopier (\$0.00 value, asset tag 18108, serial # KPB436607) the same day the new copier is installed and shall recycle equipment. Contractor agrees to remove the hard drive of the trade-in copiers and leave with the Boone County Information Technology department.

Contractor’s on-site maintenance for copier shall include preventative maintenance calls and all remedial service calls required by County and found to be necessary by the service representative to maintain the equipment in optimum operating condition (unlimited service calls). County expects repair response time to be four (4) business hours from the date and time a service call is placed. In the event a machine cannot be repaired within 48 hours of the first service request, a loaner machine of equal or higher level will be provided at no charge to the County. If the original equipment cannot be repaired to the satisfaction of the County, permanent replacement equipment with equal or greater specifications must be provided, at no cost to the County. The Contractor’s responsibility for permanent replacement will be five (5) fiscal years following the year equipment is installed and accepted by the County.

3. **Billing and Payment** - Billing shall be invoiced to the Boone County Public Administrator, Attn: Ginger Scalise, PO Box 1307, Columbia, MO 65205 and Boone County Circuit Clerk, Attn: Debbie Lee, 705 E. Walnut, Room, Columbia, MO 65201. Billings may only include the prices listed within. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges specified in the Contractor’s quote. The County agrees to pay all invoices within thirty days of receipt following successful installation and connectivity of copier(s); Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

4. **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.

5. **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.

6. **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.

DATA COMM, INC.

by *[Signature]*
title Production Point Specialist

BOONE COUNTY, MISSOURI

by: Boone County Commission?
[Signature]
Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

by: *[Signature]*
County Counselor

ATTEST:

[Signature]
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.)

Public Administrator: 1200 / 92000 / \$6,548.00
 Maintenance: 1200 / 60050 / \$450/100,000 copies + overage at \$0.0045/page
 Circuit Clerk: 1221 / 92000 / \$9,698.00
 Maintenance: 1221 / 60050 / \$675/100,000 copies + overage at \$0.0045/page

[Signature]
Signature

1-22-16
Date

Appropriation Accounts

STANDARD TERMS AND CONDITIONS – CONTRACT WITH 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.

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. 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.

Data Comm

The Following Confidential Equipment Proposal Has Been Prepared For:

-Boone County Public Administration-

Attn: Mrs. Ginger Scalise

Canon
advanced simplicity®



Created: 01/05/2016

Prepared By: John Knipfel

DATA COMM INC

Executive Account Manager

107 E. Promenade

Mexico, MO 65265

jknipfel@datacomminc.com

573-289-2702 (Cell)

1-877-552-2345 (Office)

New Equipment Proposal – Canon iR ADVANCE 6255

B&W Network Printer / Digital Copier / Network Color Scanner

Features

- ✚ 55ppm Black & White
- ✚ 300 Sheet Single Pass Automatic Document Feeder
- ✚ Duplex Unit
- ✚ 1.5GB RAM
- ✚ 160GB HDD with HDD Erase
- ✚ Network Printing via PCL
- ✚ Network Color Scanning
- ✚ 4 Paper Cassettes @ 4,000 Total Sheets – Up to Ledger sized paper
- ✚ Bypass Tray @ 80 Sheets – Up to Ledger sized paper
- ✚ 25-400% Enlargement/Reduction Range
- ✚ Dimensions (HxWxD): 48" x 28 3/8" x 3 3/8"

Unique Product/Service Offering

- ✚ Delivery, setup and training provided at no additional cost

Maintenance Agreement Coverage

- ✚ 100,000 b/w prints included per year, overages billed at \$0.0045/page
- ✚ Parts, Labor, Travel Time, Toner, & Drum
- ✚ 5 Year Replacement Guarantee on equipment
- ✚ Average Response time 4 Hours
- ✚ Performance Guarantee w/Loaner Program
- ✚ Factory Parts re-stocked Daily, Factory Trained Technicians
- ✚ Non-stop, Continuous Training
- ✚ Unlimited Service Calls
- ✚ Service will increase by 5% (Already factored below)
- ✚ Excludes Paper, Staples, and Network Issues

Investment Analysis

NASPO State Contract Price:	\$6,548.00
Support and Supplies Year 1:	\$450.00
Support and Supplies Year 2:	\$472.50
Support and Supplies Year 3:	\$496.12
Support and Supplies Year 4:	\$520.93
Support and Supplies Year 5:	\$546.97
Support and Supplies Year 6:	\$574.32
Support and Supplies Year 7:	\$603.04

- ✚ Excludes any applicable sales, and or personal property tax

The Following Confidential Equipment Proposal Has Been Prepared For:

-Boone County Circuit Clerk-

Attn: Mrs. Deborah Lee



Canon
advanced simplicity®



Created: 01/11/2016

Prepared By: John Knipfel

DATA COMM INC

Executive Account Manager

107 E. Promenade

Mexico, MO 65265

jknipfel@datacomminc.com

573-289-2702 (Cell)

1-877-552-2345 (Office)

New Equipment Proposal – Canon iR ADVANCE 6255

B&W Network Printer / Digital Copier / Network Color Scanner

Features

- ✚ 55ppm Black & White
- ✚ 300 Sheet Single Pass Automatic Document Feeder
- ✚ Duplex Unit
- ✚ 1.5GB RAM
- ✚ 160GB HDD with HDD Erase
- ✚ Network Printing via PCL
- ✚ Network Color Scanning
- ✚ Stapling Finisher with 3 trays
- ✚ 4 Paper Cassettes @ 4,000 total Sheets – Up to Ledger sized paper
- ✚ 3,500 Sheet Large Capacity Tray
- ✚ Bypass Tray @ 80 Sheets – Up to Ledger sized paper
- ✚ 25-400% Enlargement/Reduction Range

Unique Product/Service Offering

- ✚ Delivery, setup and training provided at no additional cost
- ✚ Data Comm will remove and recycle the current copier at no charge

Maintenance Agreement Coverage

- ✚ 150,000 b/w prints included, overages billed at \$0.0045/page
- ✚ Parts, Labor, Travel Time, Toner, & Drum
- ✚ 5 Year Replacement Guarantee on equipment
- ✚ Average Response time 4 Hours
- ✚ Performance Guarantee w/Loaner Program
- ✚ Factory Parts re-stocked Daily, Factory Trained Technicians
- ✚ Non-stop, Continuous Training
- ✚ Unlimited Service Calls
- ✚ Service will increase by 5% (Already factored below)
- ✚ Excludes Paper, Staples, and Network Issues

Investment Analysis

NASPO State Contract Price:	\$9,698.00
Support and Supplies Year 1:	\$675.00
Support and Supplies Year 2:	\$708.75
Support and Supplies Year 3:	\$744.18
Support and Supplies Year 4:	\$781.39
Support and Supplies Year 5:	\$820.46
Support and Supplies Year 6:	\$861.49
Support and Supplies Year 7:	\$904.56

✚ Excludes any applicable sales, and or personal property tax



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING

NOTIFICATION OF STATEWIDE CONTRACT

December 18, 2015

CONTRACT TITLE: NASPO VaulePoint Copiers, Printers, and Related Devices

CURRENT CONTRACT PERIOD: October 2, 2015 through December 31, 2019

BUYER INFORMATION: PAUL LINHARDT
573-751-4578 Phone
573-526-9816 Fax
paul.linhardt@oa.mo.gov

RENEWAL INFORMATION	Original Contract Period	Potential Final Expiration
	October 2, 2015 through December 31, 2019	December 31, 2019

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.
PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS **MANDATORY** FOR THE PURCHASE AND LEASE OF COPIER-BASED
MULTIFUNCTION EQUIPMENT FOR ALL STATE AGENCIES.

Local Purchase Authority shall not be used to purchase supplies/services included
in this contract unless specifically allowed by the contract terms.

~ Instructions for use of the contract, specifications, and requirements are attached ~

CANON USA INFORMATION			
CONTRACT NUMBER	VENDOR NUMBER	CONTRACTOR DESCRIPTION	COOP PROCUREMENT
C215080001	1325617720 A	Canon USA Inc. 1 Canon Park Melville, NY 11747 Contact Person: Mike Hurley Telephone: 631-330-2613 Facsimile: 631-330-5459 Email: MHurley@cusa.canon.com	YES

CONTRACT COMING SOON		<p>Canon Financial Services 14904 Collections Center Drive Chicago, IL 60693</p> <p>Contact Person: Abby Fitchett Telephone: 800-220-9510 Facsimile: 856-505-5399 Email: afitchett@cfs.canon.com</p>	YES
CONTRACT COMING SOON		<p>Americom Imaging Systems Inc. 100 Green Park Ind. Court Saint Louis, MO 63123</p> <p>Contact Person: Tony Frierdico Telephone: 314-894-1154 Facsimile: 314-894-2098 Email: TonyF@AmericomIS.com</p>	YES
CONTRACT COMING SOON		<p>Canon Solutions America 6 City Place Drive Creve Couer, MO 63141</p> <p>Contact Person: Tim Mercer Telephone: 800-814-4000 Facsimile: Email: TMercer@CSA.Canon.com</p>	YES
C215080005	4313327700 D	<p>Sumner Group Inc. – Datamax Office Systems 2121 Hampton Ave Saint Louis, MO 63139</p> <p>Contact Person: Kevin Laury Telephone: 314-633-2000 Facsimile: 314-633-2004 Email: KLaury@CopyCon.com</p>	YES
C215080006	7312474500 0	<p>Lakeland Office Systems, Inc. 2926 W 12th Joplin, MO 64801</p> <p>Contact Person: David Tyson Telephone: 504-837-4993 Facsimile: Email: DTyson@LakeLandOffice.com</p>	YES
C215080007	4309829400 0	<p>Data Comm, Inc. 211 Metro Drive, PO Box 2110 Jefferson City, MO 65102</p> <p>Contact Person: Ryan Birk Telephone: 573-893-5800 Facsimile: 573-893-7145 Email: RBirk@DataCommInc.com</p>	YES
C215080008	4402957400 0	<p>Inland Printing Company 637 W College Street</p>	YES

		Springfield, MO 65806 Contact Person: Eddie Lee Telephone: 417-896-6484 Facsimile: 417-869-6164 Email: ELee@InlandPrinting.net	
CONTRACT COMING SOON		Mineral Area Office Supply 331 West Main Street Park Hills, MO 63601 Contact Person: Ken Yow Telephone: 573-431-4777 Facsimile: 573- Email: JohnYow@MAOS.com	YES
C215080013	4313327700 E	Sumner Group – Datamax of Kansas City 8030 Flint Street Lenexa, KS 66214 Contact Person: Chris Guance Telephone: 913-752-2200 Facsimile: 913-599-0913 Email: CGuance@DatamaxKC.com	YES
CONTRACT COMING SOON		All Copy Products, LLC 9120 Nieman Road Overland Park, KS 66214 Contact Person: Troy Baranek Telephone: 913-712-0304 Facsimile: Email: TBaranek@AllCopyProducts.com	YES
CONTRACT COMING SOON		Canon Solutions America 7300 W 110 th Street, Ste 100 Overland Park, KS 66210 Contact Person: Tim Mercer Telephone: 913-323-5060 Facsimile: Email: TMercer@CSA.Canon.com	YES
C215080039	4812100380 0	Midwest Office Technology, Inc. 11316 W 80 th Street Lenexa, KS 66214 Contact Person: Mike Hobbs Telephone: 913-894-9600 Facsimile: Email: Mike.Hobbs@MOTSolutions.com	YES
CONTRACT COMING SOON		RK Black Missouri, LLC 15080 W 116 th Street Olathe, KS 66062	YES

		Contact Person: Chris Black Telephone: 913-577-8100 Facsimile: Email: CBlack@RKBlack.com	
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KONICA MINOLTA INFORMATION			
CONTRACT NUMBER	VENDOR NUMBER	CONTRACTOR DESCRIPTION	COOP PROCUREMENT
C215080010	1319210890 0	Konica Minolta Business Solutions USA, Inc. 1595 Springhill Road, Suite 410 Vienna, VA 22182 Contact Person: Kristen McKenna Telephone: 813-207-8276 Facsimile: 703-506-1257 Email: KMckenna@kmbs.KonicaMinolta.us	YES
C215080011	4807768410 0	Copy Products, Inc. 2103 West Vista Street Springfield, MO 65807 Contact Person: Eric Crane Telephone: 417-889-5665 Facsimile: 417-889-7712 Email: ECrane@CopyProductsinc.net	YES
C215080012	4318864600 0	Document and Network Technologies, Inc. 2275 Cassens Court, #112 Fenton, MO 63026 Contact Person: David Wilson Telephone: 314-773-6000 Facsimile: 314-771-6334 Email: DWilson@DNTStL.com	YES
C215080013	4313327700 E	Sumner Group – Datamax of Kansas City 8030 Flint Street Lenexa, KS 66214 Contact Person: Chris Guance Telephone: 913-752-2200 Facsimile: 913-599-0913 Email: CGuance@DatamaxKC.com	YES
C215080007	4309829400 0	Data Comm, Inc. 211 Metro Drive, PO Box 2110 Jefferson City, MO 65102 Contact Person: Ryan Birk Telephone: 573-893-5800	YES

		Facsimile: 573-893-7145 Email: RBirk@DataCommInc.com	
C15080014	6217625830 1	Novacopy, Inc. d.b.a Shelton Business Machines, Inc. 23409 County Road 112 Maiden, MO 63863 Contact Person: Darren Metz Telephone: 573-276-4803 Facsimile: 573-276-3194 Email: DMetz@NovaCopy.net	YES
CONTRACT COMING SOON		Osborne Office Equipment of Cape Girardeau, Inc. 1413 Thomas Drive Cape Girardeau, MO 63701 Contact Person: Barbara Osborne Telephone: 573-334-8011 Facsimile: 573-334-5399 Email: Don@OsborneOffice.net	YES
C215080016	5272541040 0	Pearson-Kelly Office Products, LLC 2013 W. Woodland Street Springfield, MO 65807 Contact Person: Mike Kelly Telephone: 417-877-0003 Facsimile: 417-877-8678 Email: Mike@PearsonKelly.com	YES
CONTRACT COMING SOON		Copying Concepts 2121 Hampton Ave Saint Louis, MO 63139 Contact Person: Kevin Laury Telephone: 314-633-2000 Facsimile: 314-633-2004 Email: KLaury@CopyCon.com	YES
CONTRACT COMING SOON		All Copy Products, LLC 9120 Nieman Road Overland Park, KS 66214 Contact Person: Troy Baranek Telephone: 913-712-0304 Facsimile: Email: TBaranek@AllCopyProducts.com	YES
CONTRACT COMING SOON		J&S Electronic Business Systems, Inc. 878 Jefferson Street Burlington, IA 52601 Contact Person: Jeff Johnson Telephone: 319-752-5603 Facsimile: 319-752-0537 Email: Jeff.Johnson@JSElectronics.com	YES

CONTRACT COMING SOON		Professional Business Systems, Inc. 910 S Walton Boulevard, Suite 1 Bentonville, AR 72712 Contact Person: Matt Mawby Telephone: 479-636-0001 Facsimile: 479-631-7333 Email: MMawby@PBSTeam.com	YES
CONTRACT COMING SOON		CDS Office Systems, Inc. 13625 Lakefront Drive Earth City, MO 63045 Contact Person: Mark Watson Telephone: 314-739-4093 Facsimile: 314-739-0040 Email: MWatson@CDSOfficeTech.com	YES

RICOH USA INFORMATION

CONTRACT NUMBER	VENDOR NUMBER	CONTRACTOR DESCRIPTION	COOP PROCUREMENT
C215080018	2303344000 4	Ricoh USA, Inc. 70 Valley Stream Parkway Malvern, PA 19355 Contact Person: Travis Massman Telephone: 573-353-2559 Facsimile: 573-446-4777 Email: Travis.Massman@Ricoh-USA.com	YES

SHARP ELECTRONICS INFORMATION

CONTRACT NUMBER	VENDOR NUMBER	CONTRACTOR DESCRIPTION	COOP PROCUREMENT
C215080019	1319688720 0	Sharp Electronics Corporation 1 Sharp Plaza, Suite 1 Mahwah, NJ 07495 Contact Person: Matt Euston Telephone: 816-588-1962 Facsimile: 480-890-8167 Email: EustonM@SharpSEC.com	YES

TOSHIBA AMERICA INFORMATION

CONTRACT NUMBER	VENDOR NUMBER	CONTRACTOR DESCRIPTION	COOP PROCUREMENT
CONTRACT COMING SOON		Toshiba America Business Solutions, Inc. 9740 Irvine Boulevard Irvine, CA 92618 Contact Person: Christina Fischer	YES

		<p>Telephone: 949-462-6325 Facsimile: 949-462-2557 Email: Christina.Fisher@tbs.Toshiba.com</p>	
CONTRACT COMING SOON		<p>Toshiba Business Solutions 2732 NE Independence Ave Lee Summit, MO 64064</p> <p>Contact Person: David Wagner Telephone: 816-842-4931 ext. 123 Facsimile: 816-842-0660 Email: David.Wagner@tbs.Toshiba.com</p>	YES
CONTRACT COMING SOON		<p>Coast to Coast Equipment and Supply 10964 Lin Valle Saint Louis, MO 63123</p> <p>Contact Person: Brian Lenhardt Telephone: 314-892-0250 Facsimile: 314-892-0825 Email: BLenhardt@CTCStL.com</p>	YES
CONTRACT COMING SOON		<p>Copy Products, Inc. 2103 West Vista Street Springfield, MO 65807</p> <p>Contact Person: Erik Crane Telephone: 417-889-5665 Facsimile: 417-889-7712 Email: ECrane@CopyProductsinc.net</p>	YES
CONTRACT COMING SOON		<p>Copy Products, Inc. 809 Katherine Street Joplin, MO 64801</p> <p>Contact Person: Erik Crane Telephone: 417-889-5665 Facsimile: 417-889-7712 Email: ECrane@CopyProductsinc.net</p>	YES
CONTRACT COMING SOON		<p>Da-Com Corporation 5317 Knights of Columbus Drive Saint Louis, MO 63119</p> <p>Contact Person: Scott Shanafelt Telephone: 314-442-2800 Facsimile: 314-442-2878 Email: SShanafelt@Da-ComCorp.com</p>	YES
CONTRACT COMING SOON		<p>Da-Com Corporation, LLC 1406 Rangeline Street Columbia, MO 65202</p> <p>Contact Person: Scott Shanafelt Telephone: 314-442-2800 Facsimile: 314-442-2878</p>	YES

		Email: SShanafelt@Da-ComCorp.com	
CONTRACT COMING SOON		Document and Network Tech Inc. 2275 Cassens Court, Suite 112 Fenton, MO 63026 Contact Person: Chris Albert Telephone: 314-773-6000 Facsimile: 314-771-6344 Email: CALbert@DNTStL.com	YES
CONTRACT COMING SOON		GFI Digital 3225 Emerald Lane, Suite B Jefferson City, MO 65109 Contact Person: Robert Goth Telephone: 573-353-1673 Facsimile: Email: RGoth@GFIDigital.com	YES
CONTRACT COMING SOON		GFI Digital 2504-5 William Street Cape Girardeau, MO 63703 Contact Person: John Hauck Telephone: 573-332-8434 Facsimile: Email: JHauck@GFIDigital.com	YES
CONTRACT COMING SOON		Scheffers Office Furniture and Business Machines 1558 State Highway H Sikeston, MO 63801 Contact Person: Sonny Scheffer Telephone: 217-224-8990 Facsimile: Email: Richard@Scheffersofbm.com	YES
CONTRACT COMING SOON		Pro-Tech Company, Inc. 2411 East Illinois Kirksville, MO 63501 Contact Person: Steve Tharp Telephone: 660-665-3171 Facsimile: Email: Steve@ProTechCo.com	YES
CONTRACT COMING SOON		RTD Office Products, Inc 208 South Tenth Street Quincy, IL 62301 Contact Person: Telephone: 217-224-8990 Facsimile: 217-224-9015 Email: RTD@Adams.net	YES

XEROX CORPORATION INFORMATION

CONTRACT NUMBER	VENDOR NUMBER	CONTRACTOR DESCRIPTION	COOP PROCUREMENT
C215080033	1604680200 T	<p>Xerox Corporation 100 Clinton Avenue Rochester, NY 14644</p> <p>Contact Person: Todd Vodnansky Office Telephone: 314-542-8419 Cellular: 314-705-6106 Facsimile: 314-542-8456 Email: Todd.Vodnansky@Xerox.com</p>	YES

STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
10/02/09 – 12/31/19	12/28/15	Authorized dealer contracts established for Canon.
10/02/09 – 12/31/19	12/18/15	Authorized dealer contracts established for Konica Minolta and Canon.
10/02/09 – 12/31/19	12/16/15	Authorized dealer contracts established for Konica Minolta and Canon.
10/02/09 – 12/31/19	12/8/15	Contract established with Canon. Authorized dealer contracts established for Konica Minolta and Canon.
10/02/09 – 12/31/19	10/07/15	Contracts established with Konica Minolta, Ricoh, Sharp, and Xerox. Contracts with Canon, Toshiba, and contracts for authorized dealers coming soon.

GENERAL INFORMATION AND REQUIREMENTS

1. BACKGROUND:

- 1.1 These cooperative contracts provide for the outright purchase and lease of copier-based multifunctional equipment and accessories through December 31, 2019. Copier-based multifunctional equipment acquired via lease will be renewed based upon the applicable term selected by the ordering agency pursuant to the NASPO ValuePoint contract and Participating Addendum with each manufacturer.
- 1.2 This NASPO ValuePoint contract includes five groupings of devices as well as software bundles that enable and enhance the multifunction capabilities of the devices. The groupings are:

Group A – Convenience Copiers (B&W and Color/B&W)
Group B – Production Copiers (B&W and Color/B&W)
Group C – Wide Format Devices (B&W and Color/B&W)
Group D – Printers (B&W and Color/B&W)
Group E – Digital Duplicators
Group F – Scanners

- 1.3 The following tables show what manufacturers have been awarded contracts to sell which groups:

Awards by Category					
<u>Group A</u> Convenience Copiers	<u>Group B</u> Production Copiers	<u>Group C</u> Wide Format	<u>Group D</u> Printers	<u>Group E</u> Digital Duplicators	<u>Group F</u> Scanners
Canon USA Konica Minolta Ricoh USA Sharp Toshiba Xerox	Canon USA Konica Minolta Ricoh USA Sharp Xerox	Canon USA Ricoh USA	Canon USA Hewlett Packard Konica Minolta Ricoh USA Xerox	Ricoh USA	Canon USA

Awards by Vendor						
Canon USA	Hewlett Packard	Konica Minolta	Ricoh	Sharp	Toshiba	Xerox
Group A Group B Group C Group D Group F	Group D	Group A Group B Group D	Group A Group B Group C Group D Group E	Group A Group B	Group A	Group A Group B Group D

- 1.4 STATE AGENCIES GOVERNED BY CHAPTER 34 RSMO ARE SPECIFICALLY PROHIBITED FROM ACQUIRE PRINTERS (GROUP D) THROUGH THIS AGREEMENT UNLESS SPECIFICALLY AUTHORIZED BY THE DIRECTOR OF THE DIVISION OF PURCHASING.

1.5 All Ricoh copiers purchased under contract C210038001 must be maintained under either contract C2100038001 or Specialty Underwriters' contract, C213007001.

1.6 Segment: The following Segments shall be utilized to group the various speeds of copiers within Groups A, B, C, D and E:

Group A – Convenience Copiers Includes B&W and Color/B&W		
Segment	Speed in Impressions Per Minute (IPM)	State Printing Approval Required
A2	20 – 30	NO
A3	31 - 40	NO
A4	41 - 69	YES – If over 60 IPM
A5	70 - 90	YES

Group B – Production Copiers Includes B&W and Color/B&W		
Segment	Speed in Impressions Per Minute (IPM)	State Printing Approval Required
B6	91 - 119	YES
B7	120 - 139	YES
B8	140 - 159	YES
B9	160+	YES

Group C – Wide Format Devices Includes B&W and Color/B&W			
Segment	Speed in Square Feet Monthly (SFM)	D Size a Minute	State Printing Approval Required
C1	100 – 119	4+	YES
C2	120 – 139	9+	YES
C3	140 – 159	20+	YES

Group D – Printers Includes B&W and Color/B&W	
Segment	Color Speed in Impressions Per Minute (IPM)
D1	Up to 20
D2	21 - 40
D3	41 – 60

Group F – Scanners	
Segment	Speed in Images Per Minute (IPM)
F0	30 - 49
F1	50 - 59
F2	60 - 69
F3	70 - 79
F4	80 - 89
F5	90+

2. STATE AGENCY USAGE REQUIREMENTS:

State agencies governed by Chapter 34 RSMo must utilize the contract in the following manner:

2.1 Quotations: State agencies should obtain price quotations from at least three manufacturers before purchasing products through the contract.

- 2.2 Color and High Speed Units: Before purchasing a color multifunction device of any speed or a black and white multifunction device with a speed equal to or greater than 60 pages per minute (PPM), a state agency must obtain written approval to purchase the device from Rodney Vessell (Rodney.Vessell@oa.mo.gov) of OA General Services State Printing. State agencies must submit State Printing's written approval with the purchase order.
- 2.3 Trade-Ins: State agencies must obtain OA Surplus Property's approval before trading in a copier.
- 2.4 Hard Drive Erase: State agencies must purchase hard drive erase software for all devices containing a hard drive.
- 2.5 Orders and Invoicing: When the manufacturer utilizes dealers to accept orders and payments, then the order must be placed to the same vendor as the payment will be made. (i.e. If orders are submitted to the manufacturer, then payment must be submitted to the manufacturer. If orders are submitted to a dealer then payment must be submitted to the same dealer.)
- 2.6 Financing Options: State agencies may enter into fair market value/operational leases, cancelable rentals, and non-cancelable rentals. State agencies must NOT enter into capital leases.

3. **ORDERING:**

- 3.1 Contractors must quote leasing and rental rates for Fair Market Value Leases, Operational Leases, Non-Cancelable Rentals, and Cancelable Rentals. State agencies must NOT enter into capital leases.
- 3.2 Agencies may use either PGQ or SC for placing orders from this contract. The following information needs to be included on purchase orders submitted for maintenance so the contractor can bill and collect meter readings correctly.

State of MO Contract number
 NASPO ValuePoint Contract number (#3091)
 Contractor Vendor Number
 Copier make
 Copier model
 Manufacturer Equipment ID Number or the Manufacturer Ser No
 Time Period the PO covers (For example: July 1, 2013 thru June 30, 2014)
 Quantity
 Monthly payment and monthly copy allowance
 Bill to Address
 Ship to address.....Copier address location, i.e., Dept and/or Div, Street Address, Room No., City, State, Zip
 Key Operator name for meter readings
 Key Operator fax number
 Key Operator phone number

- 3.3 This information will allow the contractor to set the copier up properly in the system to bill the correct amount to the correct address, inform the service tech of the location of the machine when service is needed, and give the contractor ample information to collect the monthly meter reading.
- 3.4 Owned Equipment Trade-In: Contractors may allow for state agencies to trade-in owned copier equipment as part of a new copier agreement under this contract, according to state regulations and laws. The value for the trade-in will be negotiated by the contractor and state agency at the time of the transaction and may not include any disposal or shipping fees.
 - a. Moves, equipment pickups and equipment trade-ins must be accomplished within 30 days of the request.
 - b. State agencies must obtain OA Surplus Property's approval before trading in a copier.
- 3.5 New orders for equipment must be installed by the contractor within 30 calendar days of order placement. Excess installation time may be afforded by the state agency. Software related to the equipment must be installed within five working days of the equipment installation unless the state agency extends this time.

3.6 When the manufacturer utilizes dealers to accept orders and payments, then the order must be placed to the same vendor as the payment will be made. (i.e. If orders are submitted to the manufacturer, then payment must be submitted to the manufacturer. If orders are submitted to a dealer then payment must be submitted to the same dealer.)

4. PAYMENT:

4.1 The contractors will invoice the state agency directly with that state agency paying the vendor or their authorized dealers directly.

4.2 All payments shall be made in arrears only.

5. INSTALLATION:

5.1 Pricing must include all in-house delivery of equipment and software, installation of equipment/accessories/software, network installation, removal of all waste material, initial training costs and removal cost (of the equipment placed under any subsequent agreement).

5.2 Network installation shall include: configuration of the copier for the proper network protocols; and installation of the appropriate print drivers on up to five computers per unit ordered.

5.3 Contractors may charge for excessive installation requirements including rigging, excessive access alterations and access to non-ground floors via stairs. Any such excessive installation charges must be quoted to the state agency prior to the signature of any lease, rental or purchase agreement and the resulting charge may not exceed this quote; but shall be based on the actual expenditures by the contractor.

6. CONTRACT INFORMATION:

6.1 Pricing for this NASPO ValuePoint contract must be expressed as a discount from Manufacturer’s Suggested Retail Price (MSRP). MSRP must be a published figure with Buyers Laboratory Inc (BLI). Discounts from list may be increased during the term of the contract by the contractors. At no time during the contract period may the discount be reduced.

6.2 Dedicated Contract Website: Contractors must maintain a contract website for the State of Missouri. Below is a link to the dedicated contract websites for each manufacturer:

Canon USA	Coming Soon
Konica Minolta	http://kmbcontent.konicaminolta.us/content/microsites/PublicSites/naspo3091/home?CustFoldName=naspo3091&MicrositeFoldName=PublicSites
Ricoh USA	http://www.ricoh-usa.com/rmap/wsca/
Sharp Electronics	Coming Soon
Toshiba America	Coming Soon
Xerox	https://www.portal.xerox.com/is-bin/INTERSHOP.enfinity/WFS/Xerox-PSO-Site/en_US/-/USD/SSO-Start?CustomerLocale=en_US&LoginForm_OrganizationCode=WSCA&LoginEmail=wsc.user%40xerox.com&LoginForm_Login=wsc.user%40xerox.com&RequestName=GuestLogin&Vanity=
Hewlett Packard	Coming Soon

6.3 Survivability: Placements made using the authority provided by this contract will survive the contract itself. Those state agencies purchasing, renting or leasing the equipment will continue to receive ongoing service from the

contractor at the agreed upon contract rate through the term of their placement contract agreement. The contract terms and conditions will survive the authorizing contract through that final term and any subsequent renewals and extensions.

- a. Those state agencies purchasing equipment will receive ongoing service from the contractor at the agreed upon contract rate until the expiration of the service contract. Upon the contract termination, state agencies and contractors may agree to further extend a placement. Such further extensions shall not be for more than twelve month terms, and the State agency will reserve the right to terminate these placements with 30 days written notice and without termination penalties.

6.4 Termination for Non-appropriation: The continuation of any financial obligation beyond the current fiscal year is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the local source, state legislature and/or federal sources. The state agency may terminate any financial obligation, and contractor waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the state agencies funding from local, state and/or federal sources is not appropriated, withdrawn or limited.

6.5 End of Term Notification: Contractors must notify a State agency, in writing, 90 days prior to the end of any financing term or service and supplies term. Contractors must also inform the state agency of the options available to them as provided for in any resulting contract.

6.6 Warranty: Equipment must carry a minimum 90 day warranty that it is free from defects in material and workmanship. If defects are identified, the contractor agrees to repair or replace defective parts promptly on a like-for-like basis without additional cost to the state agency. Any and all items failing during the warranty period will be replaced promptly free of charge. Upon significant failure, the warranty period will commence again for a minimum 90 additional days. Significant failure shall be determined by the buyer of record.

6.7 Lemon Clause: This clause applies to all devices purchased or leased through this contract. The application period is 36 months from the date of installation. This clause takes precedence over any other warranty or service maintenance clauses associated with this contract. For purchased devices, agencies must maintain an uninterrupted maintenance agreement with the contract vendor for the Lemon Clause to apply past the initial 90-day warranty period. Any device that fails (except due to operator error) to operate in accordance with the manufacturer's published performance specifications four times in any four week period and/or is subject to recurring related problems shall be replaced with a new copier that meets the requirements of the same lot as the original copier, at no cost to the user. The Participating State Contract Administrator will review user requests for the application of this clause and will make a determination regarding its use. If 25% or less of the device's useful life has been used up, the device must be replaced with a "new device". A "like for like" device may be used if 25% or more of the useful life of the device has been used up and the Customer agrees to the "like for like" exchange. Note: Prior to the lease or purchase of a device, Contractor must provide Customer with the device's "Useful Life". Failure to comply with the requirements of this clause may be grounds for default and contract cancellation by the Lead State Contract Administrator.

6.8 End of Term Notification: The contractor must notify a state agency, in writing, 90 days prior to the end of any financing term or service and supplies term. Contractors must also inform the state agency of the options available to them as provided for in any resulting contract.

7. LEASES:

7.1 Fair Market Value Lease: The customer may purchase the device at the end of the term at the then Fair Market Value. All fair market value leases shall have an end of term buyout to own value that is determined by the then current market price. Such leases shall be subject to monthly payment reduction by the Awarded Vendor upon renewal, based upon the depreciated value. The depreciated value must be disclosed to the Customer at the time of the renewal; and the renewal rate is subject to the same terms and conditions under the contract with the Awarded Vendor.

7.2 Operational Lease: Operational lease is used to acquire devices on a relatively short term basis with no benefit of ownership to the lessee; no buy-out will be considered.

- 7.3 **Non-Cancelable Rental:** The customer may not purchase the device at the end of the initial, or any subsequent renewal term. All non-cancelable rentals shall not have a buyout to own option and all Customers will be remitting payment for the usage of the device only. Such rentals shall be subject to monthly payment reduction by the Awarded Vendor upon renewal, based upon the depreciated value. The depreciated value shall never reach a value that would result in the transfer of the asset to the Customer. The depreciated value must be disclosed to the Customer at the time of the renewal; and the renewal rate is subject to the same terms and conditions under the contract with the Awarded Vendor.
- 7.4 All leases may be bought out to return to the contractors, although operational, non cancelable rentals and capital leases will be subject to a termination charge. The termination charge may not exceed the balance of lease payments and may not exceed more than four month service and supply base or 25% of the remaining term, whichever is less. No termination charges shall be applicable in the case of non-appropriations of funds.
- 7.5 The contractors, under this RFP and subsequent contract, may assign the leases produced under this contract; but the obligations, terms and conditions may not be altered and shall remain with the contractor.
- 7.6 State agencies may enter into fair market value/operational leases, cancelable rentals, and non-cancelable rentals. State agencies must NOT enter into capital leases.

8. MAINTENANCE:

- 8.1 Contractors must perform full service support for all proposed copiers during normal business hours (Monday through Friday, 8:00 a.m. – 5:00 p.m. not including state holidays) within the pricing proposed.
- 8.2 Contractors must maintain the following service response times according to the following service zones and segments, unless otherwise allowed by the buyer of record:

Urban Response Time	Rural Response Time	Remote Response Time
4 Hours	1 Working Day	4 Working Days

- a. Service Zone: The following table provides the definitions for three separate service zones based on the distance from the contractor’s closest Service Base Location.

Service Zone	Definition
Urban	Within a 60 mile radius of closest Service Base Location, within 60 miles of the State Capital or within 60 mile radius of a Metropolitan Statistical Area.
Rural	Outside a 60 mile radius from closest Service Base Location, the State Capital or a Metropolitan Statistical Areas.
Remote	Areas inaccessible via road from any Urban or Rural Service Zone regardless of distance.

- 8.3 Equipment Inspection/Testing/Acceptance: A written notice from a Purchasing Entity to Contractor advising Contractor that the Product has passed its Acceptance Testing. Acceptance of a Product for which acceptance testing is not required shall occur following the completion of delivery, installation, if required, and a reasonable time for inspection of the Product, unless the Purchasing Entity provides a written notice of rejection to Contractor.

The process for ascertaining that the Product meets the standards set forth in the section titled Standard of Performance and Acceptance of the WSCANASPO Master Agreement Terms and Conditions, prior to Acceptance by the Purchasing Entity.

8.4 No contract term for service, supplies, lease payments or rental payments may begin prior to successful delivery, installation and acceptance of the ordered equipment by the State agency. As such, no valid invoice may be issued by the Successful Vendor prior to the acceptance by the State agency.

9. CANCELLATION:

9.1 All Cancelable rentals may be canceled upon 30 days written notice to the contractors at any point during the lease or rental term. The contractors may assess a penalty of no more than four monthly lease/rental payments that are not to include service or supply base commitments for the cancelation of a cancelable rental. Such cancelation will be subject to review and approval by the buyer of record.

10. INVOICING REQUIREMENTS:

10.1 All invoices must bear the state's contract number, and reference the model number, serial number, copy usage, unit and extended price, billing period, and agency name and location.

10.2 The state agencies shall commit in advance to the monthly minimums specified on the Pricing Pages, thus creating a minimum monthly payment amount. If the state agency's usage exceeds their monthly minimum copy allowance, the contractor shall bill the state agency for their monthly minimum copy allowance price including the cost per copy pricing for each copy which exceeds their monthly minimum copy allowance.

10.3 There shall be no more than one billing per calendar month and bills for more or less than 30 days shall have the monthly copy allowance prorated. Any given calendar day shall only be billed 1 time. Contractors may use longer billing cycles, such as 60 or 90 days, but the monthly copy allowance and actual usage must be prorated accordingly.

10.4 The contractor shall provide each agency with meter cards for each copier as necessary. Agencies shall complete the cards and mail per instructions provided by the contractor.

886-4340

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 1/4/16

FIXED ASSET TAG NUMBER: 15531

DESCRIPTION: Canon Image Runner 2270

REQUESTED MEANS OF DISPOSAL: This copier is being traded in to Data Comm. IT will meet Data Comm at time of installation of new copier and trade-in of this copier to remove the hard drive in 15531 (if there is one), and they will haul off the copier and recycle.

OTHER INFORMATION:

Serial # C10016340

RECEIVED

CONDITION OF ASSET: High copy count.

JAN 07 2016

REASON FOR DISPOSITION: Copier difficult to maintain and keep running

BOONE COUNTY AUDITOR

COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Data Comm will pick up this copier in January

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1131

SIGNATURE *Cathy D Richards, Bo. Co. Public Admin*

AUDITOR

ORIGINAL PURCHASE DATE 3-22-06

RECEIPT INTO 1190-3836 *HA*

ORIGINAL COST \$4,297.94

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP 1601

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN \$0.00 trade-in value, but vendor will haul off and recycle

COMMISSION ORDER NUMBER 44-2016

DATE APPROVED 1-28-16

SIGNATURE *[Signature]*

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 1/7/15

FIXED ASSET TAG NUMBER: 18108

DESCRIPTION: CANON IR5570

RECEIVED

JAN 07 2016

REQUESTED MEANS OF DISPOSAL: TRADE-IN

BOONE COUNTY AUDITOR

OTHER INFORMATION: TO BE REMOVED WHEN NEW COPIER IS DELIVERED

CONDITION OF ASSET: POOR

REASON FOR DISPOSITION: PURCHASING A NEW NEWWORK PRINTER/COPIER/NETWORK SCANNER

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

LOCATION OF ASSET AND DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 1ST FLOOR CIRCUIT CLERK'S OFFICE-FAMILY COURT DIVISION

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1221

SIGNATURE Debbie Spoo

AUDITOR

ORIGINAL PURCHASE DATE 11-16-05

RECEIPT INTO 1190-383.5 HA

ORIGINAL COST \$10,252.15

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP 1601

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

___ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

___ TRADE ___ AUCTION ___ SEALED BIDS

___ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 44-2016

DATE APPROVED 1-28-16
SIGNATURE [Signature]

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

January Session of the January Adjourned

Term. 20 16

County of Boone

} ea.

In the County Commission of said county, on the

28th

day of

January

20

16

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

Now on this day the County Commission of the County of Boone does hereby approve partial award bid 25-15JUN15 – Purchase of Service Contracts for Children’s Services Fund to:

Youth Empowerment Zone

The Employment Program

Contract from date of award through December 31, 2016 with two, optional one-year renewals

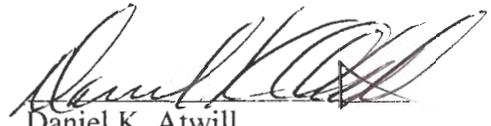
\$124,515.00

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

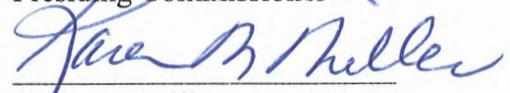
Done this 28th day of January, 2016.

ATTEST:

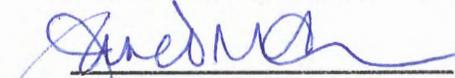
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
Acting Presiding Commissioner



Janet M. Thompson
District II Commissioner

45-2016

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

COPY

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPO, CPPB
DATE: January 22, 2016
RE: RFP Award Recommendation: *25-15JUN15 – Purchase of Service Contracts for Children's Services Fund*

Request for Proposal *25-15JUN15 – Purchase of Service Contracts for the Children's Services Fund* closed on June 15, 2015. 19 proposal responses were received.

The following is a partial recommendation of contract award. This is the last contract that is being awarded from this bid. The other contracts were awarded on commission orders 535-2015, 622-2015, and 627-2015.

The following contract is being first read:

Youth Empowerment Zone
The Employment Program
Contract from date of award through December 31, 2016 with two, optional one-year renewals
\$124,515.00

Invoices will be paid from department 2161 – CCS Funding Opportunities, account 71106 – Contracted Services. \$8,350,000.00 was budgeted in 2016.

Attached are the evaluation team's score sheets.

ATT Score Sheets

cc: Proposal File
Kelly Wallis, Joanne Nelson, Children's Services



Organization Name: Heart of Missouri CASA

Program Name: Heart of Missouri CASA

OVERALL SCORE SHEET		
	Total Possible Score	Group Score
Organization Profile Section	6.00	0.00
Program Budget Section	6.00	0.00
Program Overview Section	30.00	0.00
Program Service Section (POS Only)	15.00	0.00
Program Consumer Demographics Section	3.00	0.00
Program Performance Measures Section	30.00	0.00
Overall Comments	10.00	0.00
Matching Funds	10.00	0.00
Collaboration	15.00	0.00
<i>Final Score:</i>	<i>125.00</i>	<i>This proposal was found non-responsive based on the directions that stated organizations may not apply for the same funding that they already receive.</i>

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

Signature of Evaluators

Kathy Thronley

Signature

10-8-15

Date

Harvey D. Williams

Signature

10-8-15

Date

Signature

Date



Organization Name: Harrisburg Early Learning Center

Program Name: School Age and Early Childhood Services

OVERALL SCORE SHEET		
	Total Possible Score	Group Score
Organization Profile Section	6.00	4.00
Program Budget Section	6.00	4.00
Program Overview Section	30.00	22.00
Program Service Section (POS Only)	15.00	5.00
Program Consumer Demographics Section	3.00	2.00
Program Performance Measures Section	30.00	20.00
Overall Comments	10.00	3.00
Matching Funds	10.00	0.00
Collaboration	15.00	0.00
<i>Final Score:</i>	<i>125.00</i>	<i>60.00</i>

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

Signature of Evaluators

Kathy Crowley

Signature

10-8-15

Date

Harry D. Williams

Signature

10-8-15

Date

Signature

Date



Organization Name: Harrisburg Early Learning Center

Program Name: School Age and Early Childhood Services

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION CRITERIA	
Organization Profile Section	
Organization General (P = 3) <ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	2.00
Comments:	
Organization Financial (P = 3) <ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	2.00
Comments: Is there a more recent audit other than 2013 with an issue date of April 30, 2014?	
	Score
Total Group Score for Organization Profile (P = 6):	4.00
PROGRAM CRITERIA	
Program Budget Section	
Program Budget (P = 3) <ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	2.00
Comments: Are there any funds currently being received from Heart of Missouri United Way? If so, how much? Wonder why School Age teachers are being trained and administering ASQ's and ASQ-SE's when the screening tool is only for children up to the age of 5.5/6 years of age. Need more explanation associated with the supplies and materials and materials cost. Are there funds received from the Missouri Department of Social Services for child care subsidy? If so, where is this in the budget? Score revised based on clarification response.	

	Score
Total Group Score for Program Budget Section (P = 3) x 2 for weighted value:	4.00
Program Overview Section	
Program Consumers (P = 3) <ul style="list-style-type: none"> • Use of valid and reliable data to describe the program consumers • Rationale for the target program consumers • Recognition of impediments or challenges in serving target program consumers 	3.00
Comments: Good explanation of consumers.	
Statement of Issue Being Addressed(P = 3) <ul style="list-style-type: none"> • Relevancy of issue to be addressed to the issue(s) identified in RFP • Use of valid and reliable data to describe the issue • Use of valid and reliable data to describe the population affected by the issue • Use of valid and reliable data to describe the effect of the issue in Boone County 	2.00
Comments:	
Program Goal (P = 3) <ul style="list-style-type: none"> • Relevance of stated goal(s) to organization's goal(s), the issue(s) to be addressed, and program consumers. 	2.00
Comments: The goal of this program seems unclear. Score revised based on clarification response.	
Program Description (P = 3) <ul style="list-style-type: none"> • Detail of overview of the proposed program • Description of where and when the program services will be offered • Relevance of program services to the issue identified in the RFP • Description of consumer access to program (eligibility, fees, etc.) • Program uses best practices that are evidence-based 	2.00
Comments: The program description is difficult to understand and needs assistance in conceptualizing the organizations needs. Score revised based on clarification response.	
Program Personnel (P = 3) <ul style="list-style-type: none"> • Program personnel qualifications appropriate to deliver proposed services • Program staffing levels adequate to provide proposed services • Program personnel compensation levels reasonable 	2.00
Comments: Confused why school-age teachers would be trained for ASQ when this screening stops at the age of 5.5/6. Need a better understanding of how these teachers are utilized in the organization.	
Program Fee (P = 3) <ul style="list-style-type: none"> • Description and justification of the fee for services 	2.00
Comments: There seems to be trouble equating training and services into an understandable fee for service. Seems to have trouble translating the service into a fixed Unit Rate. Score revised based on clarification response.	

Program Service Levels (P = 3) <ul style="list-style-type: none"> • Number of people to be served • Cost per individual served 	2.00
Comments: The number of people to be served in this section is 43. The number of unduplicated individuals to be served in the Program Performance Measures is 61. These two totals should match. Score revised based on clarification response.	
Program Service Need (P = 3) <ul style="list-style-type: none"> • Clear statement of service need in Boone County • Identification of other organizations providing the proposed program services • Description of how this program is not duplicative of other programs in Boone County 	3.00
Comments:	
Funding Request Justification (P = 3) <ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	2.00
Comments: The confusion with the unit rate caused issues with the Funding Request Justification narrative.	
Reference List (citations) (P = 3) <ul style="list-style-type: none"> • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments:	
	Score
Total Group Score for Program Overview Section (P = 30):	22.00
Program Service Section (POS only)	
Program Service (P = 3) <ul style="list-style-type: none"> • Unit of service rate(s) (cost) tied to an established public funding unit rate • Total number of units of service(s) • Average units of service per individual 	1.00
Comments: The Budget request total is \$35,000 but the total for all the services listed under the Program Service page totals \$20,375.14, these figures should match up. There seems to be trouble translating services into fixed unit rate.	
	Score
Total Group Score for Program Service Section (P = 3) x 5 for weighted value:	5.00
Program Consumer Demographics Section	
Program Consumer Demographics (P = 3) <ul style="list-style-type: none"> • Reflects target program consumers description 	2.00

Comments: See the comments section in the Program Consumer Levels response.

Score

Total Group Score for Program Consumer Demographics Section (P = 3) : 2.00

Program Performance Measures Section

Performance Measures (P = 3)

- Relationship of outcome(s) to program goal(s) and issue identified in RFP
- Relativity and feasibility of outcome indicator(s)
- Relativity, validity, and reliability of the method(s) of measurement

2.00

Comments: There seems to be a disconnect between the service, outcomes, and Method of Measurement.

Score

**Total Group Score for Program Performance Measures Section (P = 3) x 10
for weighted value:** 20.00

Overall Comments (P = 0-10 Extra Points)

Clarity and Accuracy of Proposal: Information submitted is clear, accurate, concise, and written in correct style.

Responsiveness: The proposal is responsive to the Project Information and Requirements as stated in the RFP (e.g. meaningful program services, organization meets minimum eligibility requirements, organization is qualified to provide proposed services.)

Priority: Does the proposal address a need identified by the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri Community Input Report, and the policy brief, "Are the Children Well? A model and recommendations for Promoting the Mental Awareness of the Nation's Young People".

Score

Total Group Score for Overall Comments (P = 10): 3.00

Comments: Will need to work with refining the written proposal. Need help conceptualizing their ideas and stating them clearly. Met the Priority Area from the policy brief, "Are the Children Well?": Fund research for programs that promote wellness, instead of exclusive focus on treating illness and increase access to high-quality child care and early childhood education particularly for low-income families.

Matching Funds (P = 0-10 Extra Points)

Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?

Score

Total Group Score for Matching Funds (P = 10): 0.00

Comments: No matching funds mentioned in the proposal.

Collaboration (P = 0-15 Extra Points)

Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.

Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?

	Score
Total Group Consensus for Collaboration (P = 15):	0.00

Comments: There is no "true" collaboration based on the above definition.



Organization Name: Fun City Youth Academy

Program Name: Fun City Youth Academy

OVERALL SCORE SHEET		
	Total Possible Score	Group Score
Organization Profile Section	6.00	5.00
Program Budget Section	6.00	4.00
Program Overview Section	30.00	26.00
Program Service Section (POS Only)	15.00	15.00
Program Consumer Demographics Section	3.00	2.00
Program Performance Measures Section	30.00	20.00
Overall Comments	10.00	6.00
Matching Funds	10.00	0.00
Collaboration	15.00	10.00
<i>Final Score:</i>	125.00	88.00

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

Signature of Evaluators

Kathy Crowley

Signature

10-8-15

Date

Harry D. Williams

Signature

10-8-15

Date

Signature

Date



Organization Name: Fun City Youth Academy

Program Name: Fun City Youth Academy

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION CRITERIA	
Organization Profile Section	
Organization General (P = 3) <ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	3.00
Comments: Well written.	
Organization Financial (P = 3) <ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	2.00
Comments: Need explanation why the organization is no longer receiving Children's Trust Fund (CTF) funds.	
Score	5.00
Total Group Score for Organization Profile (P = 6):	
PROGRAM CRITERIA	
Program Budget Section	
Program Budget (P = 3) <ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	2.00
Comments: Are there funds received from the Missouri Department of Social Services for child care subsidy? If so, where is this in the budget?	
Score	4.00
Total Group Score for Program Budget Section (P = 3) x 2 for weighted value:	
4.00	

Program Overview Section

Program Consumers (P = 3)

- Use of valid and reliable data to describe the program consumers
- Rationale for the target program consumers
- Recognition of impediments or challenges in serving target program consumers

3.00

Comments: Well written.

Statement of Issue Being Addressed(P = 3)

- Relevancy of issue to be addressed to the issue(s) identified in RFP
- Use of valid and reliable data to describe the issue
- Use of valid and reliable data to describe the population affected by the issue
- Use of valid and reliable data to describe the effect of the issue in Boone County

3.00

Comments: Well written.

Program Goal (P = 3)

- Relevance of stated goal(s) to organization's goal(s), the issue(s) to be addressed, and program consumers.

3.00

Comments: Well written.

Program Description (P = 3)

- Detail of overview of the proposed program
- Description of where and when the program services will be offered
- Relevance of program services to the issue identified in the RFP
- Description of consumer access to program (eligibility, fees, etc.)
- Program uses best practices that are evidence-based

2.00

Comments: More information is needed on the screening tools utilized in the program and when counseling will be administered and by whom.

Program Personnel (P = 3)

- Program personnel qualifications appropriate to deliver proposed services
- Program staffing levels adequate to provide proposed services
- Program personnel compensation levels reasonable

2.00

Comments: Concern expressed about the pay of some of the staff - Parent Advocate \$5.00 and require a BA in social work and \$9.00 for a counselor with a BS in counseling. To do counseling with a child and/or the family a qualified mental health profession is required. More written clarification is needed.

Program Fee (P = 3)

- Description and justification of the fee for services

3.00

Comments: Organization receives Missouri Department of Social Services child care subsidy for children enrolled in their Saturday and Summer program.

Program Service Levels (P = 3) <ul style="list-style-type: none"> • Number of people to be served • Cost per individual served 	3.00
Comments:	
Program Service Need (P = 3) <ul style="list-style-type: none"> • Clear statement of service need in Boone County • Identification of other organizations providing the proposed program services • Description of how this program is not duplicative of other programs in Boone County 	3.00
Comments:	
Funding Request Justification (P = 3) <ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	2.00
Comments: Need clarification on CTF funds. Why are those ending in in June 2016?	
Reference List (citations) (P = 3) <ul style="list-style-type: none"> • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments:	
	Score
Total Group Score for Program Overview Section (P = 30):	26.00
Program Service Section (POS only)	
Program Service (P = 3) <ul style="list-style-type: none"> • Unit of service rate(s) (cost) tied to an established public funding unit rate • Total number of units of service(s) • Average units of service per individual 	3.00
Comments:	
	Score
Total Group Score for Program Service Section (P = 3) x 5 for weighted value:	15.00
Program Consumer Demographics Section	
Program Consumer Demographics (P = 3) <ul style="list-style-type: none"> • Reflects target program consumers description 	2.00
Comments:	

	Score
Total Group Score for Program Consumer Demographics Section (P = 3) :	2.00
Program Performance Measures Section	
Performance Measures (P = 3) <ul style="list-style-type: none"> • Relationship of outcome(s) to program goal(s) and issue identified in RFP • Relativity and feasibility of outcome indicator(s) • Relativity, validity, and reliability of the method(s) of measurement 	2.00
Comments: Need more specific information on the SETCLAE. Also need more information on the other assessments listed in the Method of Measurement section.	
	Score
Total Group Score for Program Performance Measures Section (P = 3) x 10 for weighted value:	20.00
Overall Comments (P = 0-10 Extra Points)	
<p>Clarity and Accuracy of Proposal: Information submitted is clear, accurate, concise, and written in correct style.</p> <p>Responsiveness: The proposal is responsive to the Project Information and Requirements as stated in the RFP (e.g. meaningful program services, organization meets minimum eligibility requirements, organization is qualified to provide proposed services.)</p> <p>Priority: Does the proposal address a need identified by the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri Community Input Report, and the policy brief, "Are the Children Well? A model and recommendations for Promoting the Mental Awareness of the Nation's Young People".</p>	
	Score
Total Group Score for Overall Comments (P = 10):	6.00
Comments: Overall, proposal was well written. Goals and mission were laid out well. Met the Priority Area from the policy brief, "Are the Children Well?": Fund research for programs that promote wellness, instead of exclusive focus on treating illness and increase access to high-quality child care and early childhood education particularly for low-income families.	
Matching Funds (P = 0-10 Extra Points)	
<p>Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?</p>	
	Score
Total Group Score for Matching Funds (P = 10):	0.00
Comments: No matching funds mention in the proposal.	

Collaboration (P = 0-15 Extra Points)

Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.

Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?

	Score
Total Group Consensus for Collaboration (P = 15):	10.00

Comments: Working with a wide variety of community members.



Organization Name: First Chance For Children

Program Name: Boone County PAT+ Program

OVERALL SCORE SHEET		
	Total Possible Score	Group Score
Organization Profile Section	6.00	5.00
Program Budget Section	6.00	4.00
Program Overview Section	30.00	27.00
Program Service Section (POS Only)	15.00	10.00
Program Consumer Demographics Section	3.00	2.00
Program Performance Measures Section	30.00	20.00
Overall Comments	10.00	7.00
Matching Funds	10.00	0.00
Collaboration	15.00	5.00
<i>Final Score:</i>	<i>125.00</i>	<i>80.00</i>

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

Signature of Evaluators

Kathy Thorsley

Signature

10-8-15

Date

Harold Williams

Signature

10-8-15

Date

Signature

Date



Organization Name: First Chance For Children

Program Name: Boone County PAT+ Program

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION CRITERIA	
Organization Profile Section	
Organization General (P = 3) <ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	3.00
Comments:	
Organization Financial (P = 3) <ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	2.00
Comments:	
Total Group Score for Organization Profile (P = 6):	Score 5.00
PROGRAM CRITERIA	
Program Budget Section	
Program Budget (P = 3) <ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	2.00
Comments:	
Total Group Score for Program Budget Section (P = 3) x 2 for weighted value:	Score 4.00

Program Overview Section

Program Consumers (P = 3)

- Use of valid and reliable data to describe the program consumers
- Rationale for the target program consumers
- Recognition of impediments or challenges in serving target program consumers

3.00

Comments: Good description of consumers.

Statement of Issue Being Addressed(P = 3)

- Relevancy of issue to be addressed to the issue(s) identified in RFP
- Use of valid and reliable data to describe the issue
- Use of valid and reliable data to describe the population affected by the issue
- Use of valid and reliable data to describe the effect of the issue in Boone County

3.00

Comments: Good description of the Statement of Issue being Addressed.

Program Goal (P = 3)

- Relevance of stated goal(s) to organization's goal(s), the issue(s) to be addressed, and program consumers.

3.00

Comments: Goal fits well with current organization mission and work.

Program Description (P = 3)

- Detail of overview of the proposed program
- Description of where and when the program services will be offered
- Relevance of program services to the issue identified in the RFP
- Description of consumer access to program (eligibility, fees, etc.)
- Program uses best practices that are evidence-based

2.00

Comments:

Program Personnel (P = 3)

- Program personnel qualifications appropriate to deliver proposed services
- Program staffing levels adequate to provide proposed services
- Program personnel compensation levels reasonable

3.00

Comments:

Program Fee (P = 3)

- Description and justification of the fee for services

2.00

Comments: No rationale for the decision not to charge fees in the narrative section.

Program Service Levels (P = 3) <ul style="list-style-type: none"> • Number of people to be served • Cost per individual served 	3.00
Comments:	
Program Service Need (P = 3) <ul style="list-style-type: none"> • Clear statement of service need in Boone County • Identification of other organizations providing the proposed program services • Description of how this program is not duplicative of other programs in Boone County 	3.00
Comments:	
Funding Request Justification (P = 3) <ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	3.00
Comments:	
Reference List (citations) (P = 3) <ul style="list-style-type: none"> • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments:	
	Score
Total Group Score for Program Overview Section (P = 30):	27.00
Program Service Section (POS only)	
Program Service (P = 3) <ul style="list-style-type: none"> • Unit of service rate(s) (cost) tied to an established public funding unit rate • Total number of units of service(s) • Average units of service per individual 	2.00
Comments:	
	Score
Total Group Score for Program Service Section (P = 3) x 5 for weighted value:	10.00
Program Consumer Demographics Section	
Program Consumer Demographics (P = 3) <ul style="list-style-type: none"> • Reflects target program consumers description 	2.00
Comments:	

	Score
Total Group Score for Program Consumer Demographics Section (P = 3) :	2.00
Program Performance Measures Section	
Performance Measures (P = 3) <ul style="list-style-type: none"> • Relationship of outcome(s) to program goal(s) and issue identified in RFP • Relativity and feasibility of outcome indicator(s) • Relativity, validity, and reliability of the method(s) of measurement 	2.00
Comments: Generic indicators, will need a little more clarity for each one of the outlined Outcome. Outcomes are not really linked to a form of measurement.	
	Score
Total Group Score for Program Performance Measures Section (P = 3) x 10 for weighted value:	20.00
Overall Comments (P = 0-10 Extra Points)	
Clarity and Accuracy of Proposal: Information submitted is clear, accurate, concise, and written in correct style.	
Responsiveness: The proposal is responsive to the Project Information and Requirements as stated in the RFP (e.g. meaningful program services, organization meets minimum eligibility requirements, organization is qualified to provide proposed services.)	
Priority: Does the proposal address a need identified by the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri Community Input Report, and the policy brief, "Are the Children Well? A model and recommendations for Promoting the Mental Awareness of the Nation's Young People".	
	Score
Total Group Score for Overall Comments (P = 10):	7.00
Comments: Met the Priority Area from the policy brief, "Are the Children Well?": Fund research for programs that promote wellness, instead of exclusive focus on treating illness and promote "warm and firm" parenting through comprehensive parenting programs and other outreach.	
Matching Funds (P = 0-10 Extra Points)	
Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?	
	Score
Total Group Score for Matching Funds (P = 10):	0.00
Comments: No matching funds mentioned in the proposal.	

Collaboration (P = 0-15 Extra Points)

Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.

Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?

	Score
Total Group Consensus for Collaboration (P = 15):	5.00

Comments: First Chance for Children will use PAT for training.



Organization Name: Boys and Girls Club of Columbia

Program Name: Great Futures Start Here

OVERALL SCORE SHEET		
	Total Possible Score	Group Score
Organization Profile Section	6.00	4.00
Program Budget Section	6.00	4.00
Program Overview Section	30.00	21.00
Program Service Section (POS Only)	15.00	10.00
Program Consumer Demographics Section	3.00	2.00
Program Performance Measures Section	30.00	20.00
Overall Comments	10.00	6.00
Matching Funds	10.00	0.00
Collaboration	15.00	0.00
<i>Final Score:</i>	125.00	67.00

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



Organization Name: Boys and Girls Club of Columbia

Program Name: Great Futures Start Here

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION CRITERIA	
Organization Profile Section	
Organization General (P = 3) <ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	2.00
Comments: There is good representation of Boone County on the board. Good history in the area.	
Organization Financial (P = 3) <ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	2.00
Comments:	
Score	
Total Group Score for Organization Profile (P = 6):	4.00
PROGRAM CRITERIA	
Program Budget Section	
Program Budget (P = 3) <ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	2.00
Comments: Evaluators had trouble understanding the budget presented. The explanations were lacking in the Budget Narrative; needed more information on each one of the revenues. Did not understand what the Healthy Lifestyles program is as described in the Heart of Missouri United Way and the Boone County - Children's Services Funding narrative sections. Score revised based on clarification response.	
Score	
Total Group Score for Program Budget Section (P = 3) x 2 for weighted value:	4.00

Program Service Levels (P = 3) <ul style="list-style-type: none"> • Number of people to be served • Cost per individual served 	2.00
Comments: Proposal states that Boys and Girls Club will serve 300 children, not sure how this number determined. The Program Budget needs to be linked in this section to determine the Average Cost per Individual.	
Program Service Need (P = 3) <ul style="list-style-type: none"> • Clear statement of service need in Boone County • Identification of other organizations providing the proposed program services • Description of how this program is not duplicative of other programs in Boone County 	2.00
Comments: Need more information about the reason to expand into Battle Elementary. Has there been a needs assessment to see if there a need for care in this school? Score revised based on clarification response.	
Funding Request Justification (P = 3) <ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	1.00
Comments: Justification for funding needs to include a better narrative.	
Reference List (citations) (P = 3) <ul style="list-style-type: none"> • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments:	
	Score
Total Group Score for Program Overview Section (P = 30):	21.00
Program Service Section (POS only)	
Program Service (P = 3) <ul style="list-style-type: none"> • Unit of service rate(s) (cost) tied to an established public funding unit rate • Total number of units of service(s) • Average units of service per individual 	2.00
Comments:	
	Score
Total Group Score for Program Service Section (P = 3) x 5 for weighted value:	10.00
Program Consumer Demographics Section	
Program Consumer Demographics (P = 3) <ul style="list-style-type: none"> • Reflects target program consumers description 	2.00
Comments:	

Comments: No matching funds mentioned in the proposal.

Collaboration (P = 0-15 Extra Points)

Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.

Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?

	Score
Total Group Consensus for Collaboration (P = 15):	0.00

Comments: There is no true collaboration in this proposal.



Organization Name: Nora Stewart Early Learning Center

Program Name: Nora Stewart

OVERALL SCORE SHEET		
	Total Possible Score	Group Score
Organization Profile Section	6.00	2.00
Program Budget Section	6.00	2.00
Program Overview Section	30.00	16.00
Program Service Section (POS Only)	15.00	5.00
Program Consumer Demographics Section	3.00	2.00
Program Performance Measures Section	30.00	20.00
Overall Comments	10.00	3.00
Matching Funds	10.00	0.00
Collaboration	15.00	0.00
<i>Final Score:</i>	<i>125.00</i>	<i>50.00</i>

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

Signature of Evaluators

Kathy Stonley

Signature

10-8-15

Date

Harold Williams

Signature

10-8-15

Date

Signature

Date



Organization Name: Nora Stewart Early Learning Center

Program Name: Nora Stewart

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION CRITERIA	
Organization Profile Section	
Organization General (P = 3) <ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	1.00
<p>Comments: There is no history of this organization providing this type of mental health/case management services to children and families. The proposal is missing information that includes: Brief Statement of Organization's Major Goals, an uploaded copy of the Articles of Incorporation, a description of the geographic Service Area, a description of the Population Served, and information on all the Governing Board Member's profile.</p>	
Organization Financial (P = 3) <ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	1.00
<p>Comments: The section of the proposal is missing the following information: The Organization Fiscal Year, an uploaded copy of the Financial Statement (most up-to-date copy of the organization's audit), a copy of the 990/990 EZ form, a narrative describing the Organization's Financial Policies and Procedures, and the information of the Top Five Compensated Employees.</p>	
	Score
Total Group Score for Organization Profile (P = 6):	2.00
PROGRAM CRITERIA	
Program Budget Section	
Program Budget (P = 3) <ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	1.00

Comments: The budget narrative fields lacked pertinent information (what the break down in funds are from each funder) on the revenue mentioned in the Proposed Year fields, no amount was listed in the Boone County- Children's Service Funding field, and the program expenses and revenue should be close to matching. Are there funds received from the Missouri Department of Social Services for child care subsidy? If so, where is this in the budget? Is there money from fundraising or any other revenue sources that will be utilized to support this program?

	Score
Total Group Score for Program Budget Section (P = 3) x 2 for weighted value:	2.00

Program Overview Section

<p>Program Consumers (P = 3)</p> <ul style="list-style-type: none"> • Use of valid and reliable data to describe the program consumers • Rationale for the target program consumers • Recognition of impediments or challenges in serving target program consumers 	2.00
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Comments:

<p>Statement of Issue Being Addressed(P = 3)</p> <ul style="list-style-type: none"> • Relevancy of issue to be addressed to the issue(s) identified in RFP • Use of valid and reliable data to describe the issue • Use of valid and reliable data to describe the population affected by the issue • Use of valid and reliable data to describe the effect of the issue in Boone County 	2.00
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Comments:

<p>Program Goal (P = 3)</p> <ul style="list-style-type: none"> • Relevance of stated goal(s) to organization's goal(s), the issue(s) to be addressed, and program consumers. 	2.00
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Comments:

<p>Program Description (P = 3)</p> <ul style="list-style-type: none"> • Detail of overview of the proposed program • Description of where and when the program services will be offered • Relevance of program services to the issue identified in the RFP • Description of consumer access to program (eligibility, fees, etc.) • Program uses best practices that are evidence-based 	2.00
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Comments: The proposal is on the right track for including mental health into the program.

<p>Program Personnel (P = 3)</p> <ul style="list-style-type: none"> • Program personnel qualifications appropriate to deliver proposed services • Program staffing levels adequate to provide proposed services • Program personnel compensation levels reasonable 	1.00
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Comments: The proposed Family Coordinator is required to hold a Masters in Child Development or related field and have early childhood and assessment experience. The proposed salary seems extremely high for some one with these qualifications. This individual would not have the necessary credentials to provide any type of mental health counseling.

Program Fee (P = 3) • Description and justification of the fee for services	1.00
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Comments: A better rationale is needed for not charging a fee for these services. Encourage the program to look at the model Head Start uses for their *Family Resource Provider* .

Program Service Levels (P = 3) • Number of people to be served • Cost per individual served	1.00
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Comments: The cost per individual seems a little high.

Program Service Need (P = 3) • Clear statement of service need in Boone County • Identification of other organizations providing the proposed program services • Description of how this program is not duplicative of other programs in Boone County	2.00
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Comments: The narrative questions need to be completed in this section.

Funding Request Justification (P = 3) • Justification for level of funding from Boone County • Basis for funding request from Boone County	1.00
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Comments: The answers to these two narrative questions don't answer the question posed in this section.

Reference List (citations) (P = 3) • Adherence to required citation methodology • Reference sources are valid and reliable	2.00
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Comments:

	Score
Total Group Score for Program Overview Section (P = 30):	16.00

Program Service Section (POS only)

Program Service (P = 3) • Unit of service rate(s) (cost) tied to an established public funding unit rate • Total number of units of service(s) • Average units of service per individual	1.00
--	-------------

Comments: There is only one proposed service that encompasses lots of different services (i.e. counseling, application assistance, home visits, assessments, referrals, shelter and utility). That rate for this work would be \$26.46/30 minutes or \$52.92/one hour. This seems to be extremely high for this type of work. Each one of these services need to be broken down into individual costs.

	Score
Total Group Score for Program Service Section (P = 3) x 5 for weighted value:	5.00

Program Consumer Demographics Section

Program Consumer Demographics (P = 3) • Reflects target program consumers description	2.00
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Comments:

	Score
Total Group Score for Program Consumer Demographics Section (P = 3) :	2.00

Program Performance Measures Section

Performance Measures (P = 3) • Relationship of outcome(s) to program goal(s) and issue identified in RFP • Relativity and feasibility of outcome indicator(s) • Relativity, validity, and reliability of the method(s) of measurement	2.00
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Comments: The responses to these narrative questions don't answer the question posed in this section. More information is needed on the Method of Measurements outlined in the proposal. Are there costs or training associated with getting trained to do these measurements? The Indicators/Outcomes in this section focuses on the family not necessarily on the child. For example, one of the Outcomes states "Improved school readiness" but the Indicator states "80% or better of NSEL families will experience improved school readiness and a plan for educational programming in public schools. Score revised based on clarification response.

	Score
Total Group Score for Program Performance Measures Section (P = 3) x 10 for weighted value:	20.00

Overall Comments (P = 0-10 Extra Points)

Clarity and Accuracy of Proposal: Information submitted is clear, accurate, concise, and written in correct style.

Responsiveness: The proposal is responsive to the Project Information and Requirements as stated in the RFP (e.g. meaningful program services, organization meets minimum eligibility requirements, organization is qualified to provide proposed services.)

Priority: Does the proposal address a need identified by the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri Community Input Report, and the policy brief, "Are the Children Well? A model and recommendations for Promoting the Mental Awareness of the Nation's Young People".

	Score
Total Group Score for Overall Comments (P = 10):	3.00
<p>Comments: There is some confusion on the Proposal Cover Sheet on what Statutorily Services apply for this proposal. This proposal only covers a few of these service types. Met the Priority Area from the policy brief, "Are the Children Well?": Fund research for programs that promote wellness, instead of exclusive focus on treating illness and increase access to high-quality child care and early childhood education particularly for low-income families. Encourage the program to avoid providing mental health services but act more as comprehensive case manager who refers families out for services.</p>	
Matching Funds (P = 0-10 Extra Points)	
<p>Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?</p>	
	Score
Total Group Score for Matching Funds (P = 10):	0.00
<p>Comments: There are no matching funds included in this proposal.</p>	
Collaboration (P = 0-15 Extra Points)	
<p>Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.</p> <p>Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?</p>	
	Score
Total Group Consensus for Collaboration (P = 15):	0.00
<p>Comments: There is no "true" collaboration based on the above definition.</p>	



Organization Name: CHA Low-Income Services, Inc.

Program Name: Youth Community Coalition Communities that Care Project

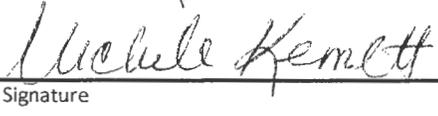
OVERALL SCORE SHEET		
	Total Possible Score	Group Score
Organization Profile Section	6.00	4.00
Program Budget Section	6.00	2.00
Program Overview Section	30.00	17.00
Program Service Section (POS Only)	15.00	10.00
Program Consumer Demographics Section	3.00	2.00
Program Performance Measures Section	30.00	20.00
Overall Comments	10.00	5.00
Matching Funds	10.00	0.00
Collaboration	15.00	1.00
<i>Final Score:</i>	<i>125.00</i>	<i>61.00</i>

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

Signature of Evaluators


Signature _____ Date 28 AUG '15


Signature _____ Date 8/13/15


Signature _____ Date 10/18/2015

Signature _____ Date _____



Boone County
Children's Services Fund
Group Consensus Score Sheet

Organization Name: CHA Low-Income Services, Inc.

Program Name: Youth Community Coalition Communities that Care Project

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION CRITERIA	
Organization Profile Section	
Organization General (P = 3) <ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	2.00
Comments:	
Organization Financial (P = 3) <ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	2.00
Comments: The top five compensation levels are for the entire organization staff including CEO, Executive Director, and any other top paid employees, seems that only program staff was provided.	
Score	Score
Total Group Score for Organization Profile (P = 6):	4.00
PROGRAM CRITERIA	
Program Budget Section	
Program Budget (P = 3) <ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	1.00
Comments: The budget states the request for funding from Children's Services Fund (CSF) is \$318,687 but the total amount request in the proposal is \$365, 937. Need explanation on how the \$46,250 would be utilized. The break down for the budget is 32% non personnel and 68% for personnel.	
Score	Score
Total Group Score for Program Budget Section (P = 3) x 2 for weighted value:	2.00

Program Overview Section

Program Consumers (P = 3)

- Use of valid and reliable data to describe the program consumers
- Rationale for the target program consumers
- Recognition of impediments or challenges in serving target program consumers

2.00

Comments: Described the consumers well.

Statement of Issue Being Addressed(P = 3)

- Relevancy of issue to be addressed to the issue(s) identified in RFP
- Use of valid and reliable data to describe the issue
- Use of valid and reliable data to describe the population affected by the issue
- Use of valid and reliable data to describe the effect of the issue in Boone County

2.00

Comments:

Program Goal (P = 3)

- Relevance of stated goal(s) to organization's goal(s), the issue(s) to be addressed, and program consumers.

2.00

Comments:

Program Description (P = 3)

- Detail of overview of the proposed program
- Description of where and when the program services will be offered
- Relevance of program services to the issue identified in the RFP
- Description of consumer access to program (eligibility, fees, etc.)
- Program uses best practices that are evidence-based

2.00

Comments: There is an assumption that readers knew about the coalition already established in Columbia and what they did. Difficult to understand the "supportive services" discussed in this section. Wondered why the cost of services in other smaller communities is at the same rate as Columbia. Score revised based on clarification response.

Program Personnel (P = 3)

- Program personnel qualifications appropriate to deliver proposed services
- Program staffing levels adequate to provide proposed services
- Program personnel compensation levels reasonable

2.00

Comments:

Program Fee (P = 3)

- Description and justification of the fee for services

1.00

Comments: seemed very expensive, cost of services the same as Columbia, please provide further justification for the cost of the program.

Program Service Levels (P = 3) <ul style="list-style-type: none"> • Number of people to be served • Cost per individual served 	1.00
Comments: The average cost per individual is expensive especially for it not offering a high intervention activity.	
Program Service Need (P = 3) <ul style="list-style-type: none"> • Clear statement of service need in Boone County • Identification of other organizations providing the proposed program services • Description of how this program is not duplicative of other programs in Boone County 	2.00
Comments: The statement of service need not clear for the rural counties.	
Funding Request Justification (P = 3) <ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	1.00
Comments: Readers were unclear about the services to be offered so it was difficult to determine if the funds are justified. Concerned that it is going to cost \$40,000 per community to set up these coalitions. Why are smaller communities the same price as larger communities?	
Reference List (citations) (P = 3) <ul style="list-style-type: none"> • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments:	
	Score
Total Group Score for Program Overview Section (P = 30):	17.00
Program Service Section (POS only)	
Program Service (P = 3) <ul style="list-style-type: none"> • Unit of service rate(s) (cost) tied to an established public funding unit rate • Total number of units of service(s) • Average units of service per individual 	2.00
Comments: The average cost of service per individual for Service #1 6,923.97 is extremely high, especially for it not being a high intervention activity. The cost per service is explained but not sure if the explanation truly helps in understanding the rational for each cost for service.	
	Score
Total Group Score for Program Service Section (P = 3) x 5 for weighted value:	10.00
Program Consumer Demographics Section	
Program Consumer Demographics (P = 3) <ul style="list-style-type: none"> • Reflects target program consumers description 	2.00

Comments: The Program Services Levels Section in the Program Overview states that this proposal will support 1660 Unduplicated Individuals, while the Consumer Demographics state they will support 660 individuals.

	Score
Total Group Score for Program Consumer Demographics Section (P = 3) :	2.00

Program Performance Measures Section

Performance Measures (P = 3)

- Relationship of outcome(s) to program goal(s) and issue identified in RFP
- Relativity and feasibility of outcome indicator(s)
- Relativity, validity, and reliability of the method(s) of measurement

2.00

Comments: Readers were unclear on the services and the method of measurement. There is no Plan B if school districts decide not to implement the Missouri State Student Survey. Score revised based on clarification response.

	Score
Total Group Score for Program Performance Measures Section (P = 3) x 10 for weighted value:	20.00

Overall Comments (P = 0-10 Extra Points)

Clarity and Accuracy of Proposal: Information submitted is clear, accurate, concise, and written in correct style.

Responsiveness: The proposal is responsive to the Project Information and Requirements as stated in the RFP (e.g. meaningful program services, organization meets minimum eligibility requirements, organization is qualified to provide proposed services.)

Priority: Does the proposal address a need identified by the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri Community Input Report, and the policy brief, "Are the Children Well? A model and recommendations for Promoting the Mental Awareness of the Nation's Young People".

	Score
Total Group Score for Overall Comments (P = 10):	5.00

Comments: Readers wondered about the need for Big Brothers, Big Sisters and the actual services that are in the proposal. Meets the Statutorily Eligible Services Area of Priority: Outpatient chemical dependency and psychiatric treatment programs.

Matching Funds (P = 0-10 Extra Points)

Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?

	Score
Total Group Score for Matching Funds (P = 10):	0.00

Comments: The match funding explanation given in the Funding Request Justification section of the Program Overview was very confusing and hard to decipher if it was a true "Match".

Collaboration (P = 0-15 Extra Points)

Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.

Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?

	Score
Total Group Consensus for Collaboration (P = 15):	1.00

Comments: Had a difficult time understanding the collaboration with Big Brothers, Big Sisters. There were no MOUs provided, just Letters of Support.



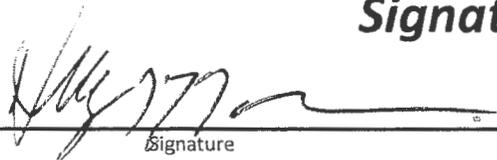
Organization Name: Youth Empowerment Zone

Program Name: The Employment Program

OVERALL SCORE SHEET		
	Total Possible Score	Group Score
Organization Profile Section	6.00	4.00
Program Budget Section	6.00	4.00
Program Overview Section	30.00	20.00
Program Service Section (POS Only)	15.00	10.00
Program Consumer Demographics Section	3.00	0.00
Program Performance Measures Section	30.00	20.00
Overall Comments	10.00	3.00
Matching Funds	10.00	0.00
Collaboration	15.00	0.00
<i>Final Score:</i>	125.00	61.00

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

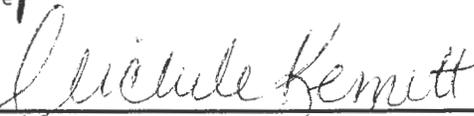
Signature of Evaluators


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Organization Name: Youth Empowerment Zone

Program Name: The Employment Program

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION CRITERIA	
Organization Profile Section	
Organization General (P = 3) <ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	2.00
Comments: The number of years members were on the board is not given.	
Organization Financial (P = 3) <ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	2.00
Comments:	
Score	Score
Total Group Score for Organization Profile (P = 6):	4.00
PROGRAM CRITERIA	
Program Budget Section	
Program Budget (P = 3) <ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	2.00
Comments: Confused by the narratives in the budget section. The budget is to reflect only the anticipated funding for the Employment Program. Are other organizations contributing to this particular program? Score revised based on clarification response.	
Score	Score
Total Group Score for Program Budget Section (P = 3) x 2 for weighted value:	4.00

Program Overview Section

Program Consumers (P = 3)

- Use of valid and reliable data to describe the program consumers
- Rationale for the target program consumers
- Recognition of impediments or challenges in serving target program consumers

2.00

Comments: Needed more detail and a better description of the population they want to serve. In one portion of the Program Consumer section it states, "The Youth Empowerment Zone Employment Program specializes in working with at-risk children and youth as those "at greatest need" between the ages of 5-19 in Boone County." At the end of this same paragraph, it states, "The Employment program is designed to work with you between the ages of 12 and 19."

Statement of Issue Being Addressed (P = 3)

- Relevancy of issue to be addressed to the issue(s) identified in RFP
- Use of valid and reliable data to describe the issue
- Use of valid and reliable data to describe the population affected by the issue
- Use of valid and reliable data to describe the effect of the issue in Boone County

2.00

Comments: Concerned about some of the data provided, for example it states, "The juvenile referral rate for 10-17 year olds is 88.9% in Boone County." Score revised based on clarification response.

Program Goal (P = 3)

- Relevance of stated goal(s) to organization's goal(s), the issue(s) to be addressed, and program consumers.

2.00

Comments: Need to include in this proposal what segment of the population the proposal is going to target. Score revised based on clarification response.

Program Description (P = 3)

- Detail of overview of the proposed program
- Description of where and when the program services will be offered
- Relevance of program services to the issue identified in the RFP
- Description of consumer access to program (eligibility, fees, etc.)
- Program uses best practices that are evidence-based

2.00

Comments: This section needs more details about the specific program to make a good judgment. Need more information on recruitment for this program. The hours of this program is held during the school day - how will the children do this program and go to school? Score revised based on clarification response.

Program Personnel (P = 3)

- Program personnel qualifications appropriate to deliver proposed services
- Program staffing levels adequate to provide proposed services
- Program personnel compensation levels reasonable

2.00

Comments:

Program Fee (P = 3)

- Description and justification of the fee for services

2.00

Comments: Score revised based on clarification response.

Program Service Levels (P = 3) <ul style="list-style-type: none"> • Number of people to be served • Cost per individual served 	2.00
Comments: Lack of detail in the services to be provided. The cost for 80 unduplicated Individuals to be served by the Proposed Program is \$3,749.94 per person. Score revised based on clarification response.	
Program Service Need (P = 3) <ul style="list-style-type: none"> • Clear statement of service need in Boone County • Identification of other organizations providing the proposed program services • Description of how this program is not duplicative of other programs in Boone County 	2.00
Comments: The proposal wants to help kids get employment. Confused by the statement that, "Over the last five years, only 23.5% of residents attained a high school diploma and 6.1 % did not graduate from high school with 17.4% of children under 18 living in poverty."	
Funding Request Justification (P = 3) <ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	2.00
Comments: Confused by what other funders would be contributing to this program. Is this program currently receiving funds from the Missouri Department of Social Services? If so, what program are these funds supporting.	
Reference List (citations) (P = 3) <ul style="list-style-type: none"> • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments: Score revised based on clarification response.	
	Score
Total Group Score for Program Overview Section (P = 30):	20.00
Program Service Section (POS only)	
Program Service (P = 3) <ul style="list-style-type: none"> • Unit of service rate(s) (cost) tied to an established public funding unit rate • Total number of units of service(s) • Average units of service per individual 	2.00
Comments: State that the proposed rate is tied to the Department of Social Service Missouri Mentoring Partnership but not sure if this is the same program. Need more information. Score revised based on clarification response.	
	Score
Total Group Score for Program Service Section (P = 3) x 5 for weighted value:	10.00
Program Consumer Demographics Section	
Program Consumer Demographics (P = 3) <ul style="list-style-type: none"> • Reflects target program consumers description 	0.00

Comments: Gave demographic for Boone County. Directions stated "to provide detailed demographic information for consumer to be served by the proposed program services." Just need the demographics of the youth that would be served.

	Score
Total Group Score for Program Consumer Demographics Section (P = 3) :	0.00

Program Performance Measures Section

Performance Measures (P = 3) <ul style="list-style-type: none"> • Relationship of outcome(s) to program goal(s) and issue identified in RFP • Relativity and feasibility of outcome indicator(s) • Relativity, validity, and reliability of the method(s) of measurement 	2.00
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Comments: Concerned that the goal for retaining employment for 120 days is only 15%. This is very low. Score revised based on clarification response.

	Score
Total Group Score for Program Performance Measures Section (P = 3) x 10 for weighted value:	20.00

Overall Comments (P = 0-10 Extra Points)

Clarity and Accuracy of Proposal: Information submitted is clear, accurate, concise, and written in correct style.

Responsiveness: The proposal is responsive to the Project Information and Requirements as stated in the RFP (e.g. meaningful program services, organization meets minimum eligibility requirements, organization is qualified to provide proposed services.)

Priority: Does the proposal address a need identified by the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri Community Input Report, and the policy brief, "Are the Children Well? A model and recommendations for Promoting the Mental Awareness of the Nation's Young People".

	Score
Total Group Score for Overall Comments (P = 10):	3.00

Comments: Concern expressed over the location of the referrals. No one has contacted Battle for students.

Matching Funds (P = 0-10 Extra Points)

Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?

	Score
Total Group Score for Matching Funds (P = 10):	0.00

Comments: No matching funds discussed in the proposal.

Collaboration (P = 0-15 Extra Points)

Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.

Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?

	Score
Total Group Consensus for Collaboration (P = 15):	0.00

Comments: No points given for Collaboration.



Organization Name: Missouri Child Care Resource and Referral Network

Program Name: Getting Well Boone County

OVERALL SCORE SHEET		
	Total Possible Score	Group Score
Organization Profile Section	6.00	4.00
Program Budget Section	6.00	4.00
Program Overview Section	30.00	17.00
Program Service Section (POS Only)	15.00	5.00
Program Consumer Demographics Section	3.00	0.00
Program Performance Measures Section	30.00	20.00
Overall Comments	10.00	5.00
Matching Funds	10.00	0.00
Collaboration	15.00	0.00
<i>Final Score:</i>	<i>125.00</i>	<i>55.00</i>

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

Signature of Evaluators


Signature

28 AUG 15
Date

Lejal Spurr
Signature

8/28/15
Date

Michelle Kemmett
Signature

10/8/2015
Date

Signature

Date

Signature

Date

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Date



Organization Name: Missouri Child Care Resource and Referral Network

Program Name: Getting Well Boone County

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION CRITERIA	
Organization Profile Section	
Organization General (P = 3) <ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	2.00
Comments: 	
Organization Financial (P = 3) <ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	2.00
Comments: 	
Score	4.00
PROGRAM CRITERIA	
Program Budget Section	
Program Budget (P = 3) <ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	2.00
Comments: If this program tied to Taking Steps to Healthy Success (as discussed in the Program Service Need Section), these funds need to be reflected in the budget too.	
Score	4.00
Total Group Score for Program Budget Section (P = 3) x 2 for weighted value:	
	4.00

Program Overview Section

Program Consumers (P = 3)

- Use of valid and reliable data to describe the program consumers
- Rationale for the target program consumers
- Recognition of impediments or challenges in serving target program consumers

2.00

Comments:

Statement of Issue Being Addressed(P = 3)

- Relevancy of issue to be addressed to the issue(s) identified in RFP
- Use of valid and reliable data to describe the issue
- Use of valid and reliable data to describe the population affected by the issue
- Use of valid and reliable data to describe the effect of the issue in Boone County

2.00

Comments:

Program Goal (P = 3)

- Relevance of stated goal(s) to organization's goal(s), the issue(s) to be addressed, and program consumers.

2.00

Comments:

Program Description (P = 3)

- Detail of overview of the proposed program
- Description of where and when the program services will be offered
- Relevance of program services to the issue identified in the RFP
- Description of consumer access to program (eligibility, fees, etc.)
- Program uses best practices that are evidence-based

2.00

Comments: In the Statement of Issue Addressed it states that 16 family child care programs will be recruited. In the Program Description it states that 12-15 family child care programs will be recruited.

Program Personnel (P = 3)

- Program personnel qualifications appropriate to deliver proposed services
- Program staffing levels adequate to provide proposed services
- Program personnel compensation levels reasonable

2.00

Comments:

Program Fee (P = 3)

- Description and justification of the fee for services

1.00

Comments: The readers expressed some concern about incentivizing family child care homes to attend.

Program Service Levels (P = 3) <ul style="list-style-type: none"> • Number of people to be served • Cost per individual served 	1.00
Comments: The program seemed very expensive to provide. The cost per unduplicated individuals is \$4,440.	
Program Service Need (P = 3) <ul style="list-style-type: none"> • Clear statement of service need in Boone County • Identification of other organizations providing the proposed program services • Description of how this program is not duplicative of other programs in Boone County 	2.00
Comments:	
Funding Request Justification (P = 3) <ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	1.00
Comments: Justification for funding doesn't seem reasonable.	
Reference List (citations) (P = 3) <ul style="list-style-type: none"> • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments:	
	Score
Total Group Score for Program Overview Section (P = 30):	17.00
Program Service Section (POS only)	
Program Service (P = 3) <ul style="list-style-type: none"> • Unit of service rate(s) (cost) tied to an established public funding unit rate • Total number of units of service(s) • Average units of service per individual 	1.00
Comments: The costs outlined for the services aren't reasonable. The cost for Service #1 - \$120/hour for technical assistance/coaching seems very expensive. The cost for Service #2 - \$250/hour for a training that is already developed and being held at the same time as the Taking Steps for Healthy Success trainings.	
	Score
Total Group Score for Program Service Section (P = 3) x 5 for weighted value:	5.00
Program Consumer Demographics Section	
Program Consumer Demographics (P = 3) <ul style="list-style-type: none"> • Reflects target program consumers description 	0.00

Comments: Gave demographics for Boone County. Directions stated "to provide detailed demographic information for consumers to be served by the proposed program services." Just needed the demographics for the family child care programs.

	Score
Total Group Score for Program Consumer Demographics Section (P = 3) :	0.00

Program Performance Measures Section

Performance Measures (P = 3) <ul style="list-style-type: none"> • Relationship of outcome(s) to program goal(s) and issue identified in RFP • Relativity and feasibility of outcome indicator(s) • Relativity, validity, and reliability of the method(s) of measurement 	2.00
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Comments: Measurements seemed reasonable. Outcomes would be good if the cost wasn't so prohibitive.

	Score
Total Group Score for Program Performance Measures Section (P = 3) x 10 for weighted value:	20.00

Overall Comments (P = 0-10 Extra Points)

Clarity and Accuracy of Proposal: Information submitted is clear, accurate, concise, and written in correct style.

Responsiveness: The proposal is responsive to the Project Information and Requirements as stated in the RFP (e.g. meaningful program services, organization meets minimum eligibility requirements, organization is qualified to provide proposed services.)

Priority: Does the proposal address a need identified by the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri Community Input Report, and the policy brief, "Are the Children Well? A model and recommendations for Promoting the Mental Awareness of the Nation's Young People".

	Score
Total Group Score for Overall Comments (P = 10):	5.00

Comments: This proposal falls within one of the priority areas listed in "Are the Children Well" Policy Brief: Fund research for programs that promote wellness, instead of an exclusive focus on treating illness. This program has an exorbitant cost for the number of individuals served.

Matching Funds (P = 0-10 Extra Points)

Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?

	Score
Total Group Score for Matching Funds (P = 10):	0.00

Comments: No Matching Funds included in this proposal.

Collaboration (P = 0-15 Extra Points)

Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.

Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?

	Score
Total Group Consensus for Collaboration (P = 15):	0.00

Comments: The proposal states that currently collaborate with the Columbia Center for Urban Agriculture, Missouri Department of Health and Senior Services, Central Missouri Community Action, University of Missouri Extension, and the Family Impact Center. Will need further description on these collaborations.



Organization Name: Mary Lee Johnston Community Learning Center

Program Name: Single Parent Supports at MLJCLC

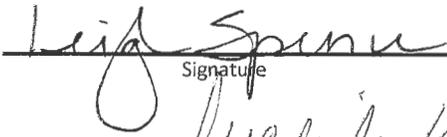
OVERALL SCORE SHEET		
	Total Possible Score	Group Score
Organization Profile Section	6.00	4.00
Program Budget Section	6.00	4.00
Program Overview Section	30.00	24.00
Program Service Section (POS Only)	15.00	10.00
Program Consumer Demographics Section	3.00	2.00
Program Performance Measures Section	30.00	20.00
Overall Comments	10.00	7.00
Matching Funds	10.00	0.00
Collaboration	15.00	0.00
<i>Final Score:</i>	125.00	71.00

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

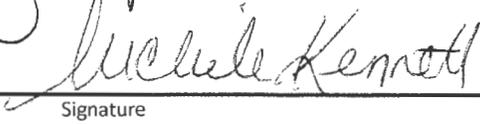
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Organization Name: Mary Lee Johnston Community Learning Center

Program Name: Single Parent Supports at MLJCLC

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION CRITERIA	
Organization Profile Section	
Organization General (P = 3) <ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	2.00
Comments: Organization Profile not completed. Score revised based on clarification response.	
Organization Financial (P = 3) <ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	2.00
Comments: Organization Profile not completed. Score revised based on clarification response.	
	Score
Total Group Score for Organization Profile (P = 6):	4.00
PROGRAM CRITERIA	
Program Budget Section	
Program Budget (P = 3) <ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	2.00
Comments: Readers were wondering if this was an expansion of services, and if so, where their other funding sources came from? Need entire program budget.	
	Score
Total Group Score for Program Budget Section (P = 3) x 2 for weighted value:	4.00

Program Overview Section	
Program Consumers (P = 3) <ul style="list-style-type: none"> • Use of valid and reliable data to describe the program consumers • Rationale for the target program consumers • Recognition of impediments or challenges in serving target program consumers 	3.00
Comments: Clear information on the program consumers. Readers liked that they didn't overestimate parent involvement.	
Statement of Issue Being Addressed(P = 3) <ul style="list-style-type: none"> • Relevancy of issue to be addressed to the issue(s) identified in RFP • Use of valid and reliable data to describe the issue • Use of valid and reliable data to describe the population affected by the issue • Use of valid and reliable data to describe the effect of the issue in Boone County 	3.00
Comments: Very descriptive narrative of the families they work with in their program.	
Program Goal (P = 3) <ul style="list-style-type: none"> • Relevance of stated goal(s) to organization's goal(s), the issue(s) to be addressed, and program consumers. 	3.00
Comments:	
Program Description (P = 3) <ul style="list-style-type: none"> • Detail of overview of the proposed program • Description of where and when the program services will be offered • Relevance of program services to the issue identified in the RFP • Description of consumer access to program (eligibility, fees, etc.) • Program uses best practices that are evidence-based 	3.00
Comments: Narrative proposal was concise and descriptive. Proposal includes parent nights, emergency aid, financial counseling - all seem like this would involve some type of case management. A nice educational component throughout.	
Program Personnel (P = 3) <ul style="list-style-type: none"> • Program personnel qualifications appropriate to deliver proposed services • Program staffing levels adequate to provide proposed services • Program personnel compensation levels reasonable 	2.00
Comments:	
Program Fee (P = 3) <ul style="list-style-type: none"> • Description and justification of the fee for services 	2.00
Comments:	

Program Service Levels (P = 3) <ul style="list-style-type: none"> • Number of people to be served • Cost per individual served 	2.00
Comments:	
Program Service Need (P = 3) <ul style="list-style-type: none"> • Clear statement of service need in Boone County • Identification of other organizations providing the proposed program services • Description of how this program is not duplicative of other programs in Boone County 	2.00
Comments: Very defined group for services.	
Funding Request Justification (P = 3) <ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	2.00
Comments: Concerned about the discretionary funds, should funds go straight to child care or case management/mentoring services?	
Reference List (citations) (P = 3) <ul style="list-style-type: none"> • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments:	
	Score
Total Group Score for Program Overview Section (P = 30):	24.00
Program Service Section (POS only)	
Program Service (P = 3) <ul style="list-style-type: none"> • Unit of service rate(s) (cost) tied to an established public funding unit rate • Total number of units of service(s) • Average units of service per individual 	2.00
Comments:	
	Score
Total Group Score for Program Service Section (P = 3) x 5 for weighted value:	10.00
Program Consumer Demographics Section	
Program Consumer Demographics (P = 3) <ul style="list-style-type: none"> • Reflects target program consumers description 	2.00
Comments:	

	Score
Total Group Score for Program Consumer Demographics Section (P = 3) :	2.00
Program Performance Measures Section	
Performance Measures (P = 3) <ul style="list-style-type: none"> • Relationship of outcome(s) to program goal(s) and issue identified in RFP • Relativity and feasibility of outcome indicator(s) • Relativity, validity, and reliability of the method(s) of measurement 	2.00
Comments: Method of Measure will include attendance records, parent feedback and questionnaires.	
	Score
Total Group Score for Program Performance Measures Section (P = 3) x 10 for weighted value:	20.00
Overall Comments (P = 0-10 Extra Points)	
<p>Clarity and Accuracy of Proposal: Information submitted is clear, accurate, concise, and written in correct style.</p> <p>Responsiveness: The proposal is responsive to the Project Information and Requirements as stated in the RFP (e.g. meaningful program services, organization meets minimum eligibility requirements, organization is qualified to provide proposed services.)</p> <p>Priority: Does the proposal address a need identified by the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri Community Input Report, and the policy brief, "Are the Children Well? A model and recommendations for Promoting the Mental Awareness of the Nation's Young People".</p>	
	Score
Total Group Score for Overall Comments (P = 10):	7.00
Comments: This proposal includes the priority areas in the statutorily eligible services: unmarried parent services and respite care services. Further discussion is needed on the possibility of emergency aid for families.	
Matching Funds (P = 0-10 Extra Points)	
Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?	
	Score
Total Group Score for Matching Funds (P = 10):	0.00
Comments: No matching funds available.	

Collaboration (P = 0-15 Extra Points)

Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.

Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?

	Score
Total Group Consensus for Collaboration (P = 15):	0.00

Comments: No collaboration with other partners.



Organization Name: Child Abuse & Neglect Emergency Shelter, Inc.

Program Name: Rainbow House Parenting Class Program

OVERALL SCORE SHEET		
	Total Possible Score	Group Score
Organization Profile Section	6.00	4.00
Program Budget Section	6.00	2.00
Program Overview Section	30.00	19.00
Program Service Section (POS Only)	15.00	10.00
Program Consumer Demographics Section	3.00	2.00
Program Performance Measures Section	30.00	20.00
Overall Comments	10.00	6.00
Matching Funds	10.00	0.00
Collaboration	15.00	0.00
<i>Final Score:</i>	<i>125.00</i>	<i>63.00</i>

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

Signature of Evaluators

Leigh Spurr _____ 8/28/15 _____
Signature Date

[Handwritten Signature] _____ 28 9/16/15 _____
Signature Date

Michelle Kemott _____ 10/8/2015 _____
Signature Date



Organization Name: Child Abuse & Neglect Emergency Shelter, Inc.

Program Name: Rainbow House Parenting Class Program

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION CRITERIA	
Organization Profile Section	
Organization General (P = 3) <ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	2.00
Comments: Board over-sight of the financials are improving. Currently only have an Interim Director.	
Organization Financial (P = 3) <ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	2.00
Comments:	
Score	4.00
Total Group Score for Organization Profile (P = 6):	
PROGRAM CRITERIA	
Program Budget Section	
Program Budget (P = 3) <ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	1.00
Comments: Readers were confused about the number of classes that will be offered. Is Rainbow House billing other state agencies for these classes?	
Score	2.00
Total Group Score for Program Budget Section (P = 3) x 2 for weighted value:	
2.00	

Program Overview Section	
Program Consumers (P = 3) <ul style="list-style-type: none"> • Use of valid and reliable data to describe the program consumers • Rationale for the target program consumers • Recognition of impediments or challenges in serving target program consumers 	2.00
Comments: Clear explanation of consumers.	
Statement of Issue Being Addressed(P = 3) <ul style="list-style-type: none"> • Relevancy of issue to be addressed to the issue(s) identified in RFP • Use of valid and reliable data to describe the issue • Use of valid and reliable data to describe the population affected by the issue • Use of valid and reliable data to describe the effect of the issue in Boone County 	2.00
Comments: Provided the data for the need of classes.	
Program Goal (P = 3) <ul style="list-style-type: none"> • Relevance of stated goal(s) to organization's goal(s), the issue(s) to be addressed, and program consumers. 	2.00
Comments:	
Program Description (P = 3) <ul style="list-style-type: none"> • Detail of overview of the proposed program • Description of where and when the program services will be offered • Relevance of program services to the issue identified in the RFP • Description of consumer access to program (eligibility, fees, etc.) • Program uses best practices that are evidence-based 	3.00
Comments: Good detail in this section.	
Program Personnel (P = 3) <ul style="list-style-type: none"> • Program personnel qualifications appropriate to deliver proposed services • Program staffing levels adequate to provide proposed services • Program personnel compensation levels reasonable 	2.00
Comments: 96% of funding of a personnel.	
Program Fee (P = 3) <ul style="list-style-type: none"> • Description and justification of the fee for services 	2.00
Comments: Gave reasonable examples for comparisons.	

Program Service Levels (P = 3) <ul style="list-style-type: none"> • Number of people to be served • Cost per individual served 	2.00
Comments: Reasonable cost per individual.	
Program Service Need (P = 3) <ul style="list-style-type: none"> • Clear statement of service need in Boone County • Identification of other organizations providing the proposed program services • Description of how this program is not duplicative of other programs in Boone County 	1.00
Comments: Rainbow House states that there are no other organizations offering group parent training on a regular basis. Rainbow House does not mention the names of any agencies who do provide any type of parenting class. Does the agency who requires parenting class pay for the class?	
Funding Request Justification (P = 3) <ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	1.00
Comments: Doesn't mention why no longer receiving money from Children's Trust Fund. Who and where did Rainbow House get comparison funding request data to justify this funding? Where are the "surrounding cities"?	
Reference List (citations) (P = 3) <ul style="list-style-type: none"> • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments:	
	Score
Total Group Score for Program Overview Section (P = 30):	19.00
Program Service Section (POS only)	
Program Service (P = 3) <ul style="list-style-type: none"> • Unit of service rate(s) (cost) tied to an established public funding unit rate • Total number of units of service(s) • Average units of service per individual 	2.00
Comments: Confused about the number of classes Rainbow house will offer. Budget states that Rainbow House will provide 12 "Making Parenting a Pleasure" trainings but Program Service #1 states that this is a 16 hour parenting class. Need clarification. Is there a minimum number of parents/family members required to hold the training?	
	Score
Total Group Score for Program Service Section (P = 3) x 5 for weighted value:	10.00
Program Consumer Demographics Section	

Program Consumer Demographics (P = 3) • Reflects target program consumers description	2.00
Comments:	
	Score
Total Group Score for Program Consumer Demographics Section (P = 3) :	2.00
Program Performance Measures Section	
Performance Measures (P = 3) • Relationship of outcome(s) to program goal(s) and issue identified in RFP • Relativity and feasibility of outcome indicator(s) • Relativity, validity, and reliability of the method(s) of measurement	2.00
Comments:	
	Score
Total Group Score for Program Performance Measures Section (P = 3) x 10 for weighted value:	20.00
Overall Comments (P = 0-10 Extra Points)	
<p>Clarity and Accuracy of Proposal: Information submitted is clear, accurate, concise, and written in correct style.</p> <p>Responsiveness: The proposal is responsive to the Project Information and Requirements as stated in the RFP (e.g. meaningful program services, organization meets minimum eligibility requirements, organization is qualified to provide proposed services.)</p> <p>Priority: Does the proposal address a need identified by the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri Community Input Report, and the policy brief, "Are the Children Well? A model and recommendations for Promoting the Mental Awareness of the Nation's Young People".</p>	
	Score
Total Group Score for Overall Comments (P = 10):	6.00
Comments: If the Juvenile office, Children's Division, or Probation Offices are requiring the class, are they also required to pay for it? Readers understand what Rainbow House is asking for in their proposal but unclear about the responsibility to pay for these classes. If these classes were offered before who paid for these classes? Met the Priority Area from the policy brief, "Are the Children Well?": Promote "warm and firm" parenting through comprehensive programs and other outreach.	
Matching Funds (P = 0-10 Extra Points)	
Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?	

	Score
Total Group Score for Matching Funds (P = 10):	0.00
Comments: No match funding mentioned in the proposal.	
Collaboration (P = 0-15 Extra Points)	
<p>Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.</p> <p>Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?</p>	
	Score
Total Group Consensus for Collaboration (P = 15):	0.00
Comments: No collaborations described in the proposal.	



Organization Name: Child Abuse & Neglect Emergency Shelter, Inc.

Program Name: Rainbow House CAC Response to Helping Kids in Court

OVERALL SCORE SHEET		
	Total Possible Score	Group Score
Organization Profile Section	6.00	4.00
Program Budget Section	6.00	2.00
Program Overview Section	30.00	20.00
Program Service Section (POS Only)	15.00	5.00
Program Consumer Demographics Section	3.00	2.00
Program Performance Measures Section	30.00	10.00
Overall Comments	10.00	4.00
Matching Funds	10.00	0.00
Collaboration	15.00	0.00
<i>Final Score:</i>	125.00	47.00

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

Signature of Evaluators

Luigi Spunier 8/28/15
Signature Date

[Handwritten Signature] 28 AUG 2015
Signature Date

Michelle Kemett 10/8/2015
Signature Date



Organization Name: Child Abuse & Neglect Emergency Shelter, Inc.

Program Name: Rainbow House CAC Response to Helping Kids in Court

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION CRITERIA	
Organization Profile Section	
Organization General (P = 3) <ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	2.00
Comments: Board over-sight of the financials are improving. Currently only have an Interim Director.	
Organization Financial (P = 3) <ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	2.00
Comments:	
Score	
Total Group Score for Organization Profile (P = 6):	4.00
PROGRAM CRITERIA	
Program Budget Section	
Program Budget (P = 3) <ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	1.00
Comments: Confused by the two budgets listed in this section. The budget explanations were confusing. Needed information on how these other funds are utilized. In the narrative under Program Service Fee it states "None Expected" but there is money put in the budget for this. Really need a better explanation.	
Score	
Total Group Score for Program Budget Section (P = 3) x 2 for weighted value:	2.00

Program Overview Section	
Program Consumers (P = 3) <ul style="list-style-type: none"> • Use of valid and reliable data to describe the program consumers • Rationale for the target program consumers • Recognition of impediments or challenges in serving target program consumers 	3.00
Comments: Consumers are described well.	
Statement of Issue Being Addressed(P = 3) <ul style="list-style-type: none"> • Relevancy of issue to be addressed to the issue(s) identified in RFP • Use of valid and reliable data to describe the issue • Use of valid and reliable data to describe the population affected by the issue • Use of valid and reliable data to describe the effect of the issue in Boone County 	3.00
Comments: Well thought out statement of issue being addressed.	
Program Goal (P = 3) <ul style="list-style-type: none"> • Relevance of stated goal(s) to organization's goal(s), the issue(s) to be addressed, and program consumers. 	3.00
Comments: Very well written goal.	
Program Description (P = 3) <ul style="list-style-type: none"> • Detail of overview of the proposed program • Description of where and when the program services will be offered • Relevance of program services to the issue identified in the RFP • Description of consumer access to program (eligibility, fees, etc.) • Program uses best practices that are evidence-based 	2.00
Comments: Need explanation of what current contract with state covers as far as advocacy for the child? What specific activities are listed in this contract? Shouldn't the state be covering these hours?	
Program Personnel (P = 3) <ul style="list-style-type: none"> • Program personnel qualifications appropriate to deliver proposed services • Program staffing levels adequate to provide proposed services • Program personnel compensation levels reasonable 	1.00
Comments: There was no salary range listed in this section. Are these to staff members (forensic interviewers) employees or contracted workers?	
Program Fee (P = 3) <ul style="list-style-type: none"> • Description and justification of the fee for services 	1.00
Comments: Explanation for charging fee is very confusing. The consumers in this case are the children. Confused by the what "previous MOU" referred to in the narrative portion.	

Program Service Levels (P = 3) <ul style="list-style-type: none"> • Number of people to be served • Cost per individual served 	2.00
Comments:	
Program Service Need (P = 3) <ul style="list-style-type: none"> • Clear statement of service need in Boone County • Identification of other organizations providing the proposed program services • Description of how this program is not duplicative of other programs in Boone County 	2.00
Comments:	
Funding Request Justification (P = 3) <ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	1.00
Comments: Very concerned about the justification outlined in the proposal. Seems like these services would be covered under state contracts.	
Reference List (citations) (P = 3) <ul style="list-style-type: none"> • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments:	
Score	
Total Group Score for Program Overview Section (P = 30):	
20.00	
Program Service Section (POS only)	
Program Service (P = 3) <ul style="list-style-type: none"> • Unit of service rate(s) (cost) tied to an established public funding unit rate • Total number of units of service(s) • Average units of service per individual 	1.00
Comments: The cost for providing testimony (Service #1 - \$125/hour) seems extremely high. Court related prep work (Service #2 - \$25.00/hour) and evidence prep (Service #3 - \$5/15) seems more reasonable.	
Score	
Total Group Score for Program Service Section (P = 3) x 5 for weighted value:	
5.00	
Program Consumer Demographics Section	
Program Consumer Demographics (P = 3) <ul style="list-style-type: none"> • Reflects target program consumers description 	2.00
Comments:	

	Score
Total Group Score for Program Consumer Demographics Section (P = 3) :	2.00
Program Performance Measures Section	
Performance Measures (P = 3) <ul style="list-style-type: none"> • Relationship of outcome(s) to program goal(s) and issue identified in RFP • Relativity and feasibility of outcome indicator(s) • Relativity, validity, and reliability of the method(s) of measurement 	1.00
Comments: Method of Measurement is not very concrete.	
	Score
Total Group Score for Program Performance Measures Section (P = 3) x 10 for weighted value:	10.00
Overall Comments (P = 0-10 Extra Points)	
<p>Clarity and Accuracy of Proposal: Information submitted is clear, accurate, concise, and written in correct style.</p> <p>Responsiveness: The proposal is responsive to the Project Information and Requirements as stated in the RFP (e.g. meaningful program services, organization meets minimum eligibility requirements, organization is qualified to provide proposed services.)</p> <p>Priority: Does the proposal address a need identified by the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri Community Input Report, and the policy brief, "Are the Children Well? A model and recommendations for Promoting the Mental Awareness of the Nation's Young People".</p>	
	Score
Total Group Score for Overall Comments (P = 10):	4.00
Comments: The readers definitely felt the Child Advocacy Center provides worth while services but have significant issues with what they want the Children's Services Fund (CSF) to fund. Are these services already being funded by the state? Wonder about the existing contracts/funds outlined in the budget already covering the services in the proposal.	
Matching Funds (P = 0-10 Extra Points)	
<p>Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?</p>	
	Score
Total Group Score for Matching Funds (P = 10):	0.00
Comments: No Matching Funds discussed.	

Collaboration (P = 0-15 Extra Points)

Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.

Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?

	Score
Total Group Consensus for Collaboration (P = 15):	0.00

Comments: No collaboration discussed.



Organization Name: Columbia Center for Urban Agriculture

Program Name: Opportunity Gardens

OVERALL SCORE SHEET		
	Total Possible Score	Group Score
Organization Profile Section	6.00	4.00
Program Budget Section	6.00	4.00
Program Overview Section	30.00	23.00
Program Service Section (POS Only)	15.00	10.00
Program Consumer Demographics Section	3.00	3.00
Program Performance Measures Section	30.00	10.00
Overall Comments	10.00	7.00
Matching Funds	10.00	4.00
Collaboration	15.00	2.00
<i>Final Score:</i>	125.00	67.00

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

Signature of Evaluators

Lisa Spurr 8/28/15
Signature Date

[Signature] *[Signature]*
Signature Date

Nichole Kemmett 10/8/2015
Signature Date



Organization Name: Columbia Center for Urban Agriculture

Program Name: Opportunity Gardens

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION CRITERIA	
Organization Profile Section	
Organization General (P = 3) <ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	2.00
Comments:	
Organization Financial (P = 3) <ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	2.00
Comments: Employees receive very low pay.	
	Score
Total Group Score for Organization Profile (P = 6):	4.00
PROGRAM CRITERIA	
Program Budget Section	
Program Budget (P = 3) <ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	2.00
Comments: Need further explanation on how funding from other sources are being utilized for this program.	
	Score
Total Group Score for Program Budget Section (P = 3) x 2 for weighted value:	4.00

Program Overview Section	
Program Consumers (P = 3) <ul style="list-style-type: none"> • Use of valid and reliable data to describe the program consumers • Rationale for the target program consumers • Recognition of impediments or challenges in serving target program consumers 	2.00
Comments: Clear information on consumers and rationale for choosing this target group.	
Statement of Issue Being Addressed(P = 3) <ul style="list-style-type: none"> • Relevancy of issue to be addressed to the issue(s) identified in RFP • Use of valid and reliable data to describe the issue • Use of valid and reliable data to describe the population affected by the issue • Use of valid and reliable data to describe the effect of the issue in Boone County 	3.00
Comments:	
Program Goal (P = 3) <ul style="list-style-type: none"> • Relevance of stated goal(s) to organization's goal(s), the issue(s) to be addressed, and program consumers. 	3.00
Comments:	
Program Description (P = 3) <ul style="list-style-type: none"> • Detail of overview of the proposed program • Description of where and when the program services will be offered • Relevance of program services to the issue identified in the RFP • Description of consumer access to program (eligibility, fees, etc.) • Program uses best practices that are evidence-based 	3.00
Comments:	
Program Personnel (P = 3) <ul style="list-style-type: none"> • Program personnel qualifications appropriate to deliver proposed services • Program staffing levels adequate to provide proposed services • Program personnel compensation levels reasonable 	2.00
Comments: Compensation levels seem low.	
Program Fee (P = 3) <ul style="list-style-type: none"> • Description and justification of the fee for services 	2.00
Comments: Fee narrative seems reasonable.	

Program Service Levels (P = 3) <ul style="list-style-type: none"> • Number of people to be served • Cost per individual served 	2.00
Comments:	
Program Service Need (P = 3) <ul style="list-style-type: none"> • Clear statement of service need in Boone County • Identification of other organizations providing the proposed program services • Description of how this program is not duplicative of other programs in Boone County 	2.00
Comments:	
Funding Request Justification (P = 3) <ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	2.00
Comments:	
Reference List (citations) (P = 3) <ul style="list-style-type: none"> • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments:	
	Score
Total Group Score for Program Overview Section (P = 30):	23.00
Program Service Section (POS only)	
Program Service (P = 3) <ul style="list-style-type: none"> • Unit of service rate(s) (cost) tied to an established public funding unit rate • Total number of units of service(s) • Average units of service per individual 	2.00
Comments:	
	Score
Total Group Score for Program Service Section (P = 3) x 5 for weighted value:	10.00
Program Consumer Demographics Section	
Program Consumer Demographics (P = 3) <ul style="list-style-type: none"> • Reflects target program consumers description 	3.00
Comments:	

	Score
Total Group Score for Program Consumer Demographics Section (P = 3) :	3.00
Program Performance Measures Section	
Performance Measures (P = 3) <ul style="list-style-type: none"> • Relationship of outcome(s) to program goal(s) and issue identified in RFP • Relativity and feasibility of outcome indicator(s) • Relativity, validity, and reliability of the method(s) of measurement 	1.00
Comments: Method of Measurement relied on a lot of self reporting and staff reports. the Outcomes/Indicators need to be reviewed and realigned based on the logic model in the Program Performance Measures Instructions section.	
	Score
Total Group Score for Program Performance Measures Section (P = 3) x 10 for weighted value:	10.00
Overall Comments (P = 0-10 Extra Points)	
Clarity and Accuracy of Proposal: Information submitted is clear, accurate, concise, and written in correct style.	
Responsiveness: The proposal is responsive to the Project Information and Requirements as stated in the RFP (e.g. meaningful program services, organization meets minimum eligibility requirements, organization is qualified to provide proposed services.)	
Priority: Does the proposal address a need identified by the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri Community Input Report, and the policy brief, "Are the Children Well? A model and recommendations for Promoting the Mental Awareness of the Nation's Young People".	
	Score
Total Group Score for Overall Comments (P = 10):	7.00
Comments: Proposed program tied to the "Are the Children Well" article: Fund research for programs that promote wellness, instead of an exclusive focus on treating illness. Would have been helpful if more of this program narratives and funding request were tied to child well-being and the benefit for children and families in the community.	
Matching Funds (P = 0-10 Extra Points)	
Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?	
	Score
Total Group Score for Matching Funds (P = 10):	4.00
Comments: Possible matching funds for a USDA grant.	

Collaboration (P = 0-15 Extra Points)

Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.

Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?

	Score
Total Group Consensus for Collaboration (P = 15):	2.00

Comments: Columbia Center for Urban Agriculture would work with the Columbia Housing Authority to tap into residents in Centralia.



Organization Name: The Curators of the University of Missouri (on behalf of the Department of Psychiatry)

Program Name: System Offering Actions for Resilience (SOAR) in Early Childhood

OVERALL SCORE SHEET		
	Total Possible Score	Group Score
Organization Profile Section	6.00	5.00
Program Budget Section	6.00	4.00
Program Overview Section	30.00	27.00
Program Service Section (POS Only)	15.00	10.00
Program Consumer Demographics Section	3.00	2.00
Program Performance Measures Section	30.00	30.00
Overall Comments	10.00	7.00
Matching Funds	10.00	0.00
Collaboration	15.00	0.00
<i>Final Score:</i>	125.00	85.00

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

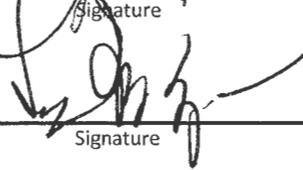
Signature of Evaluators


Signature

10/08/15
Date


Signature

10/8/15
Date


Signature

10/14/15
Date

Signature

Date

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Date



Organization Name: The Curators of the University of Missouri (on behalf of the Department of Psychiatry)

Program Name: System Offering Actions for Resilience (SOAR) in Early Childhood

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION CRITERIA	
Organization Profile Section	
Organization General (P = 3) <ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	3.00
Comments:	
Organization Financial (P = 3) <ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	2.00
Comments: No established, specific procedures for board oversight with this program.	
	Score
Total Group Score for Organization Profile (P = 6):	5.00
PROGRAM CRITERIA	
Program Budget Section	
Program Budget (P = 3) <ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	2.00
Comments: This program will be 100% funded by Boone County Children's Services Funds. There appears to be no other funding. Concerned that the cost per unit seemed high.	
	Score
Total Group Score for Program Budget Section (P = 3) x 2 for weighted value:	4.00

Program Overview Section

Program Consumers (P = 3)

- Use of valid and reliable data to describe the program consumers
- Rationale for the target program consumers
- Recognition of impediments or challenges in serving target program consumers

3.00

Comments:

Statement of Issue Being Addressed(P = 3)

- Relevancy of issue to be addressed to the issue(s) identified in RFP
- Use of valid and reliable data to describe the issue
- Use of valid and reliable data to describe the population affected by the issue
- Use of valid and reliable data to describe the effect of the issue in Boone County

3.00

Comments:

Program Goal (P = 3)

- Relevance of stated goal(s) to organization's goal(s), the issue(s) to be addressed, and program consumers.

3.00

Comments: Proposal response was clearly laid out.

Program Description (P = 3)

- Detail of overview of the proposed program
- Description of where and when the program services will be offered
- Relevance of program services to the issue identified in the RFP
- Description of consumer access to program (eligibility, fees, etc.)
- Program uses best practices that are evidence-based

3.00

Comments:

Program Personnel (P = 3)

- Program personnel qualifications appropriate to deliver proposed services
- Program staffing levels adequate to provide proposed services
- Program personnel compensation levels reasonable

2.00

Comments: There are a lot of personnel funds for nine individuals.

Program Fee (P = 3)

- Description and justification of the fee for services

2.00

Comments: Looking for other funders.

Program Service Levels (P = 3) <ul style="list-style-type: none"> • Number of people to be served • Cost per individual served 	3.00
Comments:	
Program Service Need (P = 3) <ul style="list-style-type: none"> • Clear statement of service need in Boone County • Identification of other organizations providing the proposed program services • Description of how this program is not duplicative of other programs in Boone County 	3.00
Comments:	
Funding Request Justification (P = 3) <ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	3.00
Comments:	
Reference List (citations) (P = 3) <ul style="list-style-type: none"> • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments:	
	Score
Total Group Score for Program Overview Section (P = 30):	27.00
Program Service Section (POS only)	
Program Service (P = 3) <ul style="list-style-type: none"> • Unit of service rate(s) (cost) tied to an established public funding unit rate • Total number of units of service(s) • Average units of service per individual 	2.00
Comments: Look at other possible sources of funding. Strongly suggest connecting with the MO Department of Mental Health (MODMH) for other possible funding or some type of match funding.	
	Score
Total Group Score for Program Service Section (P = 3) x 5 for weighted value:	10.00
Program Consumer Demographics Section	
Program Consumer Demographics (P = 3) <ul style="list-style-type: none"> • Reflects target program consumers description 	2.00
Comments: Not too highly detailed.	

	Score
Total Group Score for Program Consumer Demographics Section (P = 3) :	2.00
Program Performance Measures Section	
Performance Measures (P = 3) <ul style="list-style-type: none"> • Relationship of outcome(s) to program goal(s) and issue identified in RFP • Relativity and feasibility of outcome indicator(s) • Relativity, validity, and reliability of the method(s) of measurement 	3.00
Comments:	
	Score
Total Group Score for Program Performance Measures Section (P = 3) x 10 for weighted value:	30.00
Overall Comments (P = 0-10 Extra Points)	
<p>Clarity and Accuracy of Proposal: Information submitted is clear, accurate, concise, and written in correct style.</p> <p>Responsiveness: The proposal is responsive to the Project Information and Requirements as stated in the RFP (e.g. meaningful program services, organization meets minimum eligibility requirements, organization is qualified to provide proposed services.)</p> <p>Priority: Does the proposal address a need identified by the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri Community Input Report, and the policy brief, "Are the Children Well? A model and recommendations for Promoting the Mental Awareness of the Nation's Young People".</p>	
	Score
Total Group Score for Overall Comments (P = 10):	7.00
Comments: Very clear, responsive proposal. Doesn't appear to need to retrain every year. Need to collaborate with other MU departments. Reminder that the BCCSB is being used as a funder of last resort. This score may change based on other feedback. Met the Priority Area from the policy brief, "Are the Children Well?": Include mental health consultations in all Child Protective Services' investigations to identify youth in the need of care.	
Matching Funds (P = 0-10 Extra Points)	
Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?	
	Score
Total Group Score for Matching Funds (P = 10):	0.00
Comments: Needs to look to MODMH for possible match funds.	

Collaboration (P = 0-15 Extra Points)

Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.

Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?

	Score
Total Group Consensus for Collaboration (P = 15):	0.00

Comments: Some evidence of collaboration with other MU funding recipients. We encourage this proposal writer to review previously funded purchases from Dr. Reinke and Thompson to ensure that no duplication of services is present.



Organization Name: Phoenix Programs, Inc.

Program Name: Apex

OVERALL SCORE SHEET		
	Total Possible Score	Group Score
Organization Profile Section	6.00	5.00
Program Budget Section	6.00	6.00
Program Overview Section	30.00	29.00
Program Service Section (POS Only)	15.00	15.00
Program Consumer Demographics Section	3.00	3.00
Program Performance Measures Section	30.00	20.00
Overall Comments	10.00	9.00
Matching Funds	10.00	0.00
Collaboration	15.00	7.00
<i>Final Score:</i>	<i>125.00</i>	<i>94.00</i>

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

Signature of Evaluators

Gregory A. Hupel
Signature

10/08/15
Date

Nancy McKeerrow
Signature

10/8/15
Date

[Handwritten Signature]
Signature

10/14/15
Date

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Organization Name: Phoenix Programs, Inc.

Program Name: Apex

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION CRITERIA	
Organization Profile Section	
Organization General (P = 3) <ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	2.00
Comments: Eight member board. History of providing these types of services. Phoenix Programs known primarily for drug and alcohol treatment.	
Organization Financial (P = 3) <ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	3.00
Comments: Good at drawing down other funds. Procedures in place for board over site. Adequate employee compensation.	
	Score
Total Group Score for Organization Profile (P = 6):	5.00
PROGRAM CRITERIA	
Program Budget Section	
Program Budget (P = 3) <ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	3.00
Comments: Multiple sources of funds for this program.	
	Score
Total Group Score for Program Budget Section (P = 3) x 2 for weighted value:	6.00

Program Overview Section

Program Consumers (P = 3)

- Use of valid and reliable data to describe the program consumers
- Rationale for the target program consumers
- Recognition of impediments or challenges in serving target program consumers

3.00

Comments: The number of high-risk kids are large.

Statement of Issue Being Addressed (P = 3)

- Relevancy of issue to be addressed to the issue(s) identified in RFP
- Use of valid and reliable data to describe the issue
- Use of valid and reliable data to describe the population affected by the issue
- Use of valid and reliable data to describe the effect of the issue in Boone County

3.00

Comments:

Program Goal (P = 3)

- Relevance of stated goal(s) to organization's goal(s), the issue(s) to be addressed, and program consumers.

3.00

Comments: This organization is known for drug and alcohol rehab for adults but now providing services for kids.

Program Description (P = 3)

- Detail of overview of the proposed program
- Description of where and when the program services will be offered
- Relevance of program services to the issue identified in the RFP
- Description of consumer access to program (eligibility, fees, etc.)
- Program uses best practices that are evidence-based

3.00

Comments: Clearly written narrative.

Program Personnel (P = 3)

- Program personnel qualifications appropriate to deliver proposed services
- Program staffing levels adequate to provide proposed services
- Program personnel compensation levels reasonable

3.00

Comments: Need to clarify if the personnel are existing or new FTEs.

Program Fee (P = 3)

- Description and justification of the fee for services

3.00

Comments:

Program Service Levels (P = 3) <ul style="list-style-type: none"> • Number of people to be served • Cost per individual served 	3.00
Comments: Helping high-risk kids.	
Program Service Need (P = 3) <ul style="list-style-type: none"> • Clear statement of service need in Boone County • Identification of other organizations providing the proposed program services • Description of how this program is not duplicative of other programs in Boone County 	3.00
Comments:	
Funding Request Justification (P = 3) <ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	3.00
Comments: Evidence-based service.	
Reference List (citations) (P = 3) <ul style="list-style-type: none"> • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments:	
	Score
Total Group Score for Program Overview Section (P = 30):	29.00
Program Service Section (POS only)	
Program Service (P = 3) <ul style="list-style-type: none"> • Unit of service rate(s) (cost) tied to an established public funding unit rate • Total number of units of service(s) • Average units of service per individual 	3.00
Comments: Clearly stated services. Well thought out narrative.	
	Score
Total Group Score for Program Service Section (P = 3) x 5 for weighted value:	15.00
Program Consumer Demographics Section	
Program Consumer Demographics (P = 3) <ul style="list-style-type: none"> • Reflects target program consumers description 	3.00
Comments:	

	Score
Total Group Score for Program Consumer Demographics Section (P = 3) :	3.00
Program Performance Measures Section	
Performance Measures (P = 3) <ul style="list-style-type: none"> • Relationship of outcome(s) to program goal(s) and issue identified in RFP • Relativity and feasibility of outcome indicator(s) • Relativity, validity, and reliability of the method(s) of measurement 	2.00
Comments:	
	Score
Total Group Score for Program Performance Measures Section (P = 3) x 10 for weighted value:	20.00
Overall Comments (P = 0-10 Extra Points)	
<p>Clarity and Accuracy of Proposal: Information submitted is clear, accurate, concise, and written in correct style.</p> <p>Responsiveness: The proposal is responsive to the Project Information and Requirements as stated in the RFP (e.g. meaningful program services, organization meets minimum eligibility requirements, organization is qualified to provide proposed services.)</p> <p>Priority: Does the proposal address a need identified by the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri Community Input Report, and the policy brief, "Are the Children Well? A model and recommendations for Promoting the Mental Awareness of the Nation's Young People".</p>	
	Score
Total Group Score for Overall Comments (P = 10):	9.00
Comments: Proposal was very responsive to the RFP. Evaluators believe this is high priority as a diversion program away from self hurt or criminal activity. Also meets the Statutorily Eligible Services Area of Priority: Outpatient chemical dependency and psychiatric treatment programs.	
Matching Funds (P = 0-10 Extra Points)	
Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?	
	Score
Total Group Score for Matching Funds (P = 10):	0.00
Comments: No matching funds described in this proposal.	

Collaboration (P = 0-15 Extra Points)

Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.

Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?

	Score
Total Group Consensus for Collaboration (P = 15):	7.00

Comments: Collaborating with a number of local organizations.



Organization Name: Missouri Girls Town Foundation, Inc.

Program Name: Keeping Kids Safe

OVERALL SCORE SHEET		
	Total Possible Score	Group Score
Organization Profile Section	6.00	4.00
Program Budget Section	6.00	4.00
Program Overview Section	30.00	21.00
Program Service Section (POS Only)	15.00	15.00
Program Consumer Demographics Section	3.00	2.00
Program Performance Measures Section	30.00	20.00
Overall Comments	10.00	7.00
Matching Funds	10.00	0.00
Collaboration	15.00	5.00
<i>Final Score:</i>	<i>125.00</i>	<i>78.00</i>

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

Signature of Evaluators

Gregory A. Lopez
Signature

10/08/15
Date

Nancy McKeown
Signature

10/8/15
Date

[Signature]
Signature

10/17/15
Date

Signature

Date

Signature

Date

Signature

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Date



Organization Name: Missouri Girls Town Foundation, Inc.

Program Name: Keeping Kids Safe

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION CRITERIA	
Organization Profile Section	
Organization General (P = 3) <ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	2.00
Comments: Two out of the 15 board members are Boone County residents. No local advisory board.	
Organization Financial (P = 3) <ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	2.00
Comments: The pay was reasonable for top five executives.	
	Score
Total Group Score for Organization Profile (P = 6):	4.00
PROGRAM CRITERIA	
Program Budget Section	
Program Budget (P = 3) <ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	2.00
Comments: Need more fundraising from other sources.	
	Score
Total Group Score for Program Budget Section (P = 3) x 2 for weighted value:	4.00

Program Overview Section

Program Consumers (P = 3)

- Use of valid and reliable data to describe the program consumers
- Rationale for the target program consumers
- Recognition of impediments or challenges in serving target program consumers

3.00

Comments: Homeless youth is a high priority.

Statement of Issue Being Addressed(P = 3)

- Relevancy of issue to be addressed to the issue(s) identified in RFP
- Use of valid and reliable data to describe the issue
- Use of valid and reliable data to describe the population affected by the issue
- Use of valid and reliable data to describe the effect of the issue in Boone County

2.00

Comments: Adequate but generalized narrative in this section.

Program Goal (P = 3)

- Relevance of stated goal(s) to organization's goal(s), the issue(s) to be addressed, and program consumers.

1.00

Comments: Need more data on who will be served.

Program Description (P = 3)

- Detail of overview of the proposed program
- Description of where and when the program services will be offered
- Relevance of program services to the issue identified in the RFP
- Description of consumer access to program (eligibility, fees, etc.)
- Program uses best practices that are evidence-based

3.00

Comments: Good narrative description.

Program Personnel (P = 3)

- Program personnel qualifications appropriate to deliver proposed services
- Program staffing levels adequate to provide proposed services
- Program personnel compensation levels reasonable

2.00

Comments: Compensation levels seem somewhat low for potential staff.

Program Fee (P = 3)

- Description and justification of the fee for services

2.00

Comments: Fees are tied to St. Louis County levels.

Program Service Levels (P = 3) <ul style="list-style-type: none"> • Number of people to be served • Cost per individual served 	3.00
Comments: Concerns that services provided by other agencies for the respite services.	
Program Service Need (P = 3) <ul style="list-style-type: none"> • Clear statement of service need in Boone County • Identification of other organizations providing the proposed program services • Description of how this program is not duplicative of other programs in Boone County 	1.00
Comments: While there are always at-risk youth, how these participants are different and are especially in need of these services is not spelled out.	
Funding Request Justification (P = 3) <ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	2.00
Comments:	
Reference List (citations) (P = 3) <ul style="list-style-type: none"> • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments:	
	Score
Total Group Score for Program Overview Section (P = 30):	21.00
Program Service Section (POS only)	
Program Service (P = 3) <ul style="list-style-type: none"> • Unit of service rate(s) (cost) tied to an established public funding unit rate • Total number of units of service(s) • Average units of service per individual 	3.00
Comments: Need richer data and share more information about who you are going to serve.	
	Score
Total Group Score for Program Service Section (P = 3) x 5 for weighted value:	15.00
Program Consumer Demographics Section	
Program Consumer Demographics (P = 3) <ul style="list-style-type: none"> • Reflects target program consumers description 	2.00
Comments:	

	Score
Total Group Score for Program Consumer Demographics Section (P = 3) :	2.00
Program Performance Measures Section	
Performance Measures (P = 3) <ul style="list-style-type: none"> • Relationship of outcome(s) to program goal(s) and issue identified in RFP • Relativity and feasibility of outcome indicator(s) • Relativity, validity, and reliability of the method(s) of measurement 	2.00
Comments:	
	Score
Total Group Score for Program Performance Measures Section (P = 3) x 10 for weighted value:	20.00
Overall Comments (P = 0-10 Extra Points)	
<p>Clarity and Accuracy of Proposal: Information submitted is clear, accurate, concise, and written in correct style.</p> <p>Responsiveness: The proposal is responsive to the Project Information and Requirements as stated in the RFP (e.g. meaningful program services, organization meets minimum eligibility requirements, organization is qualified to provide proposed services.)</p> <p>Priority: Does the proposal address a need identified by the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri Community Input Report, and the policy brief, "Are the Children Well? A model and recommendations for Promoting the Mental Awareness of the Nation's Young People".</p>	
	Score
Total Group Score for Overall Comments (P = 10):	7.00
Comments: Clearly written but need some richer information in areas of the proposal. Organization wants to provide all services under one umbrella. Met the Priority Area from the policy brief, "Are the Children Well?": Develop community capacity for respite care for parents of children with mental illness, and support the inclusion of respite care as a covered service under insurance plans. Also meets the Statutorily Eligible Services Area of Priority: Respite Care Services.	
Matching Funds (P = 0-10 Extra Points)	
Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?	
	Score
Total Group Score for Matching Funds (P = 10):	0.00
Comments: No matching funds mentioned in proposal.	

Collaboration (P = 0-15 Extra Points)

Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.

Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?

	Score
Total Group Consensus for Collaboration (P = 15):	5.00

Comments: Collaborating with a couple of other nonprofit organizations.



Organization Name: Lutheran Family and Children's Services of Missouri

Program Name: Maternal Mental Health

OVERALL SCORE SHEET		
	Total Possible Score	Group Score
Organization Profile Section	6.00	4.00
Program Budget Section	6.00	4.00
Program Overview Section	30.00	22.00
Program Service Section (POS Only)	15.00	10.00
Program Consumer Demographics Section	3.00	2.00
Program Performance Measures Section	30.00	30.00
Overall Comments	10.00	7.00
Matching Funds	10.00	0.00
Collaboration	15.00	7.00
<i>Final Score:</i>	<i>125.00</i>	<i>86.00</i>

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

Signature of Evaluators

Gregory A. Rye
Signature

10/08/15
Date

Nancy McHesrow
Signature

10/8/15
Date

[Handwritten Signature]
Signature

10/14/15
Date

Signature

Date

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Date

Signature

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Date



Organization Name: Lutheran Family and Children's Services of Missouri

Program Name: Maternal Mental Health

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION CRITERIA	
Organization Profile Section	
Organization General (P = 3) <ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	2.00
<i>Comments:</i> Large number of members on the board. Good local advisory board.	
Organization Financial (P = 3) <ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	2.00
<i>Comments:</i> Top executives are paid well for a nonprofit and religious-affiliated organization.	
Score	4.00
Total Group Score for Organization Profile (P = 6):	
PROGRAM CRITERIA	
Program Budget Section	
Program Budget (P = 3) <ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	2.00
<i>Comments:</i> Also received funding from the Children's Trust Fund (CTF) and fundraising.	
Score	4.00
Total Group Score for Program Budget Section (P = 3) x 2 for weighted value:	
4.00	

Program Overview Section

Program Consumers (P = 3)

- Use of valid and reliable data to describe the program consumers
- Rationale for the target program consumers
- Recognition of impediments or challenges in serving target program consumers

2.00

Comments: Need data on how many mothers suffer from Post Partum Depression (PPD) in Boone County.

Statement of Issue Being Addressed(P = 3)

- Relevancy of issue to be addressed to the issue(s) identified in RFP
- Use of valid and reliable data to describe the issue
- Use of valid and reliable data to describe the population affected by the issue
- Use of valid and reliable data to describe the effect of the issue in Boone County

3.00

Comments: Good information in this section.

Program Goal (P = 3)

- Relevance of stated goal(s) to organization's goal(s), the issue(s) to be addressed, and program consumers.

2.00

Comments: Is this a new program for this organization?

Program Description (P = 3)

- Detail of overview of the proposed program
- Description of where and when the program services will be offered
- Relevance of program services to the issue identified in the RFP
- Description of consumer access to program (eligibility, fees, etc.)
- Program uses best practices that are evidence-based

3.00

Comments: Good Program Description narrative.

Program Personnel (P = 3)

- Program personnel qualifications appropriate to deliver proposed services
- Program staffing levels adequate to provide proposed services
- Program personnel compensation levels reasonable

2.00

Comments:

Program Fee (P = 3)

- Description and justification of the fee for services

2.00

Comments: Need to get clarification on who is going to provide the counseling (Master's level social worker or a psychiatrist) and the justification for this rate. Proposal states that the rates are based on the St. Louis County Children's Service Fund.

Program Service Levels (P = 3) <ul style="list-style-type: none"> • Number of people to be served • Cost per individual served 	1.00
Comments: Seems like a very low number of individuals to be served.	
Program Service Need (P = 3) <ul style="list-style-type: none"> • Clear statement of service need in Boone County • Identification of other organizations providing the proposed program services • Description of how this program is not duplicative of other programs in Boone County 	3.00
Comments: Very good job with explanation.	
Funding Request Justification (P = 3) <ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	2.00
Comments: Need a better explanation of the funding justification and explanation of the rates for counseling.	
Reference List (citations) (P = 3) <ul style="list-style-type: none"> • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments:	
	Score
Total Group Score for Program Overview Section (P = 30):	22.00
Program Service Section (POS only)	
Program Service (P = 3) <ul style="list-style-type: none"> • Unit of service rate(s) (cost) tied to an established public funding unit rate • Total number of units of service(s) • Average units of service per individual 	2.00
Comments: Good job of explaining the services. See earlier comments re: number served.	
	Score
Total Group Score for Program Service Section (P = 3) x 5 for weighted value:	10.00
Program Consumer Demographics Section	
Program Consumer Demographics (P = 3) <ul style="list-style-type: none"> • Reflects target program consumers description 	2.00
Comments: Need more explanation about why serving men for PPD.	

	Score
Total Group Score for Program Consumer Demographics Section (P = 3) :	2.00
Program Performance Measures Section	
Performance Measures (P = 3) <ul style="list-style-type: none"> • Relationship of outcome(s) to program goal(s) and issue identified in RFP • Relativity and feasibility of outcome indicator(s) • Relativity, validity, and reliability of the method(s) of measurement 	3.00
Comments: Good job with narrative in this section.	
	Score
Total Group Score for Program Performance Measures Section (P = 3) x 10 for weighted value:	30.00
Overall Comments (P = 0-10 Extra Points)	
<p>Clarity and Accuracy of Proposal: Information submitted is clear, accurate, concise, and written in correct style.</p> <p>Responsiveness: The proposal is responsive to the Project Information and Requirements as stated in the RFP (e.g. meaningful program services, organization meets minimum eligibility requirements, organization is qualified to provide proposed services.)</p> <p>Priority: Does the proposal address a need identified by the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri Community Input Report, and the policy brief, "Are the Children Well? A model and recommendations for Promoting the Mental Awareness of the Nation's Young People".</p>	
	Score
Total Group Score for Overall Comments (P = 10):	7.00
Comments: Met the Priority Area from the policy brief, "Are the Children Well?": Increase screening for parental depression in locations as pediatric and WIC offices. Also meets the Statutorily Eligible Services Area of Priority: Unmarried Parent Services. This is a needed services but concerned about the data and the low number to be served.	
Matching Funds (P = 0-10 Extra Points)	
Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?	
	Score
Total Group Score for Matching Funds (P = 10):	0.00
Comments: No matching funds in budget.	

Collaboration (P = 0-15 Extra Points)

Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.

Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?

	Score
Total Group Consensus for Collaboration (P = 15):	7.00

Comments: Collaborates with the Family Health Center and the Columbia/Boone County WIC Department.



Organization Name: Great Circle

Program Name: Fostering Futures for Youth

OVERALL SCORE SHEET		
	Total Possible Score	Group Score
Organization Profile Section	6.00	4.00
Program Budget Section	6.00	2.00
Program Overview Section	30.00	21.00
Program Service Section (POS Only)	15.00	5.00
Program Consumer Demographics Section	3.00	2.00
Program Performance Measures Section	30.00	30.00
Overall Comments	10.00	6.00
Matching Funds	10.00	0.00
Collaboration	15.00	5.00
<i>Final Score:</i>	<i>125.00</i>	<i>75.00</i>

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

Signature of Evaluators

Gregory A. Sipe
Signature

10/08/15
Date

Nancy McKerron
Signature

10/8/15
Date

Signature

10/14/15
Date

Signature

Date

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Date



Organization Name: Great Circle

Program Name: Fostering Futures for Youth

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION CRITERIA	
Organization Profile Section	
Organization General (P = 3) <ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	2.00
Comments:	
Organization Financial (P = 3) <ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	2.00
Comments: Top five executives are paid well for a nonprofit.	
	Score
Total Group Score for Organization Profile (P = 6):	4.00
PROGRAM CRITERIA	
Program Budget Section	
Program Budget (P = 3) <ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	1.00
Comments: Evaluators had a difficult time understanding what is included in the non-personnel section of the proposal.	
	Score
Total Group Score for Program Budget Section (P = 3) x 2 for weighted value:	2.00

Program Overview Section

Program Consumers (P = 3)

- Use of valid and reliable data to describe the program consumers
- Rationale for the target program consumers
- Recognition of impediments or challenges in serving target program consumers

3.00

Comments: Did a good job of explaining the consumers in the proposal.

Statement of Issue Being Addressed(P = 3)

- Relevancy of issue to be addressed to the issue(s) identified in RFP
- Use of valid and reliable data to describe the issue
- Use of valid and reliable data to describe the population affected by the issue
- Use of valid and reliable data to describe the effect of the issue in Boone County

3.00

Comments: Good, thorough explanation.

Program Goal (P = 3)

- Relevance of stated goal(s) to organization's goal(s), the issue(s) to be addressed, and program consumers.

2.00

Comments: The narrative needs to be richer and expanded about the need for services they plan to provide including more numbers.

Program Description (P = 3)

- Detail of overview of the proposed program
- Description of where and when the program services will be offered
- Relevance of program services to the issue identified in the RFP
- Description of consumer access to program (eligibility, fees, etc.)
- Program uses best practices that are evidence-based

2.00

Comments: Evaluators feel that services already offered by Great Circle and there is some redundancy in this proposal.

Program Personnel (P = 3)

- Program personnel qualifications appropriate to deliver proposed services
- Program staffing levels adequate to provide proposed services
- Program personnel compensation levels reasonable

2.00

Comments:

Program Fee (P = 3)

- Description and justification of the fee for services

2.00

Comments:

Program Service Levels (P = 3) <ul style="list-style-type: none"> • Number of people to be served • Cost per individual served 	2.00
Comments: Evaluators were confused by the total number to be served. There were different numbers stated in the proposal.	
Program Service Need (P = 3) <ul style="list-style-type: none"> • Clear statement of service need in Boone County • Identification of other organizations providing the proposed program services • Description of how this program is not duplicative of other programs in Boone County 	2.00
Comments: Proposal included information about the same program in St. Louis.	
Funding Request Justification (P = 3) <ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	1.00
Comments:	
Reference List (citations) (P = 3) <ul style="list-style-type: none"> • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments:	
	Score
Total Group Score for Program Overview Section (P = 30):	21.00
Program Service Section (POS only)	
Program Service (P = 3) <ul style="list-style-type: none"> • Unit of service rate(s) (cost) tied to an established public funding unit rate • Total number of units of service(s) • Average units of service per individual 	1.00
Comments:	
	Score
Total Group Score for Program Service Section (P = 3) x 5 for weighted value:	5.00
Program Consumer Demographics Section	
Program Consumer Demographics (P = 3) <ul style="list-style-type: none"> • Reflects target program consumers description 	2.00
Comments:	

	Score
Total Group Score for Program Consumer Demographics Section (P = 3) :	2.00
Program Performance Measures Section	
Performance Measures (P = 3) <ul style="list-style-type: none"> • Relationship of outcome(s) to program goal(s) and issue identified in RFP • Relativity and feasibility of outcome indicator(s) • Relativity, validity, and reliability of the method(s) of measurement 	3.00
Comments: Good job in this section.	
	Score
Total Group Score for Program Performance Measures Section (P = 3) x 10 for weighted value:	30.00
Overall Comments (P = 0-10 Extra Points)	
<p>Clarity and Accuracy of Proposal: Information submitted is clear, accurate, concise, and written in correct style.</p> <p>Responsiveness: The proposal is responsive to the Project Information and Requirements as stated in the RFP (e.g. meaningful program services, organization meets minimum eligibility requirements, organization is qualified to provide proposed services.)</p> <p>Priority: Does the proposal address a need identified by the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri Community Input Report, and the policy brief, "Are the Children Well? A model and recommendations for Promoting the Mental Awareness of the Nation's Young People".</p>	
	Score
Total Group Score for Overall Comments (P = 10):	6.00
Comments: Concern expressed about the cost per client and ensuring quality control.	
Matching Funds (P = 0-10 Extra Points)	
<p>Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?</p>	
	Score
Total Group Score for Matching Funds (P = 10):	0.00
Comments:	

Signature of Evaluators

Gregory A. Lutz
Signature

10/08/15
Date

Nancy McEerrow
Signature

10/8/15
Date

[Handwritten Signature]
Signature

10/14/15
Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date



Organization Name: Central Missouri Foster Care & Adoption Association

Program Name: Monthly Respite Program

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION CRITERIA	
Organization Profile Section	
Organization General (P = 3) <ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	2.00
Comments: Large board but had very few representatives from Boone County on organization's board.	
Organization Financial (P = 3) <ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	2.00
Comments: Employee salaries are low.	
Score	
Total Group Score for Organization Profile (P = 6):	4.00
PROGRAM CRITERIA	
Program Budget Section	
Program Budget (P = 3) <ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	1.00
Comments: No narrative provided in Program Budget. Program Budget request was \$17,745, but in the Program Overview, under Funding Request Justification, it states that the total cost of the respite program is \$15,945. Need to make sure that the numbers match up.	
Score	
Total Group Score for Program Budget Section (P = 3) x 2 for weighted value:	2.00

Program Overview Section

Program Consumers (P = 3)

- Use of valid and reliable data to describe the program consumers
- Rationale for the target program consumers
- Recognition of impediments or challenges in serving target program consumers

2.00

Comments: The proposal states that travel is not a barrier but doesn't offer an explanations to why.

Statement of Issue Being Addressed(P = 3)

- Relevancy of issue to be addressed to the issue(s) identified in RFP
- Use of valid and reliable data to describe the issue
- Use of valid and reliable data to describe the population affected by the issue
- Use of valid and reliable data to describe the effect of the issue in Boone County

2.00

Comments:

Program Goal (P = 3)

- Relevance of stated goal(s) to organization's goal(s), the issue(s) to be addressed, and program consumers.

3.00

Comments: Very clearly stated goal. Concern expressed about the lofty goals for children and families for three hours of respite every other month.

Program Description (P = 3)

- Detail of overview of the proposed program
- Description of where and when the program services will be offered
- Relevance of program services to the issue identified in the RFP
- Description of consumer access to program (eligibility, fees, etc.)
- Program uses best practices that are evidence-based

1.00

Comments: Need better explanation why the Activities and Recreation Center (ARC) would be a better place to do respite care than some other place.

Program Personnel (P = 3)

- Program personnel qualifications appropriate to deliver proposed services
- Program staffing levels adequate to provide proposed services
- Program personnel compensation levels reasonable

2.00

Comments: Need more information on what professionals and their qualifications would be onsite during the respite times besides ARC personnel.

Program Fee (P = 3)

- Description and justification of the fee for services

2.00

Comments:

Program Service Levels (P = 3) <ul style="list-style-type: none"> • Number of people to be served • Cost per individual served 	1.00
Comments: Concerned about the number of kids they will actually be able to serve during these times.	
Program Service Need (P = 3) <ul style="list-style-type: none"> • Clear statement of service need in Boone County • Identification of other organizations providing the proposed program services • Description of how this program is not duplicative of other programs in Boone County 	1.00
Comments: Need more information about why respite care at the ARC is more preferable than some other type of respite. Proposal states that parents will have an 85% greater knowledge of abuse - how do we know? What about other services families/parents are receiving.	
Funding Request Justification (P = 3) <ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	1.00
Comments: Need to clarify the difference between the proposal amount requested and the narrative portion in the Program Overview section.	
Reference List (citations) (P = 3) <ul style="list-style-type: none"> • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments:	
	Score
Total Group Score for Program Overview Section (P = 30):	
	17.00
Program Service Section (POS only)	
Program Service (P = 3) <ul style="list-style-type: none"> • Unit of service rate(s) (cost) tied to an established public funding unit rate • Total number of units of service(s) • Average units of service per individual 	2.00
Comments: Reasonable costs for proposed service.	
	Score
Total Group Score for Program Service Section (P = 3) x 5 for weighted value:	
	10.00
Program Consumer Demographics Section	
Program Consumer Demographics (P = 3) <ul style="list-style-type: none"> • Reflects target program consumers description 	2.00
Comments:	

	Score
Total Group Score for Program Consumer Demographics Section (P = 3) :	2.00
Program Performance Measures Section	
Performance Measures (P = 3) <ul style="list-style-type: none"> • Relationship of outcome(s) to program goal(s) and issue identified in RFP • Relativity and feasibility of outcome indicator(s) • Relativity, validity, and reliability of the method(s) of measurement 	1.00
Comments: Evaluators expressed concern about the lofty goals for children and families for three hours of respite every other month.	
	Score
Total Group Score for Program Performance Measures Section (P = 3) x 10 for weighted value:	10.00
Overall Comments (P = 0-10 Extra Points)	
<p>Clarity and Accuracy of Proposal: Information submitted is clear, accurate, concise, and written in correct style.</p> <p>Responsiveness: The proposal is responsive to the Project Information and Requirements as stated in the RFP (e.g. meaningful program services, organization meets minimum eligibility requirements, organization is qualified to provide proposed services.)</p> <p>Priority: Does the proposal address a need identified by the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri Community Input Report, and the policy brief, "Are the Children Well? A model and recommendations for Promoting the Mental Awareness of the Nation's Young People".</p>	
	Score
Total Group Score for Overall Comments (P = 10):	5.00
Comments: Families can make reservations to have their child, who qualifies for respite care, to participate in all ARC activities. Money can only be spent on Boone County children. The proposal has merit. There are a few questions for clarification that will need to be answered before any further discussion. The BCCSB wanted more information about this organizations source of referrals. Met the Priority Area from the policy brief, "Are the Children Well?": Develop community capacity for respite care for parents of children with mental illness, and support the inclusion of respite care as a covered service under insurance plans. Also meets the Statutorily Eligible Services Area of Priority: Respite Care Services.	
Matching Funds (P = 0-10 Extra Points)	
Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?	
	Score
Total Group Score for Matching Funds (P = 10):	0.00

Comments: No mention of matching funds.

Collaboration (P = 0-15 Extra Points)

Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.

Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?

	Score
Total Group Consensus for Collaboration (P = 15):	3.00

Comments: There is collaboration with the ARC.

Collaboration (P = 0-15 Extra Points)

Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.

Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?

	Score
Total Group Consensus for Collaboration (P = 15):	5.00

Comments: Proposal did mention partners including Central Missouri Foster Care and Adoption Agency, Presbyterian Children's Home and Services, and Preferred Family Health.



Organization Name: Central Missouri Foster Care & Adoption Association

Program Name: Monthly Respite Program

OVERALL SCORE SHEET		
	Total Possible Score	Group Score
Organization Profile Section	6.00	4.00
Program Budget Section	6.00	2.00
Program Overview Section	30.00	17.00
Program Service Section (POS Only)	15.00	10.00
Program Consumer Demographics Section	3.00	2.00
Program Performance Measures Section	30.00	10.00
Overall Comments	10.00	5.00
Matching Funds	10.00	0.00
Collaboration	15.00	3.00
<i>Final Score:</i>	<i>125.00</i>	<i>53.00</i>

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



AGREEMENT FOR PURCHASE OF SERVICES The Employment Program

THIS AGREEMENT dated the 28th day of January, 2016 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 Youth Empowerment Zone, a tax-exempt, not organized for profit organization or governmental entity, hereinafter referred to as YEZ.

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 YEZ 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 YEZ 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 YEZ

YEZ is expected to the greatest extent possible to maximize funding from all other sources. YEZ shall periodically, upon request, furnish to the BCCSB information as to its efforts to obtain such other sources of funding. YEZ shall only request reimbursement for services not reimbursable by any other source. YEZ shall not invoice the Children's Services Fund for units of service invoiced to another funding source. YEZ 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 and is incorporated as if fully set forth herein. YEZ will perform the services and carry out the activities as set forth in the Request for Funding Proposal Application. YEZ 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 #25-15JUN15 (Purchase of Services) and YEZ's response to the County of Boone's Request for Proposal, Requests for Clarification, responses to Requests for Clarification, 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 YEZ's Proposal, Requests for Clarification, responses to Requests for Clarification, Requests for Additional Information, and Best and Final Offer Responses.

3. **Purchase.** The BCCSB agrees to purchase from the YEZ and YEZ agrees to furnish **The Employment And Resource Navigation Program (EARN 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 YEZ'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 **\$124,515** unless compensation for specific identified additional services is authorized and approved by BCCSB in writing in advance of rendition of such services for which additional compensation is requested.

4. **Contract Duration.** This agreement shall commence on the date of contract execution and **extend through December 31, 2016** subject to the provisions for termination specified below. This contract may at the sole discretion of the BCCSB and with the agreement of YEZ be renewed for an additional two (2) one-year periods. YEZ agrees and understands that the BCCSB may require supplemental information to be submitted by YEZ 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 Rate	Proposed # of Units	Total Amount Requested
Employment Readiness Training	1 hour	\$30.00	496	\$14,880
Career Exploration	1 hour	\$30.00	667	\$20,010
Case Management (Bachelor's Level)	15 minutes	\$12.55	3667	\$46,021
Employment Coaching	15 minutes	\$7.50	2634	\$19,755
Outreach/Engagement	15 minutes	\$10.00	2384	\$23,840

All billing shall be invoiced to BCCSB monthly by the 10th of the month following the month for which services were provided. For the service of Outreach/Engagement the BCCSB will pay YEZ, for 1192 units, for a total of \$11,920, within 30 days of contract execution. YEZ will submit a monthly invoice indicating the number of units of Outreach/Engagement services delivered each month. Regular reimbursement for Outreach/Engagement services will start after it is shown the number of units purchased at contract execution have been delivered. 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 YEZ, 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. **Program Performance Measures.** YEZ agrees to work in coordination with the Boone County Community Services Department to develop Program Performance Measures that align with other County providers to provide meaningful data to the community regarding the positive impact of YEZ's program.

8. **Reporting.** The BCCSB shall utilize the Request for Funding Proposal Application and the Requests for Clarification, responses to Requests for Clarification, Requests for Additional Information, and Best and Final Offer Response, as submitted by YEZ to monitor service delivery and program expenditures. YEZ agrees to submit to the BCCSB an Interim Report by July 29, 2016 for the period beginning with the date of contract execution to June 30, 2016 and a Year End Final Report by January 31, 2017, for the period of the term of the contract. Variations on this date may be requested by YEZ and, if so stipulated, are noted on this contract document. Payments may be withheld from YEZ if reports designated here are not submitted on time, until such time as the reports are filed and approved. 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. YEZ agrees to submit its reports through the Apricot by CTK® funding management system or another format if requested.

9. **Audits.** YEZ also agrees to make available to the BCCSB a copy of its annual audit within four months after the close of YEZ'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 YEZ, if reports designated here are not made available upon request. Audits shall be uploaded to the Organization Profile in the Apricot System and continually kept up to date.

10. **Monitoring.** YEZ 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 YEZ'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, YEZ 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.

11. **Modification or Amendment.** In the event YEZ 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 YEZ may be required with the request. For consideration of a request to modify or amend the contract, requests to the BCCSB must be submitted in writing at least two weeks prior to a regularly scheduled BCCSB meeting.

OTHER TERMS OF THIS CONTRACT

12. **Violation of Client Rights.** Any alleged case of a violation of a client's rights in a program funded through the Children's Services Fund shall be investigated in accordance with YEZ's policies and procedures and in accordance with any local/state/federal regulations. YEZ 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. YEZ must comply with Missouri law regarding confidentiality of client records.

13. **Discrimination.** YEZ 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.

14. **CSF to be used for Services Provided.** YEZ 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 YEZ's provision of such services.

15. **Accreditation/Licensure/Certifications.** All organizations must comply with all state/federal certification and licensing requirements and all applicable federal, state, and local laws and must remain in “good standing” with the applicable oversight entity.

16. **Conflict of Interest.** YEZ 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 YEZ, and this shall include any transaction in which YEZ is a party, including the subject matter of this contract. Missouri law, as this term is used herein, shall define “Conflict of Interest”.

17. **Subcontracts.** YEZ may enter into subcontracts for components of the contracted service as YEZ 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 YEZ 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.

18. **Employment of Unauthorized Aliens Prohibited.** YEZ 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. YEZ shall require each subcontractor to affirmatively state in its Agreement with the YEZ 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 YEZ a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor’s employees are lawfully present in the United States.

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

20. **Board Ownership.** If YEZ ceases to be funded by the BCCSB or ceases to provide programs and services for Boone County children, youth and their families, pursuant to this contract, 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 YEZ no longer uses capital equipment, materials, or buildings purchased with CSF funds for its original intent, YEZ will need BCCSB approval to re-direct the use of such.

21. **Failure to Perform/Default.** In the event YEZ, 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 YEZ as set out herein. This contract will be terminated at the option of the BCCSB.

22. **Termination.** BCCSB may terminate this agreement at will by giving at least 30 days prior written notice to the YEZ. 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 should the YEZ 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.

23. **Indemnification.** To the extent permitted under Missouri law, YEZ 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 YEZ, (meaning anyone, including but not limited to consultants having a contract with the YEZ or subcontractor for part of the services), or anyone directly or indirectly employed by YEZ, or of anyone for whose acts YEZ 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.

24. **Publicity by the Organization.** YEZ shall notify the BCCSB of contact with the media regarding CSF funded programs or profiles of participants in CSF funded programs. YEZ will acknowledge the BCCSB as a funding source whenever publicizing CSF funded programs. YEZ will collaborate with the BCCSB to inform the community about the ways its tax dollars are being invested in services and supports. YEZ 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.

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

26. **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.

27. **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.

28. **Record Retention Clause.** YEZ 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.

29. **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 YEZ shall be mailed or delivered to:

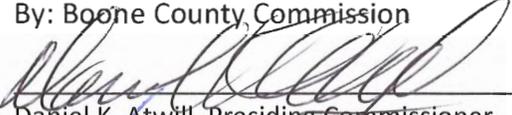
Youth Empowerment Zone
Lorenzo Lawson
1002 Fay Street
Columbia, MO 65201

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

Youth Empowerment Zone

Boone County, Missouri

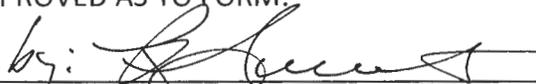
By: 
Signature

By: Boone County Commission

Daniel K. Atwill, Presiding Commissioner

By: _____
Printed Name/ Title

By: Boone County Children's Services Board

Les Wagner, Board Chair

APPROVED AS TO FORM:
by: 
County Counselor

ATTEST:

Wendy S. Noren, County Clerk

45-2016

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

June Patchford by *jj* 01/25/2016 (2161/71106/\$124,515)
Signature Date Appropriation Account

An Affirmative Action/Equal Opportunity Employer

Organization Profile

Organization Profile Instructions

New Users:

In order to create a Username and Password, complete the Organization User Information and Primary Information sub-sections and click Save Record on the right hand side of the screen. Be sure to save your Username and Password in a secure location for future use. Once you click Save Record you will be prompted to log in. This will allow you to access the system and complete the Organization Profile.

Returning Users:

You must complete and keep up-to-date ALL applicable fields in your Organization Profile. Proposals and Reports will be considered unresponsive if your Organization Profile is not complete and up-to-date.

Organization User Information

Primary Information

Organization Name (the official name of the organization that would enter into a contract):

Youth Empowerment Zone (YEZ)

DBA:

Federal EIN Number:

16-1764129

Organization Type:

Tax-Exempt/Not-For-Profit

Organization Contact Information

Address

1002 Fay Street

City

Columbia

State

Missouri

County

Boone County

Zip

65201



Organization Phone Number:

573-256-1896

Website:

<http://youthempowermentzone.org>

Address

1002 Fay Street

City

Columbia

State

Missouri

County

Boone County

Zip

65201



Organization Fax Number:

573-256-1882

Email:

yezemail@gmail.com

Head of Organization

Lorenzo Lawson

Head of Organization Phone:

573-256-1896

Head of Organization Title (e.g. Director, President, CEO)

Executive Director

Head of Organization Email:

llawson.yez@gmail.com

Local Organization Contact Information (If there is a local office with differen**Local Organization Name:****Address****City****State****County****Zip****Local Contact Name:****Local Contact Email:****Local Organization Fax:****Address****City****State****County****Zip****Local Contact Title:****Local Contact Phone:****General Information****Organization
Mission
Statement
(Purpose):****Provide your organization's mission statement. (600 character limit)**

The mission of Youth Empowerment Zone (YEZ) is to proactively reach under-served, at-risk youth by engaging them in empowering activities and ideas, and provide them with resources for success. YEZ specializes in working with Boone County at their greatest need, helping them obtain and retain employment, providing support and life skills training, and encouraging them to continue their education.

**Organization
History:****Provide a brief history of your organization including the number of years the organization has been in operation. (600 character limit)**

For ten years, YEZ programming has helped at-risk youth succeed in school, work and life. Our organization envisions a productive life for Missouri youth by working with the family and the community to give them the ability to fulfill their needs in a socially responsible manner emphasizing healthy, proactive living and instilling the value of self-sufficiency. YEZ works with children most at risk for incarceration, violence, truancy, homelessness and substance abuse; helping them learn how to dream and discover a life outside of the world of poverty and crime.

**Brief
Statement of
Organization's
Major Goals:****Provide a brief statement of the ultimate goals toward which your organization is working. (600 character limit)**

The Youth Empowerment Zone strives to provide a solution to address gaps in holistic prevention services for Boone County youth. YEZ creates opportunities in the areas of employment, education, empowerment and entrepreneurship. YEZ ultimately is committed to supporting the successful transition of children and youth in each phase of development, reducing drop-off rates and youth violence through positive youth development, strengthening efficacy, and increasing hard and soft skills in professional development.

**Articles of
Incorporation:
Provide a copy
of the
organization's
Articles of
Incorporation.****Articles of Incorporation (MUST BE IN PDF FORMAT)**

/document/download/filename/1434117746_30405_YEZArticlesofInc..pdf/

**Organizational
Chart
(must be for
the entire
organization):****Organizational Chart (MUST BE IN PDF FORMAT)**

/document/download/filename/1434117746_30406_YEZOrganizationalChart2015.pdf/

Service Area:**Briefly describe the geographic area in which your organization provides services. (600 character limit)**

Currently, the increase of poverty stricken homes within Boone County continues to grow as population trends shift and more families and youth are in need of holistic services; specifically in the area of economic development. According to the U.S. Census Bureau American Communities Survey in 2010, the number of people living below the poverty line increased by more than 11,000 in Boone County. This has expanded our organization's reach into all geographic areas of Boone County, with a continued concentration on children, youth and families identifying with pockets of poverty in Boone County.

Briefly describe the population(s) served by your organization. (600 character limit)

Population Served:

The Youth Empowerment Zone (YEZ) Employment Program specializes in working with at-risk children and youth identified as those "at greatest need" between the ages of 5-19 in Boone County. Children and Youth serviced are identified as those who experience or are affected by one or more listed barriers or toxic stressors including: citizens of low socio-economic status, displaced, poverty-stricken, homeless, victims of violence, involved in the criminal system, face parental neglect, experience low self-esteem or efficacy, mental illness and prone to being raised in single-parent households.

Governing Board**Organization Governing Board:**

Include information for all board members. Click +New to add board member information.

Governing Board Member

Governing Board Member					Link Info	
Name	Board Position:	Current Board Term (Beginni...	Address:	Employer:	Active	Date
Nicholas Orscheln	General Member		801 E. Broadway Columbia, MO 65201	Landmark Bank	✓	Added on 06/11/2015
Eric Johnson	General Member		1104 N. Providence Rd. Columbia, MO 65203	Columbia Public Schools	✓	Added on 06/11/2015
Deb Valvo	General Member		2001 Corporate Place Columbia, MO	Columbia Business Times	✓	Added on 06/11/2015
Karen Mickey	Board President		2820 S. Oliver Road, Columbia, MO 65201	Accelerated Wealth	✓	Added on 06/11/2015
Chris Watkins	Treasurer		5102 Lake Trout Ct. Columbia, MO 65203	Watkins Law. LLC	✓	Added on 05/21/2015
Janice Harder	Member		1806 Bluff Point Dr. Columbia, MO 65201	Law Office of Janice A. Harder	✓	Added on 05/21/2015
Madalyn Gramke	Member		8309 W. South east Ct. Columbia, MO 65202	Edward Jones	✓	Added on 05/21/2015
Orode Ewharekuko	Member		3601 West Broadway Apt 19-22 Columbia, MO 65203	Walgreen's Management	✓	Added on 05/21/2015
Ann Merrifield	Member		2002 North Dearborn Circle, Columbia, MO 65203	Columbia College	✓	Added on 05/21/2015

Total Active Links:9, Total Deactivated Links:0, Current Active Links:9, Current Deactivated Links:0

Advisory Board (if applicable)

Describe the function of the Advisory Board as it relates to the work of your organization:

Organization Advisory Board:

Include information for all advisory board members. Click +New to add board member information.

Advisory Board Member

Advisory Board Member					Link Info	
Name	Board Position:	Current Board Term (Beginni...	Address		Active	Date
Tom Swarz	Advisory		801 E Broadway, Columbia, MO 65201		✓	Added on 05/22/2015
Jerry Taylor	Advisory		1 Ray Drive Columbia Mo 65203		✓	Added on 05/22/2015
Don Laird	Advisory		300 S Providence Rd, Columbia, MO 65203		✓	Added on 05/22/2015
Nicci Garmon	Advisory		3215 Lemone Industrial Blvd Suite 200 Columbia, MO 65201		✓	Added on 05/22/2015

Ken Burton	Advisory	600 East Walnut Columbia, MO 65201-4491	✓	Added on 05/22/2015
Bernie Andrews	Advisory	302 Campus View Dr., Suite 208, Columbia, MO 65201	✓	Added on 05/22/2015
Priya Batchu	Advisory	2321 Deer Creek Ct., Columbia, MO 65201	✓	Added on 05/22/2015
Bill Costello	Advisory	501 Faye St. Columbia, MO 65201	✓	Added on 05/22/2015
Verna Laboy	Advisory	611 W. Worley, Columbia, MO 65203	✓	Added on 05/22/2015
Doris Scribner	Advisory	4404 Jordan Court, Columbia MO	✓	Added on 05/22/2015

Total Active Links:10, Total Deactivated Links:0, Current Active Links:10, Current Deactivated Links:0

Financial Information

Organization Fiscal Year:

2015

IRS Tax Exempt Status Determination Letter:
If applicable, upload the correspondence from the IRS indicating that your organization has been designated as tax exempt.

IRS Tax Exempt Status Determination Letter (MUST BE IN PDF FORMAT)

/document/download/filename/1432650632_29953_YEZFEDERALTAXEXEMPT%281%29.pdf/

Financial Statement:

Upload your organization's most recently completed Financial Statement and corresponding communications (required for audited statements). Financial statements must be reviewed by a qualified third party and be accompanied by a letter or report of assurance (compilation, review, or audit).

Financial Statement (MUST BE IN PDF FORMAT)

/document/download/filename/1432650632_29954_2014ReviewReportFinal.pdf/

IRS 990 or 990 EZ:

Upload your organization's most recently filed 990 or 990 EZ. Please contact the City, County and/or HMUW if your organization is not required to file a 990 or 990 EZ with the IRS.

990/990 EZ (MUST BE PDF FORMAT)

/document/download/filename/1432650632_29955_2014Form990Final.pdf/

Financial Policies and Procedures:

Summarize the organization's policies and procedures regarding board oversight of the organization finances. (600 character limit)

Policy: It is the policy of the Youth Empowerment Zone to ensure board oversight on all fiscal transaction and checks. Finance Report of all transaction is provided for board review an approval monthly. Report reviewed and provided to Board Treasurer, whom reviews and presents to Board at large at monthly board meeting.

Proof of General Liability Insurance (MUST BE IN PDF FORMAT)

General Liability Insurance:

Upload current proof of general liability insurance.

Employees Compensation

Top Five Compensated Employees:

Please provide titles, minimum qualifications, and salary information for the organization's top five compensated employees.

FTE = Full Time Equivalent (i.e., Full-Time = 1.0 FTE, Half-Time = 0.5 FTE, etc.) FTE = number of direct program service hours worked by

employee per year/2080 (e.g., 1040/2080 = .5 FTE)

If more than one employee is employed in the same position and the level of compensation is not identical, please list each of those employees separately.

Click +New to add Employee Compensation information.

Employees

Employees Compensation					Link Info	
Employee Title:	Qualifications:	FTE:	Salary:	Benefits:	Active	Date
Program Director	B.S.	1.00	\$33,857.00	\$3,642.00	✓	Added on 05/22/2015
Operations Director	B.S.	1.00	\$34,125.00	\$3,648.00	✓	Added on 05/22/2015
Executive Director	B.S.	1.00	\$39,147.00	\$3,642.00	✓	Added on 05/22/2015

Total Active Links:3, Total Deactivated Links:2, Current Active Links:3, Current Deactivated Links:2

Licensure (If applicable):

Licensure: Provide the name of the licensing body, the name of the licensure, period of current licensure (including expiration date), and a brief description of the licensure..

Licensure 1:

Licensure 2:

Licensure 3:

Accreditation (If applicable):

Accreditation: Provide the name of the accrediting body, the name of the accreditation, period of current accreditation (including expiration date), and a brief description of the accreditation.

Accreditation 1:

Accreditation 2:

Accreditation 3:

Certifications:

Certifications:

Please indicate that the above named organization:

Is a registered corporation in good standing with the State of Missouri.

yes

Agrees to comply with all the applicable provisions of: the Fair Labor Standards Act, as amended; the Employment Practices Act, as amended; the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1990, as amended; the Omnibus Reconciliation Act of 1981, as amended; the American with Disabilities Act of 1990, as amended; and all other applicable Federal and State laws which prohibit discrimination in employment and the delivery of services including the discrimination in employment and the delivery of services on the basis of race (racism), color, national origin, ancestry, sex, religion, disability, age (employment), and familial status (housing).

yes

If deemed a religious or denominational institution or organization or operated for religious purposes which is supervised or controlled by or in connection with a religious or denomination institution or organization; and agrees that, in connection with the provision of services and employment practices that it will not discriminate against any employee or applicant for employment on the basis of religion and will not

employ or give preference in employment to persons on the basis of religion; it will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, or exert no other religious influence in the provision of services under this agreement.

yes

Prohibits discrimination and the delivery of services on the basis of marital status, gender identity, and sexual orientation.

yes

Has administrative and program facilities that are accessible to persons with disabilities per the Americans with Disabilities Act of 1990.

yes

If the answer is no - upload an ADA Plan of Accommodation and Transition Plan. (REQUIRED)

ADA Plan of Accommodation (MUST BE IN PDF FORMAT)

Transition Plan (MUST BE IN PDF FORMAT)

Linked 'Proposal Cover Sheet' Records

Link to Proposal Cover Sheet

County Children's Services, County Community Health, City Social Services, City CDBG/HOME, HMUW

Link Info

Organization Name (will aut...	Fund Source	Funder	Funding Cycle	Name of Program or Project	Active	Date
Youth Empowerment Zone	Children's Services Fund - POS	Boone County	RFP #25-15JUN15	Employment And Resource Navigation (EARN) Program - RG 3	✓	Added on 05/18/2015

(1 hidden)

Total Active Links:1, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0

System Fields

Record ID

12703

Modification Date

09/15/2015 09:59 am CDT

Modified By

Youth Empowerment Zo ORG

Creation Date

01/06/2015 08:18 am CST

Created By

Linked 'New Proposal' Records

County Children's Services, County Community Health, City Social Services, City CDBG/HOME, HMUW

Proposal Request Information

Organization Name (will auto-populate)

Youth Empowerment Zone

Fund Source

Children's Services Fund - POS

Funder

Boone County

Funding Cycle

RFP #25-15JUN15

Name of Program or Project

Employment And Resource Navigation (EARN) Program - RG 3

Amount of Request

\$124,515.00

Year 1 Award

\$0.00

Year 2 Award

\$0.00

County-Children's Services - Service Type (check all that apply)

Prevention programs which promote healthy lifestyles among children and youth and strengthen families

Program Information

Program Website (will default to Organization website)
<http://www.youthempowermentzone.org>
Address

1002 Fay Street

City

Columbia

State

Missouri

County

Boone County

Zip

65201

Address

1002 Fay Street

City

Columbia

State

Missouri

County

Boone County

Zip

65201


Program Administrator Name

Lorenzo Lawson

Phone Number

573-256-1896 x5732561896

Program Administrator Title

Executive Director

Email

llawson.yez@gmail.com

Required Attachments - Children's Services Fund and Community Health

Attachment A 2015 Agency Assurance Sheet

/document/download/filename/1434132652_30421_ATTA.pdf/

Attachment B Certification Regarding Debarment, Suspension, Ineligibility, and Volunteer Exclusion

/document/download/filename/1434132652_30420_ATTB.pdf/

Attachment C Work Authorization Certification

/document/download/filename/1434132652_30419_ATTTC.pdf/

Addendums

/document/download/filename/1434132652_30418_ADDENDUM.pdf/

Link to Organization Profile Record

Link to Organization Records

Organization Profile			Link Info	
Organization Name (the offi...	Organization Mailing Address:	Head of Organization	Active	Date
Youth Empowerment Zone (YEZ)	1002 Fay Street	Lorenzo Lawson	<input checked="" type="checkbox"/>	Added on 05/18/2015

Total Active Links:1, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0

Federal EIN Number (will auto-populate)

Linked 'Interim POS Report' Records

Link Instructions

Linked 'Final POS Report' Records

Linked 'Interim Pilot Report' Records (1)

Linked 'Final Pilot Report' Records

Program Budget

Program Budget Instructions

For each item for which figures are entered, please complete the corresponding narrative field. *Indicates Required Field.

Program Budget

PROGRAM REVENUE	PROPOSED YEAR	% OF PROPOSED TOTAL
1. DIRECT SUPPORT		
A. Heart of Missouri United Way (300 character limit)	1A	1A %
The United way has awarded funds to the Empowerment Group program. This a program designed to increase increase high school graduation rates and support employment, income and entrepreneurial activity increasing self-efficacy in youth.	\$49,449.10	16
B. Other United Ways (300 character limit)	1B	1B %
	\$0.00	0
C. Capital Campaigns (300 character limit)	1C	1C %
	\$0.00	0
D. Grants (non-governmental) (300 character limit)	1D	1D %
	\$0.00	0
E. Fund Raising & Other Direct Support (300 character limit)	1E	1E %
	\$0.00	0
2. GOVERNMENT CONTRACTS/SUPPORT:		
A. Boone County - Children's Services Funding (300 character limit)	2A	2A %
	\$124,515.00	42
B. Boone County - Community Health Funding (300 character limit)	2B	2B %
	\$0.00	0
C. Boone County- Other Funding (300 character limit)	2C	2C %
	\$0.00	0
D. Funding from Other Counties (300 character limit)	2D	2D %
	\$0.00	0
E. City of Columbia - Social Service Funding (300 character limit)	2E	2E %
The Youth Empowerment Zone is awarded purchase of service for the Working to the Top Program which provides soft job readiness skills through training, case management and mentoring to participants.	\$25,000.00	8
F. City of Columbia - CDGB/Home Funding (300 character limit)	2F	2F %
	\$0.00	0
G. City of Columbia - CHDO Funding (300 character limit)	2G	2G %
	\$0.00	0
H. City of Columbia - Other Funding (300 character limit)	2H	2H %
	\$0.00	0
I. Funding from Other Cities (300 character limit)	2I	2I %
	\$0.00	0
J. Federal (Medicaid, Title III, etc.) (300 character limit)	2J	2J %
	\$0.00	0
K. State (Purchase of Service, Grants, etc.) (300 character limit)	2K	2K %
The Youth Empowerment Zone is 1 of 21 sites in Missouri awarded for implementation of the Missouri Mentoring Partnership Program. YEZ is contracted to provide Job Readiness Training, job mentoring, and job placement increasing youth participants ability to obtain and sustain employment.	\$101,030.83	34

L. Other (Schools, Courts, etc.) (300 character limit)	2L	2L %
	\$0.00	0
3. Program Service Fees (300 character limit)	3.	3 %
	\$0.00	0
4. Investment Income (realized & unrealized) (300 character limit)	4.	4 %
	\$0.00	0
5. Other Revenue Items (300 character limit)	5.	5 %
	\$0.00	0
TOTAL PROGRAM REVENUE	TOTAL REVENUE	
	299994.93	
PROGRAM EXPENSES		
1. Personnel	1.	1. %
	\$101,949.00	34
2. Non-Personnel	2.	2. %
	\$198,045.93	66
TOTAL PROGRAM EXPENSES	TOTAL EXPENSES	
	299994.93	

System Fields

Record ID
15509

Modification Date
06/16/2015 08:32 am CDT

Modified By
Apricot Subsystem

Creation Date
05/10/2015 00:24 am CDT

Linked 'Program Overview' Records

Link Instructions

Program Overview			Link Info
Record Lock	a. Will program consumers b...	b. Will the program utilize...	Active Date
	No		Added on 06/02/2015
Total Active Links:1, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0			

Linked 'Final POS Report' Records

Linked 'Final Pilot Report' Records

Program Overview

Program Overview Instructions

The purpose of this section is to provide information regarding the program and service(s) proposed by your organization. In developing your responses, please adhere to the following guidelines:

Each narrative response should be clear and succinct.

Respond as if the reviewers have no prior knowledge of the program and service(s).

The issue(s) and affected population(s) should be described and documented utilizing objective, relevant, information and data, from sources outside of your organization and should include geographic information using recognized political boundaries (e.g. city, county, state, national).

All sources of information should be properly cited using the American Psychological Association (APA) Style of author-date method of in-text citation. All sources that are cited must appear in the reference list at the end of this section. For detailed information regarding the APA Style, please visit the APA Style web site: <http://www.apastyle.org/>

PLEASE NOTE: In order to complete the Program Service Levels sub-section, you must first complete and link to Program Budget Section.

Information provided in the Program Overview Section should correspond with the information provided in the:

Program Budget

Program Service (POS Only)

Consumer Demographics

Program Performance Measures

* Indicates Required Field

Statement of Issue Being Addressed

Instructions: Include information pertaining to the overall, community-level issue(s) to be addressed by the proposed program (e.g. homelessness, child abuse & neglect, substance abuse, suicide, etc.) The issue(s) should be tied to the organization's major goal(s), as stated in the Organization Information form, as well as the program goal(s), as stated in the Program Goal(s) sub-section below.

a. Describe and document the issue(s) to be addressed by the proposed program. (1500 character limit)

In Boone County there is a continued need for services that support low income, at-risk youth in holistic career, employment and professional development. At-risk youth lack the necessary tools and knowledge to achieve economic self-sufficiency which can bridge the gap of opportunity to ascend a life of poverty and crime. For these youth, low socio-economic status is often perpetuated through lack of education, experience and empowerment in holistic career achievement. Without the development of soft and hard employment skills youth will not acquire workforce readiness. Young people in communities of high poverty and high youth distress are exposed to a tremendous number of risks and negative environmental factors which impede their passage to adult success. Lack of preparation to enter a state of positive economic sufficiency often continues generationally within family units and continues a landscape of destitute situations including homelessness, illiteracy, violence and mental illness. These are proven to create a burden on the local community and society.

b. Describe and document the population affected by the issue(s) to be addressed by the proposed program including demographics and characteristics. (1500 character limit)

Boone County youth who are predisposed to crime, homelessness and truancy are at an increasing need for prevention programs that promote holistic economic development and self-sufficiency. Opportunities provide a positive alternative to overcome the symptoms of poverty. The 2014 Department of Youth Services report identified that the population of youth ages 12-17 remains a challenge due to limited available resources. Boone County, as defined by the U.S. Census Bureau currently is recognized as 1 of 5 metropolitan areas in Missouri in which over two-thirds of the youth were committed into the criminal justice system. In addition, commitments from surrounding rural counties accounted for 258 offenses and populations relocating into Boone County from the greater metropolitan areas of Kansas City and St. Louis pose a direct increased risk for necessary youth intervention. According to the Missouri Juvenile Justice Association the annual expenditure for 1 youth in a Missouri Juvenile Detention Center costs an average of \$66,000. Overall the cost to society for just one high risk youth's life of crime estimates to be \$3.8 million as compared to a youth's benefit to society in avoiding the snare of violence and downward effects of poverty in receiving a college education and tax contribution of \$1 million over his or her lifetime to society.

c. Describe how the City of Columbia or Boone County community is affected by the issue(s) to be addressed by the proposed program. (1500 character limit)

The Community Input Analysis & Needs Assessment Synthesis Report captures feedback of the increasing need for the capacity of local youth prevention programs to expand. Currently, the increase of poverty stricken homes within Boone County continues to grow as population trends develop and more families and youth are in need of holistic services, specifically in the area of economic development. The 2015 Social Services Funding Report shows a 24% poverty rate – an increase that is climbing. Police Sergeant Bernhard reported that crime rates for juveniles is still the biggest category of escalating violence. In 2013 alone, arrests were reported detaining youth as young as 10 years old from cases of theft to aggravated assault. During the year 2014, 45 children and youth were arrested – 23 involved in non-aggravated assaults. Both males and females under the age of 18 made up 24.6% of the total arrests in Boone County more than 16% being males. The juvenile referral rate of 10 to 17 year olds is 88.9 percent in Boone County, versus 55.2 percent for Missouri. Youth involved in violent behaviors are more likely to enter the juvenile justice and adult justice systems. These youth are at

risk for recidivism rates.

Program Consumers

a. Describe the consumers which will be served by the proposed program including characteristics and demographics. (1500 character limit)

The Youth Empowerment Zone (YEZ) Employment Program specializes in working with at-risk children and youth identified as those "at greatest need" between the ages of 5-19 in Boone County. Children and Youth serviced are identified as those who experience or are affected by one or more listed barriers or toxic stressors including: citizens of low socio-economic status, displaced, poverty-stricken, homeless, victims of violence, involved in the criminal system, face parental neglect, experience low self-esteem or efficacy, mental illness and prone to being raised in single-parent households. Youth and families whom are provided support fall into statutorily eligible services addressing the need of prevention programs which promote healthy lifestyles among children and youth and strengthen families in accordance with Missouri State Statute 67.1775 and 210.861. The Employment program is designed to work with youth between the ages of 12 and 19.

b. Why will these consumers be served? (1500 character limit)

The target population of youth serviced are more prone to experience extreme toxic stress, which is the result of strong, frequent and or prolonged biological responses effecting a youth's brain and development. According to the Harvard Center on the Developing Child toxic stressors experienced within early ages have been proven to impair school readiness, academic achievement, both physical and mental health and preparedness for a successful adulthood - including the attainment of necessary foundational skills needed for employment and career attainment. These circumstances prevent youth from becoming productive, self-sufficient adults. They are robbed of acquiring critical tools needed to become career ready and depriving them of hope in overcoming disparity through the benefits of socio-economic advancement in their lifetime. YEZ serves identified at-risk youth to increase positive youth outcomes. This includes increased levels of employment, earnings, high school completion (or its equivalent), post-secondary education fulfillment, reduced rates of reliance on public assistance and involvement in criminal activities.

c. Describe any impediments or challenges in serving these consumers. (600 character limit)

The greatest obstacle outside of our control in servicing the target population is the lack of access to transportation also exposed by the Community Input Report concerning systemic obstacles to success. Our organization has combated this barrier through increasing our acquisition of additional vehicles, licensing and insurance to meet the demand in providing aid as transporters for our clients. Efforts to partner with local transportation services and teaching reliability on the access of public and private transportation has also helped meet this need.

Program Goal

Instructions: The program goal(s) should correspond to the organization's major goal(s) (as stated in the Organization Information section), the issue(s) the proposed program is intended to address (as stated in the Statement of the Issue Being Addressed sub-section above), and the consumers of the proposed program (as indicated in the Program Consumers sub-section above).

State the goal(s) of the proposed program. (300 character limit)

The goals of our Employment Program is to provide primary avenues for employment preparation through encouraging the continuation of formal secondary and post secondary education, increasing professional development skills and connecting youth to networks of economic opportunities.

Program Description

Instructions: The information provided in this section should include information for each program service indicated in the Program Service section.

a. Provide a detailed description of the proposed program. (3000 character limit)

The Employment Program offers economic prevention and intervention services to at-risk youth. Our program a 15-hour Job Readiness Training which has been proven to reverse inadequacy in employment and career preparation among youth. The training coaches youth in the development of critical workforce skills including: experience and education in resume building, cover letter writing, mock interview preparation, job search, dressing for success and human resource compliance. Participants also strengthen professional development through anger management and conflict resolution training. Employment and Resource Navigation (E.A.R.N.) services are provided to bridge the gap between youth and employers through focus on employment placement, internship attainment, work place mentoring and career shadowing. Career Exploration Development Workshops are provided to strengthen awareness and exploration of diverse career and employment opportunities in various industries. Through this 3-pronged strategy, the Employment program helps participants take the necessary, holistic steps to overcome barriers and increase economic self sufficiency and success in adulthood.

b. For each location in which the proposed program service(s) will be provided, indicate the street address and the days/hours of operation (e.g. Monday – Friday, 8 a.m. – 5 p.m.). If the proposed program service(s) are to be delivered off-site, describe the environment in which they will be provided (e.g. in homes, street outreach, etc.) (600 character limit)

Proposed program services will be provided at the Youth Empowerment Zone located on 1002 Fay Street Columbia, Missouri between the hours of 8:00 a.m. and 5:00 p.m., Monday - Friday. Additional program activities including hands-on training, professional development seminars, employment camps, work-site visits and/or shadow opportunities may be delivered off-site at locations connected to community partner facilities in a professional manner to provide greater tangible development experiences. Services may require extended services hours beyond 5:00 p.m. to meet the needs of youth and families.

c. Describe the eligibility criteria (e.g. income, age, etc.) to be utilized for determining eligibility for the proposed program. (600 character limit)

The criteria used in determining youth eligibility includes the implementation of a holistic intake assessment. This assessment identifies social, economic and cultural factors that present 1 or more risk-factors such as but not limited too: youth whom have dropped-of school, live at or below the poverty level, of a minority demographic, of single parent households, experience mental illness or symptoms of mental illness, victims of displacement, abuse and/or violence, prone to gang-activity, involved in the criminal justice system and suffering from low self-esteem, motivation or empowerment.

d. Describe any external requirements of the proposed program such as licensing, minimum standards, etc. (600 character limit)

There are no external requirements of the proposed program.

e. Is the proposed program currently accredited by one or more recognized accrediting body?

No

If yes, please provide the name of the accreditation agency, dates for the most recent accreditation, and briefly describe the accreditation process.

Name of the Accreditation:

Current accreditation period:

Description: (600 character limit)

f. Are there best practices for the proposed program service(s)?

Yes

If Yes - Indicate the best practices and whether or not they will be utilized in the proposed program. (600 character limit)

Evidence-based practices include incorporating the following models for individualized and collective group training: the Missouri Mentoring Partnership program model, STRIVE which focuses on low-income, out-of-school and out-of-work youth; Jobs for America's Graduates (JAG) which focuses on serving at-risk young people in the areas of career development, job attainment, job survival, basic skills, leadership, and self-development; and Harlem Children Zone's "Learn to Earn" program with strong emphasis in academic success, college prep career readiness, entrepreneurship and financial literacy.

g. Is there evidence to support the efficacy of the proposed program and/or program service(s)?

Yes

If Yes - Identify cite, and describe the evidence. (1500 character limit)

The Center for Law & Social Policy (CLASP) has identified common elements of a successful youth employment programs. These impactful programs include quality work experience and career exploration components which provide hands on exposure to the work place, instills appropriate behaviors and ethics, and allow for awareness of various occupations and careers. CLASP has identified and documented effective practices in youth employment service delivery from communities across the country, with particular focus on the function and effectiveness of the workforce investment systems that serve at-risk and disconnected youth. In addition, the American Youth Policy Forum has identified the best-practice program models used in our services as top leading programs in the United States that provide a broad set of strategies and tactics to address the needs of targeted youth to teach work appreciation, work readiness skills and authentic work-based experiences.

If No - Provide rationale for utilizing the proposed program services(s). (1500 character limit)

h. Describe any unique or innovative aspects of the proposed program that will enhance access to and/or the quality and effectiveness of the program. (1500 character limit)

The Youth Empowerment Zone Employment Program provides the unique aspect of career mentoring as an additional complimenting resource to youth development. Career-focused mentoring provides young people the opportunity to receive practical awareness, guidance and step-by-step quality instruction as well as resources to exploring a range of career paths that may not otherwise be available to them. It also allows them to gain and practice skills that are useful in professional and other settings, and to prepare for life as an adult. Mentoring relationships provide valuable support to young people. Mentors can help guide youth through the sometimes awkward developmental stages that accompany the transition into adulthood. Mentoring can offer not only academic and career guidance, but also role models for leadership, interpersonal and problem-solving skills. Many at-risk and disadvantaged youth, have not had the same opportunities as their peers for exposure to career preparation opportunities and this component of the program enhances the quality and effectiveness short-term and long-term. In addition, our organization also works with a number of corporate partners to established employment and mentored employment opportunities for youth to have an opportunity to excel and flourish within the workforce. This community collaboration and support increases the depth and range of our services in providing youth with quality experiences.

i. Describe any partnerships or collaborations that enhance access to and/or the quality and effectiveness of the program. (1500 character limit)

Currently the Youth Empowerment Zone receive referrals for services from: the Juvenile Justice System, Department of Youth Services, Love Inc., Great Circle, Jobpoint, Rainbow House, Burrell Behavioral Services, Turning Point Ministries, Columbia Public Schools, Lutheran Family Services, as well as the Division of Probation and Parole. We provide referrals for services to Burrell Behavioral Services, Job Point, Rainbow House and Love Inc. Our partner/referral network with local agencies has developed through the hard work and persistence of the staff at YEZ who are constantly advocating for the holistic betterment of youth. Our organization is often called upon to provide services through our Employment Program to train, develop and increase the soft and hard employment skill sets of youth. Our innovative program implementation methods and organizational competencies allow individualized and group opportunities to be facilitated through hands on and productive manner. The Youth Empowerment Zone if often sought as for service support in the community develop of at-risk youth as the only holistic program within the county. The Youth Empowerment Zone connects youth through these collaborations with the greater community safety net to encourage healthy economic growth.

If MOUs or contracts/agreements related to the proposed program are in place, please upload these documents (1) PDF Format:

/document/download/filename/1434136561_29425_YEZMOUS.pdf/

If MOUs or contracts/agreements related to the proposed program are in place, please upload these documents (2) PDF Format:

If MOUs or contracts/agreements related to the proposed program are in place, please upload these documents (3) PDF Format:

Program Personnel Instructions

Provide titles, minimum qualifications, and salary ranges for all positions for which salaries will be charged, in whole or in part, to the proposed program. FTE = Full Time Equivalent (i.e. Full-Time = 1.0 FTE, Half-Time = 0.5 FTE, etc.) To determine FTE, divide the number of hours assigned to program services per year by 2080 (e.g. 1040/2080 = .5 FTE)

Program Personnel

POSITION OR TITLE (Do not use employee names)	MINIMUM QUALIFICATIONS (B.A., Licensed, etc.)	FTEs	SALARY RANGE FROM: (wages, social security and Medicare)	SALARY RANGE TO:
P1 Youth Specialist	MQ1 BA	FTE1 1.00	SR1 FROM 28.00	SR1 TO
P2 Program Coordinator	MQ2 BA	FTE2 1.00	SR2 FROM 32.00	SR2 TO
P3	MQ3	FTE3 0.00	SR3 FROM 0.00	SR3 TO
P4	MQ4	FTE4 0.00	SR4 FROM 0.00	SR4 TO
P5	MQ5	FTE5 0.00	SR5 FROM 0.00	SR5 TO
P6	MQ6	FTE6 0.00	SR6 FROM 0.00	SR6 TO
P7	MQ7	FTE7 0.00	SR7 FROM 0.00	SR7 TO
P8	MQ8	FTE8 0.00	SR8 FROM 0.00	SR8 TO
P9	MQ9	FTE9 0.00	SR9 FROM 0.00	SR9 TO
P10	MQ10	FTE10 0.00	SR10 FROM 0.00	SR10 TO

Program Personnel Narrative

Provide a rationale for the minimum qualifications and salary range for each position indicated above. (600 character limit)

The Youth Specialist will provide recruitment, case management, assessments, training, goal planning, implementation of job readiness training classes, workshops and seminars, facilitate mentoring and job placement, develop community learning projects, work-site employment training sessions, and professional development opportunities. The Program Coordinator will provide administrative oversight to ensure program compliance, implementation goals and outcomes are met, budget maintenance and supervision. These positions requires a minimum of a bachelor degree to quality program implementation.

Program Service Fee

a. Will program consumers be charged a fee for the proposed program service(s)?

No

If No - Provide a rationale for why no fees will be charged for the program service(s). (600 character limit)

The Youth Empowerment Zone seeks to eliminate financial barriers and burdens that would prevent access to participation in programs that benefit their exposure to employment readiness services.

If Yes - Provide a description of and rationale for the program service fee. (600 character limit)

Program Service Levels

Click Add to link to the Program Budget Worksheet for this proposal. The Total Program Expenses is used in the Average Program Service Levels calculation

Link to Program Budget

Program Budget			Record Lock	Link Info
TOTAL REVENUE	2.	TOTAL EXPENSES		Active Date
299994.93	\$198,045.93	299994.93		Added on 06/02/2015

Total Active Links:1, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0

Total Number of Unduplicated Individuals to be served by the Proposed Program

80

Average Cost per Individual

3749.94

Program Service Need**a. Are other organizations/businesses in the City of Columbia or Boone County currently providing the proposed program service(s)?**

No

Indicate the organizations/businesses currently providing the proposed program service(s). (600 character limit)**b. State the reason why the proposed program is needed in the City of Columbia or Boone County. (1500 character limit)**

In Boone County there is a gap in services that support low-income, at-risk youth as they strive to complete school and begin employment. These gaps increase for those that have been involved in the Juvenile Justice System, impacted by poverty, displacement, mental illness, substance abuse, substance abuse treatment, low self-esteem, neglect and hindered academic progress or success. The increasing Boone County at-risk youth population requires the capacity of prevention and intervention services to expand. Over the last five years, only 23.5 percent of residents attained a high school diploma and 6.1 percent did not graduate from high school with 17.4 percent of children under 18 living in poverty. Boone County youth identified as at-risk are stated by the Boone County Issues Analysis as in need of access to holistic prevention services.

These services focus on the encouragement of gaining life-skills that promote self-sufficiency and provide opportunities out of poverty and development of job skills. The Youth Empowerment Zone Employment Program addresses and meets the needs of youth by resourcing them with the tools necessary to overcome poor economic conditions.

Funding Request Justification**a. Provide a justification for the requested level of funding from the City of Columbia or Boone County. (600 character limit)**

For the past 10 years the Youth Empowerment Zone has valued program implementation cost based on the Missouri Department of Social Services Mentoring Partnership as a state standard in youth employment programs. This includes the per unit cost of \$2,525.77 per youth serviced in Employment Program.

b. Describe how funding from the City of Columbia or Boone County for the proposed program will expand program service capacity, fill a gap in or loss of funding from other funding sources, and/or enable the organization to access funding from other funding sources. (600 character limit)

Funding will expand the Youth Empowerment Zone's program service capacity by matching current resources that allow our organization to work with youth. This includes funding support through the Heart of Missouri United Way, City of Columbia Health and Human Services and State of Missouri Department of Social Services.

Reference List

Instructions: All in-text citations in this section of the proposal must be listed in the Reference List below using the American Psychological Association (APA) Style. For detailed information regarding the APA Style, please visit the APA Style web site: <http://www.apastyle.org/>

Reference List: (5000 character limit)

Arment, C., Meyers, E. Schumacher, J. (2014) Community Input Report Executive Summary. Harry S. Truman School of Public Affairs Institute of Public Policy. Retrieved from <http://ipp.missouri.edu/publications/community-input-report-executive-summary/>

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mentoring-project/

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Gebhart, L., Coy, M., Adolescent Health Needs Assessment. Columbia/Boone County Department of Public Health. World Health Organization. (2010). Mental Health: Strengthening our response. Whitlock, J., Schantz, K. (2008) Mental Illness and mental health in adolescence. ACT for Youth Center of Excellence Research Facts & Findings. Ithaca, NY.

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Hastings, S., & Tsoi-A-Fatt, R. (n.d.). Building a Comprehensive Youth Employment Delivery System: Examples of Effective Practice. CLASP Policy Solutions That Work for Low Income People, 51-51. Retrieved from <http://www.clasp.org/resources-and-publications/files/Youth-Employment-Systems-1.pdf>

Institute of Public Policy, Harry S. Truman School of Public Affairs. Deliverable #2: Synthesis of Existing County-Level Reports. Heart of Missouri United Way Community Need Assessment (2011)

Institute of Public Policy, Harry S. Truman School of Public Affairs. Deliverable #2: Synthesis of Existing County-Level Reports. Heart of Missouri United Way Community Need Assessment (2011)

Institute of Public Policy, Harry S. Truman School of Public Affairs. Deliverable #3d: Community Input Session on Primary Prevention. (2011) Missouri Kids Count. Boone County. 2014. Retrieved from <http://missourikidscountdata.org/counties/boone.pdf>

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The Office of Planning, Research & Evaluation. (2014) U.S. Department of Human Services. Enhancing Cultural Competence in Social Serving Agencies: A Promising Approach to Serving Diverse Children & Families. Retrieved from http://www.acf.hhs.gov/sites/default/files/opre/brief_enhancing_cultural_competence_final_022114.pdf

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Linked 'Final POS Report' Records

Linked 'Interim Pilot Report' Records

Linked 'Interim POS Report' Records

Link Instructions (2)

Linked 'Final Pilot Report' Records

Program Service

Program Service Instructions

The purpose of this section is to provide detailed information about the proposed program service(s). Services should be unbundled (e.g. separate rates for individual counseling and case management); therefore, please provide information for each program service to be provided in the proposed program. This includes services for which you are not requesting City of Columbia or Boone County funding.

Information provided in the Program Service Section should correlate with the information provided in the:

Program Overview

Program Budget

Consumer Demographics

Program Performance Measures

* Indicates Required Field

Program Service 1

Indicate Proposed Service (e.g. individual outpatient therapy, case management, emergency shelter, etc.) (1) (1000 character limit)

Job Readiness Training

Indicate Unit Measure (e.g. 15 minutes, one hour, one bed night, one pound of food, etc.) (1) (100 character limit)

1 hour

Unit Rate (1)

\$69.17

Organizations should limit their rates, when appropriate, to an established public funding unit rate (e.g. Missouri Department of Mental Health (DMH), Medicaid, MO HealthNet, Missouri Department of Social Services, etc.) **Is the proposed rate tied to an established public funding unit rate?** (1)

Yes

If yes, source of publicly available rate (1) (600 character limit)

Department of Social Service Missouri Mentoring Partnership

If no, consideration may be given for a unit rate not consistent with an established public funding unit rate provided a justification and rationale is given for charging a different amount. Provide a justification for the proposed rate. (1) (600 character limit)

Number of Units of Service to be Provided (1)

600

Number of Unduplicated Individuals to be Served (1)

40

Average Number of Units of Service per Unduplicated Individual (1)

15

Average Cost of Service per individual (1)

1037.55

Are you proposing the City of Columbia or Boone County purchase this service? (1)

Yes

Amount Requested (1)

\$41,505.00

Proposed Number of Units of Service (1)

600.04

Program Service 2

Indicate Proposed Service (e.g. individual outpatient therapy, case management, emergency shelter, etc.) (2) (250 character limit)

Career Exploration Development

Indicate Unit Measure (e.g. 15 minutes, one hour, one bed night, one pound of food, etc.) (2) (100 character limit)

1 Hour

Unit Rate (2)

\$138.35

Is the proposed rate tied to an established public funding unit rate? (2)

Yes

If yes, source of publicly available rate (2) (600 character limit)

Department of Social Service Missouri Mentoring Partnership

If no, consideration may be given for a unit rate not consistent with an established public funding unit rate provided a justification and rationale is given for charging a different amount. Provide a justification for the proposed rate. (2) (600 character limit)**Number of Units of Service to be Provided (2)**

300

Number of Unduplicated Individuals to be Served (2)

20

Average Number of Units of Service per Unduplicated Individual (2)

15

Average Cost of Service per Individual (2)

2075.25

Are you proposing the City of Columbia or Boone County purchase this service? (2)**Amount Requested (2)**

\$41,505.00

Proposed Number of Units of Service (2)

300

Program Service 3**Indicate Proposed Service (e.g. individual outpatient therapy, case management, emergency shelter, etc.) (3) (250 character limit)**

E.A.R.N. (Employment and Resource Navigation)

Indicate Unit Measure (e.g. 15 minutes, one hour, one bed night, one pound of food, etc.) (3) (100 character limit)

1 Hour

Unit Rate (3)

\$138.35

Is the proposed rate tied to an established public funding unit rate? (3)

Yes

If yes, source of publicly available rate (3) (600 character limit)

Department of Social Service Missouri Mentoring Partnership

If no, consideration may be given for a unit rate not consistent with an established public funding unit rate provided a justification and rationale is given for charging a different amount. Provide a justification for the proposed rate. (3) (600 character limit)**Number of Units of Service to be Provided (3)**

300

Number of Unduplicated Individuals to be Served (3)

20

Average Number of Units of Service per Unduplicated Individual (3)

15

Average Cost of Service per Individual (3)

2075.25

Are you proposing the City of Columbia or Boone County purchase this service? (3)

Yes

Amount Requested (3)

\$41,505.00

Proposed Number of Units of Service (3)

300

Program Service 4**Indicate Proposed Service (e.g. individual outpatient therapy, case management, emergency shelter, etc.) (4) (250 character limit)****Indicate Unit Measure (e.g. 15 minutes, one hour, one bed night, one pound of food, etc.) (4) (100 character limit)**

Unit Rate (4)

\$0.00

Is the proposed rate tied to an established public funding unit rate? (4)**If yes, source of publicly available rate (4) (600 character limit)****If no, consideration may be given for a unit rate not consistent with an established public funding unit rate provided a justification and rationale is given for charging a different amount. Provide a justification for the proposed rate. (4)(600 character limit)****Number of Units of Service to be Provided (4)**

0

Number of Unduplicated Individuals to be Served (4)

0

Average Number of Units of Service per Unduplicated Individual (4)

0

Average Cost of Service per Individual (4)

0

Are you proposing the City of Columbia or Boone County purchase this service? (4)**Amount Requested (4)**

\$0.00

Proposed Number of Units of Service (4)

0

Program Service 5**Indicate Proposed Service (e.g. individual outpatient therapy, case management, emergency shelter, etc.) (5) (250 character limit)****Indicate Unit Measure (e.g. 15 minutes, one hour, one bed night, one pound of food, etc.) (5) (100 character limit)****Unit Rate (5)**

\$0.00

Is the proposed rate tied to an established public funding unit rate? (5)**If yes, source of publicly available rate (5) (600 character limit)****If no, consideration may be given for a unit rate not consistent with an established public funding unit rate provided a justification and rationale is given for charging a different amount. Provide a justification for the proposed rate. (5) (600 character limit)****Number of Units of Service to be Provided (5)**

0

Number of Unduplicated Individuals to be Served (5)

0

Average Number of Units of Service per Unduplicated Individual (5)

0

Average Cost of Service per Individual (5)

0

Are you proposing the City of Columbia or Boone County purchase this service? (5)**Amount Requested (5)**

\$0.00

Proposed Number of Units of Service (5)

0

Totals**Total Amount of City of Columbia or Boone County Funding Requested for the Proposed Program Service(s):**

124515

Linked 'Program Performance Measures' Records**Linked Program Performance Measures Records**

Program Performance Measures

Record Lock

Outcome (1-1)

Job Readiness Skills Increased

Link Info

Active Date

Added on
06/11/2015

Total Active Links:1, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0

System Fields

Record ID	Modification Date	Modified By	Creation Date	Created By
16133	06/16/2015 08:32 am CDT	Arinet Subystem	06/10/2015 08:50 am CDT	Youth Empowerment Co.ORG

Linked 'Interim POS Report' Records

Link Instructions

Linked 'Final POS Report' Records

Consumer Demographics

Consumer Demographics Instructions

Instructions:

The purpose of this section is to provide detailed demographic information for consumers to be served by the proposed program services. All counts are for Unduplicated Individuals. The totals for all sub-sections should be identical.

Information provided in the Consumer Demographic Information Section should correlate with the information provided in the:

- Program Overview Section
- Program Budget Section
- Program Service Section (POS Only)
- Program Performance Measures Section

*Indicates a required field.

Residence

Boone County (includes City of Columbia residents)

172717

City of Columbia

115276

Other Counties

0

Residence Total

172717

Record Lock

1

Race/Ethnicity

NON-HISPANIC

White (alone)

143000

Black or African American (alone)

16235

Native American Indian or Alaskan Native (alone)

690

Asian (alone)

7081

Native Hawaiian or other Pacific Islander (alone)

172

Multiple Races

4836

Some Other Race

0

Subtotal - Non-Hispanic

172014

HISPANIC

Of all races

5526

Race/Ethnicity Total

177540

Gender**Female**

89121

Male

83596

Other Gender

0

Gender Total

172717

Income**At or below 200% of Federal Poverty Level**

34543

Over 200% of Federal Poverty Level

138174

Income Total

172717

Age (City-Social Services/County-Health Fund RFP)**Under 5 years**

0

5-18 years

0

19-59 years

0

60 years and over

0

Age Total (1)

0

Age (County-Children's Services Fund RFP)**Infant/Toddler (birth – 2 years)**

0

Preschool (3 years – 5 years)

0

School Age (6 years – 11 years)

0

Middle School (12 years – 14 years)

3779

High School (15 years – 19 years)

5079

Parent/Guardian (19 years and younger)

0

Parent/Guardian (age 20 and over)

0

Age Total (2)

8858

System Fields

Record ID	Modification Date	Modified By	Creation Date	Created By
16043	06/16/2015 08:32 am CDT	Apricot Subsystem	06/09/2015 09:07 am CDT	Youth Empowerment Zo ORG

Linked 'Interim POS Report' Records

Link Instructions

Linked 'Final POS Report' Records

Linked 'Interim Pilot Report' Records (1)

Linked 'Final Pilot Report' Records

Program Performance Measures

Program Performance Instructions

Instructions:

The purpose of this section is to provide performance measurement information for each proposed program service. For each program service included in the Program Service Section, a performance measurement logic model will appear below. Each logic model has been partially auto-populated with program service and output information based on information provided in the Program Service Section.

PLEASE NOTE: The Program Service Section **MUST** be completed before completing this Program Performance Measures Section.

In the fields provided, provide at least one outcome and the corresponding indicator(s) and method(s) of measurement for each proposed program service. Any additional outcomes must include corresponding indicator(s) and method(s) of measurement.

[Click here to access helpful information about performance measures.](#)

Information provided in the Program Performance Measures Section should correlate to the information provided in the:

Program Overview Section

Program Budget Section

Program Service Section (POS Only)

Consumer Demographics Section

*Indicates Required Field

Link to Program Service Records

Click Add to link to the Program Service record for this program application to auto-populate the Service, Units and Unduplicated Individuals for each Program Service.

Link to Program Service

Program Service	Record Lock	Link Info
Indicate Proposed Service (...)		Active Date
Job Readiness Training		Added on 06/11/2015

Total Active Links:1, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0

Program Service 1

Service (1)

Job Readiness Training

Program Service 1 - Outputs

Units (1)	Unit Measure (1)	Unduplicated Individuals (1)
600	1 hour	40

Program Service 1 - Outcomes

Outcome (1-1)	Indicator (1-1)	Method of Measurement (1-1)
Job Readiness Skills Increased	79% of youth will demonstrate increased job readiness skills	pre and post test
Additional Outcome (1-2)	Additional Indicator (1-2)	Additional Method (1-2)
Additional Outcome (1-3)	Additional Indicator (1-3)	Additional Method (1-3)

Additional Outcome (1-4)**Additional Indicator (1-4)****Additional Method (1-4)****Additional Outcome (1-5)****Additional Indicator (1-5)****Additional Method (1-5)**

Program Service 1 - Narrative

Describe how each outcome is attributable to the program goals(s), as stated in the Program Overview section (1) (600 character limit)

Participants will obtain new or increased knowledge of standards and expectations of employability. Participants will develop hard and soft employment skills including resume and cover letter building, informed knowledge of the job application process, interviewing and communication skills, strengthen personal presentation and conflict resolution skills.

Describe and document any external factors or variables which may affect the proposed outcome(s) (1) (600 character limit)

The population youth being serviced are at high risk of transient behavior, lack of home support and may face other barriers that can prevent them from completing programming.

Provide a rationale for the measurement level(s) for each indicator (1) (600 character limit)

Current Job Readiness Training reported through the Missouri Mentoring Partnership have shown an 82% average in annual youth job readiness preparation.

Provide a rationale for each method of measurement (1) (600 character limit)

The pre/post test have shown effective measurement in reporting through the Missouri Mentoring Partnership.

Program Service 2

Service (2)

Career Exploration Development

Program Service 2 - Outputs

Units (2)

300

New Unit Measure Auto Populate2

1 Hour

Unduplicated Individuals (2)

20

Program Service 2 - Outcomes

Outcome (2-1)

Increased awareness of career opportunities

Indicator (2-1)

76% of youth will demonstrate increased awareness of career employment opportunities

Method of Measurement (2-1)

Career Skills Assessment

Additional Outcome (2-2)**Additional Indicator (2-2)****Additional Method (2-2)****Additional Outcome (2-3)****Additional Indicator (2-3)****Additional Method (2-3)****Additional Outcome (2-4)****Additional Indicator (2-4)****Additional Method (2-4)****Additional Outcome (2-5)****Additional Indicator (2-5)****Additional Method (2-5)**

Program Service 2 - Narrative

Describe how each outcome is attributable to the program goals(s), as stated in the Program Overview section (2) (600 character limit)

Participants will increase self-efficacy and empowerment in exploring career opportunities that can help them reach professional fulfillment. Increased awareness of career opportunities serve as prevention and intervention strategies to establish a foundation for adult success and build networks to increase knowledge, interest and exploration of employability as well as resources to reach educational and careers goals. Such exploration introduces youth to early possibilities of securing employment to transcend a life of poverty.

Describe and document any external factors or variables which may affect the proposed outcome(s) (2) (600 character limit)

The population youth being serviced may lack motivation, openness and appreciation of opportunities that promote economic development because of lack of family support. Transportation and narrowed perspectives of importance of program are also barriers.

Provide a rationale for the measurement level(s) for each indicator (2) (600 character limit)

Due to success over the past 3 years in implementing youth income and employment program with the support of the Heart of Missouri United Way, measurements levels have been proven to show expected impacted of program standards.

Provide a rationale for each method of measurement (2) (600 character limit)

The career skills assessments developed and used have shown effective measurement in reporting through the Heart of Missouri United Way.

Program Service 3

Service (3)

E.A.R.N. (Employment and Resource Navigation)

Program Service 3 - Outputs

Units (3)	New Unit Measure Auto Populate3	Unduplicated Individuals (3)
300	1 Hour	20

Program Service 3 - Outcomes

Outcome (3-1)	Indicator (3-1)	Method of Measurement (3-1)
Change in employment status.	70% of youth will enter one of the following: employment placement, internship, career shadowing or workplace mentoring	Post interview with employer
Additional Outcome (3-2) Increased employment engagement	Additional Indicator (3-2) 72% obtain and retain employment for 30 or more days	Additional Method (3-2) 30 day employer Interview
Additional Outcome (3-3) Increased employment engagement	Additional Indicator (3-3) 50% obtain and retain employment for 60 or more days	Additional Method (3-3) 60 day employer Interview
Additional Outcome (3-4) Increased employment engagement	Additional Indicator (3-4) 30% obtain and retain employment for 90 or more days	Additional Method (3-4) 90 day employer Interview
Additional Outcome (3-5) Increased employment engagement	Additional Indicator (3-5) 15% obtain and retain employment for 120 or more days	Additional Method (3-5) 120 day employer Interview

Program Service 3 - Narrative

Describe how each outcome is attributable to the program goals(s), as stated in the Program Overview section (3) (600 character limit)

Participants will retain gainful employment, take advantage of career advancement opening and experience the benefits of being provided with a stable support system through case management and employer mentor opportunities.

Describe and document any external factors or variables which may affect the proposed outcome(s) (3) (600 character limit)

The population youth being serviced may lack employment skills, social behaviors, education and have criminal offenses on their record which could prevent success transition into employment.

Provide a rationale for the measurement level(s) for each indicator (3) (600 character limit)

Job Placement success has shown an 70% success rate in preparing, mentoring and training youth to obtain and sustain employment through the Missouri Mentoring Partnership Program.

Provide a rationale for each method of measurement (3) (600 character limit)

Post interviews have been reported as effective measurement tools through the Missouri Mentoring Partnership Program.

Program Service 4

Service (4)

Program Service 4 - Outputs

Units (4)	New Unit Measure Auto Populate4	Unduplicated Individuals(4)
0		0

Program Service 4 - Outcomes

Outcome (4-1)	Indicator (4-1)	Method of Measurement (4-1)
Additional Outcome (4-2)	Additional Indicator (4-2)	Additional Method (4-2)
Additional Outcome (4-3)	Additional Indicator (4-3)	Additional Method (4-3)
Additional Outcome (4-4)	Additional Indicator (4-4)	Additional Method (4-4)
Additional Outcome (4-5)	Additional Indicator (4-5)	Additional Method (4-5)

Program Service 4 - Narrative

- Describe how each outcome is attributable to the program goals(s), as stated in the Program Overview section (4) (600 character limit)**
- Describe and document any external factors or variables which may affect the proposed outcome(s) (4) (600 character limit)**
- Provide a rationale for the measurement level(s) for each indicator (4) (600 character limit)**
- Provide a rationale for each method of measurement (4) (600 character limit)**

Program Service 5

Service (5)

Program Service 5 - Outputs

Units (5)	New Unit Measure Auto Populate5	Unduplicated Individuals (5)
0		0

Program Service 5 - Outcomes

Outcome (5-1)	Indicator (5-1)	Method of Measurement (5-1)
Additional Outcome (5-2)	Additional Indicator (5-2)	Additional Method (5-2)
Additional Outcome (5-3)	Additional Indicator (5-3)	Additional Method (5-3)
Additional Outcome (5-4)	Additional Indicator (5-4)	Additional Method (5-4)
Additional Outcome (5-5)	Additional Indicator (5-5)	Additional Method (5-5)

Program Service 5 - Narrative

- Describe how each outcome is attributable to the program goals(s), as stated in the Program Overview section (5) (600 character limit)**
- Describe and document any external factors or variables which may affect the proposed outcome(s) (5) (600 character limit)**
- Provide a rationale for the measurement level(s) for each indicator (5) (600 character limit)**
- Provide a rationale for each method of measurement (5) (600 character limit)**

System Fields

Record ID	Modification Date	Modified By	Creation Date	Created By
16183	06/16/2015 08:32 am CDT	Apricot Subsystem	06/11/2015 03:10 pm CDT	Youth Empowerment Zo ORG

Linked 'Interim POS Report' Records

Link Instructions

Linked 'Final POS Report' Records

ATTACHMENT A

2015 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:

- Certificate of Corporate Good Standing
- Agency Strategic Plan
- Agency Policy of Non-Discrimination
- Agency Policy for Screening of Staff and Volunteers for Child Abuse and Neglect
- Agency Statement of Confidentiality

Lorenzo Lawson
Printed Name - Agency Executive Director/President/CEO

6-11-15
Date

Lorenzo Lawson
Signature - Agency Executive Director/President/CEO

6-11-15
Date

Karen Mickey
Printed Name - Agency Board Chair

6-11-15
Date

Karen Mickey
Signature - Agency Board Chair

6-11-15
Date

ATTACHMENT C

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 Lorenzo Lawson am an authorized agent of Youth Empowerment Zone (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.

Lorenzo Lawson
Affiant Date
LORENZO LAWSON
Printed Name

Subscribed and sworn to before me this 11 day of June, 2015.



KARITA MCDOWALL
My Commission Expires
December 1, 2015
Boone County
Commission #11154415

Karita McDowall
Notary Public

Attach to this form the *E-Verify Memorandum of Understanding* that you completed when enrolling.



E-VERIFY IS A SERVICE OF DHS

Company ID Number: 175717

Approved by:

Employer: Moresourco, Inc.

Shella D Johnson

Name (Please Type or Print)

Title

Electronically Signed

01/05/2009

Signature

Date

Department of Homeland Security - Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

01/05/2009

Signature

Date



BOONE COUNTY, MISSOURI

Request for Proposal #: 25-15JUN15 – *Purchase of Service Contracts for the Children's Services Fund*

ADDENDUM #1 - Issued May 21, 2015

This addendum is issued in accordance with the RFP Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's *Response Form*. Signed addendums should be uploaded in the Required Documents section of the Proposal Cover Sheet.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

- I. The deadline for further questions regarding this RFP is 5:00 p.m., June 3, 2015.
- II. Sign-In Sheets from the pre-proposal conference on May 18 are attached for informational purpose.
- III. Clarification: Organizations currently contracted to receive Children's Services Funds should not submit an application for the currently funded program under this RFP.
- IV. Clarification: Delete 2.1.2.6, an Organizational Budget is no longer required.
- V. The County received the following questions and is providing a response:

- a. We are not required to file a form 990. We have both internal and external audits of our organization. Is this 990 exemption ok?

Response: Each organization's exemption request will be evaluated individually. Please contact the Community Services Department to discuss your request.

- b. Section 5 mentions that the contractor should be "...be certified, accredited or licensed in the services for which funds are requested." We are not required by State nor Federal law to have any of those credentials. Is this ok for the application?

Response: Yes.

- c. Our facility serves homeless children under the age of 18 when accompanied by parent/guardian. Is this lower age (18 versus 19) ok?

Response: Yes.

- d. How do you print the Apricot form so you can view the whole proposal at once.

Response: Each section of the proposal needs to be printed off separately. Instructions for printing are contained within the User Guide for Apricot which may be found at:

- e. Narrative, Page Limitation 1.1.: What is the page limitation for the proposals? Will this change due to on-line submission requirement?

Response: There is not a page limitation as proposals must be submitted via the online system. Each required field of the forms in the on-line system has a character limitation.

- f. Organization 2.1.2.: Are all sections 1-14 uploaded as attachments or will there be form fields on line content will be typed into or copy and pasted?

Response: Sections 1-4 are part of the RFP document, sections 5-11 are forms that will be filled out on-line, and sections 12-14 will be uploaded as attachments in the on-line system.

- g. Program Services 3.7.2.: Are contracts and budgets based on fee per service?

Response: Organizations receiving contracts will be reimbursed for services based upon the agreed upon contractual unit rate for the service. The program budget should reflect total program revenues and expenses.

- h. Program Budget Worksheet 3.7.3.: Is there a percentage preferred for indirect, administrative or personnel costs?

Response: Purchase of Service proposals will be evaluated by the unit rate taking into account the reasonableness of personnel and non-personnel costs.

- i. Narrative 4.1: Can organizations submit more than one proposal? Is there a maximum number of application submissions allowed?

Response: Yes, organizations may submit more than one proposal but may not submit more than one proposal for the same program. Organizations are not limited to the number of proposals they may submit.

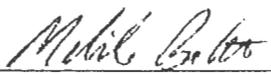
- j. If two or more organizations are collaborating on a program, should each organization submit a proposal?

Response: No, only one proposal per program should be submitted.

- k. For acknowledgement of organizational accreditation, should organizations include any staff certifications or organizational certifications?

Response: No.

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined Addendum #1 to Request for Proposal# 25-15JUN15 -- Purchase of Service Contracts for the Children's Services Fund, receipt of which is hereby acknowledged:

Company Name: Youth Empowerment Zone
Address: 1002 Foy Street, Columbia MD 21041
Phone Number: 573-256-1896 Fax Number: 573-256-1882
E-mail: Lawson.YEZ@gmail.com
Authorized Representative Signature: Lorenzo Lawson Date: 6/11/15
Authorized Representative Printed Name: LORENZO LAWSON

**PRE-PROPOSAL CONFERENCE – INFORMATION
SESSION - RFP – 25-15JUN15 – PURCHASE OF SERVICE
CONTRACTS FOR BOONE COUNTY CHILDREN'S
SERVICES FUND, 2015 APPLICATION**

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Heather Wall	Lutheran Family Children's Services	815-9955
3.	Mable J. Grime	Nora Stewart	449-5981
4.	Michael Trapp	Phoenix Health Programs	777-3000
5.	Stephanie Brunning	Cd/Boone Public Health	874-7343
6.	Maria W. Walker	Polk County Child Care	214-5331
7.	Meggy Bertlett	Boone Christian Community Learning	449-5100
8.	Kim Harvey	Harrisburg Family Learning	875-5959
9.	Gene Hollis	Civilian, LLC	774-7487
10.	Robert Craigley	Presbyterian Community Services, Boone, NC	314-381-727
11.	Christine Gracen	Lutheran Family Children's Services	314-754-2231
12.	Cheryl Howard	Nora Stewart ELC	449-5981
13.			
14.			
15.			

PROPOSAL OPENING
RFP – 25-15JUN15 – PURCHASE OF SERVICE CONTRACTS
FOR BOONE COUNTY CHILDREN'S SERVICES FUND,
2015 APPLICATION

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Brian Martin	Putnam Community Health	571-480-4781
3.	Carole Johnson	Fun City Youth Academy	573-256-1436
4.	Jason Wilcox	Columbia Boone PHHS	573-874-7224
5.	Andrea Warner	Columbia Boone PHHS	573-874-7032
6.	Wendy Ell	Univ. of MO - Dept. of Psychology	573 673-4051
7.	Lynne Locky Boley	Univ. of MO Dept of Psychology	573- 230- -11
8.	Jessica Chapman	The Salvation Army	573 442-3229 X222
9.	Shelley Lock	Child Care Alliance of MO	573 4455437
10.	Nancy Eaton	BBCC	573 674-1697
11.	Michelle Elliott	Central Missouri Foster Care Adoption Assn	573 448- 6858
12.	Dan Reilly	MO Wellness Project	573 884-7534
13.			
14.			
15.			

**PRE-PROPOSAL CONFERENCE – INFORMATION
SESSION - RFP – 25-15JUN15 – PURCHASE OF SERVICE
CONTRACTS FOR BOONE COUNTY CHILDREN’S
SERVICES FUND, 2015 APPLICATION**

	Representative Name	Business Name	Telephone Number
1.	Melinda Babbitt	Boone County Purchasing	886-4391
2.	Nava Kellcher	Epworth Builders & Grading	304-915-3521
3.	Alexander Savaloss	Columbia County Extension Agriculture	573-356-9392
4.	Kristy Becka	Missouri Ends Town	513-642-5345
5.	Nick Foster	Voluntary Action Center	573-874-2273
6.	PAM LEAHE	PREFERRED FAMILY HC	573-680-1708
7.	Dorothy Jones	Lansdowne Home	573-474-6600
8.	Nirde Thomas	Great Circle	573-442-9331
9.	Jack Jensen	First Chance for Children	513-777-1815
10.	Caro Lynn Minter	Beep & Call Child	573-234-8334
11.	KEVIN DRUMMOND	EPURCH	314-918-3308
12.			
13.			
14.			
15.			

**PRE-PROPOSAL CONFERENCE – INFORMATION
SESSION - RFP – 25-15JUN15 – PURCHASE OF SERVICE
CONTRACTS FOR BOONE COUNTY CHILDREN'S
SERVICES FUND, 2015 APPLICATION**

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Whitney Jovan	Youth Empowerment Zone	(607) 697-1115
3.			
4.			
5.	Becky Markert	CHFA Low Income Services	473-443-2586
6.	Cathy D Richards	Boone County Public Health	573-886-7190
7.	Clare Starra	Rainbow House	573-474-6600
8.	Janie Bakutec	Rainbow House	573-474-6600
9.	Scott Clardy	Boone County Public Health	573-441-5560
10.	Rebecca Kirsner	Boone County Public Health	578-424-4757
11.	Carol Schatz	mu Bridge	573-268-4129
12.			
13.			
14.			
15.			



BOONE COUNTY, MISSOURI

Request for Proposal #: 25-15JUN15 – Purchase of Service Contracts for the Children's Services Fund

ADDENDUM #2 - Issued May 28, 2015

This addendum is issued in accordance with the RFP Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's *Response Form*. Signed addendums should be uploaded in the Required Documents section of the Proposal Cover Sheet.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

- I. A technical assistance meeting for Apricot by CTK is scheduled for 1:00 p.m. on June 8, 2015 in the Commission Chambers of the Boone County Government Center, 801 E. Walnut, Columbia, Missouri. Organizations may ask questions regarding the use of Apricot by CTK to apply for open RFP's.
- II. The County received the following question and is providing a response:
 - a. If you have a program that covers one or more of service areas of need, do they need to be in separate proposals or can you have more than one service need covered by one program? We are looking at a program that spans several services and provides for a continuum of care.

Response: A program may entail multiple services.

By: Melinda Bobbitt
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined Addendum #2 to Request for Proposal# 25-15JUN15 – Purchase of Service Contracts for the Children's Services Fund, receipt of which is hereby acknowledged:

Company Name: Youth Empowerment Zone
Address: 1002 Fay Street, Columbia MO 65201

Phone Number: 573-256-1896 Fax Number: 573-256-1882

E-mail: Lawson.yez@gmail.com

Authorized Representative Signature: Lorenzo Lawson Date: 6/11/15

Authorized Representative Printed Name: LORENZO LAWSON



BOONE COUNTY, MISSOURI

Request for Proposal #: 26-15JUN15 – Purchase of Service and Pilot Program
Contracts for the Community Health Fund

ADDENDUM #3 - Issued June 11, 2015

This addendum is issued in accordance with the RFP Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum *should be acknowledged* and submitted with Offeror's *Response Form*. Signed addendums should be uploaded in the Required Documents section of the Proposal Cover Sheet.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

I. Clarification regarding Budget completion:

If an agency is proposing funds for two years, then complete the budget for two years (even though the budget says "proposed year").

By:

Melinda Bobbitt
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined Addendum #3 to Request for Proposal# 26-15JUN15 – Purchase of Service and Pilot Program Contracts for the Community Health Fund, receipt of which is hereby acknowledged:

Company Name:

Youth Empowerment Zone

Address:

1002 Fay St. Columbia MO 65201

Phone Number:

573-256-1896

Fax Number:

573-256-1882

E-mail:

lawson.yez@gmail.com

Authorized Representative Signature:

Lorenzo Lawson

Date:

6/11/15

Authorized Representative Printed Name:

LORENZO LAWSON

Joanne Nelson - Re: Conference Call follow up

From: Lorenzo Lawson <llawson.yez@gmail.com>
To: Joanne Nelson <jnelson@boonecountymo.org>
Date: 12/14/2015 2:31 PM
Subject: Re: Conference Call follow up
CC: Karita Moss <kmcdownall.yez@gmail.com>, Kelly Wallis <KWallis@boonecounty...>

Good Afternoon Joanne & Kelly,

We agree with the outreach outcomes and units rate. Let us know the next steps.

Again, Thanks for everything!

Lorenzo Lawson
Executive Director
Youth Empowerment Zone
1002 Fay Street
Columbia MO 65201
Tele: 573-256-1896 ext.201
Fax: 573-256-1882
www.yezweb.org

On Fri, Dec 11, 2015 at 3:55 PM, Joanne Nelson <jnelson@boonecountymo.org> wrote:

Lorenzo,

Attached you will find an updated YEZ EARN Program Services Worksheet based on our conversation this afternoon. Please review the definition we developed for "Outreach Engagement", the Unit Measure, the Unit Rate, the Proposed Units, and the Total Amount Requested for this service. We know it is going to take time to build services in all parts of the county and we believe that funding this service is a great way to connect and engage with the outlying community.

We anticipate the Program Performance Measures to look like the following:

1. Outcome: Increase the number of children and youth participating in skill building services.
2. Indicator: Increase at-risk and high-risk children and youth by 25% (specific percentage to be determined) participating in skill building services.
3. Method of Measurement: Base line number of children receiving services at the beginning of the contract year. # of children and youth enrolled at 6 month, and at the end of the contract year.

We would definitely take a further look at the development of your Outcomes listed in the Apricot System at the beginning of the year.

We anticipate that your contract would have language that includes something along these lines:

"The Boone County Children's Services Board (BCCSB) agrees to pay Youth Empowerment Zone (YEZ), for Outreach Engagement services, 1192 units for a total of \$11,920, within 30 days of contract execution to begin services. YEZ will submit a monthly invoice indicating the number of units of Outreach Engagement services. Regular reimbursement, for this specific service, will start after it is shown the number of units purchased at contract execution have been utilized."

We look forward to hearing from you on Monday, December 14, 2015.

Joanne Nelson

Program Manager

Community Services Department

Boone County, Missouri

605 E. Walnut, Ste. A

Columbia, MO 65201

(573) 886-4298

jnelson@boonecountymo.org

Joanne Nelson - Re: Conference Call follow up

From: Joanne Nelson
To: Lorenzo Lawson
Date: 12/14/2015 2:53 PM
Subject: Re: Conference Call follow up
CC: Karita Moss; Kelly Wallis

That's great! Kelly and I will work on the contract and get that to you as soon as we can. We would like to have this whole process finalized prior to the end of the year. I will be in touch soon.

Joanne

Joanne Nelson

Program Manager
Community Services Department
Boone County, Missouri
605 E. Walnut, Ste. A
Columbia, MO 65201
(573) 886-4298
jnelson@boonecountymmo.org

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Program Manager

Community Services Department

Boone County, Missouri

605 E. Walnut, Ste. A

Columbia, MO 65201

(573) 886-4298

jnelson@boonecountymmo.org

Joanne Nelson - Re: Conference Call follow up

From: Joanne Nelson
To: Lorenzo Lawson
Date: 12/14/2015 3:46 PM
Subject: Re: Conference Call follow up
CC: Karita Moss; Kelly Wallis
Attachments: YEZ- EARN program services worksheet 12.15.15 CSF response.docx

I noticed when I was working on your contract that the chart that I sent you the other day had a wrong number. The Total Amount Requested from the County for Outreach Engagement should say, \$23,840 and I had \$23, 849. I have attached an updated chart for your convenience.
Joanne

Joanne Nelson

Program Manager
Community Services Department
Boone County, Missouri
605 E. Walnut, Ste. A
Columbia, MO 65201
(573) 886-4298
jnelson@boonecountymo.org

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Executive Director
Youth Empowerment Zone
1002 Fay Street
Columbia MO 65201
Tele: 573-256-1896 ext.201
Fax: 573-256-1882
www.yezweb.org

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Joanne Nelson

Program Manager

Community Services Department

Boone County, Missouri

605 E. Walnut, Ste. A

Columbia, MO 65201

(573) 886-4298

jnelson@boonecountymo.org

**BOONE COUNTY - MISSOURI
PROPOSAL NUMER AND DESCRIPTION: 25-I 5JUNJ 5 - Purchase of Service Contracts
for the Children's Services Fund**

Document Key:

- Original Questions: **Bold in Black**
- Response: *Italics in Black [specified emphasis in bold italics]*

CLARIFICATION FORM #1

1) In the Organization Profile, update the number of years of service for each member in the Governmental and Advisory Boards.

Board Of Directors

- *Karen Mickey -6 years*
- *Chris Watkins-4 years*
- *Janice Harder-4 years*
- *Madalyn Gramke-2 years*
- *Deb Valvo-7 months*
- *Ann Merrifield-7 months*
- *Eric Johnson-3 months*
- *Nick Orscheln-3 months*

Advisory Board

- *Bill Watkins-4 years*
- *Jerry Taylor-10 years*
- *Bill Costello-7 years*
- *Verna Harris-Laboy-10 years*
- *Doris Scribner-6 years*
- *Tom Schwarz-6 year*

2) The Program Budget should be a reflection of the YEZ's Employment Program only and not any other program in this organization. The Narrative boxes should be used as a description of how the funds are utilized in this specific program. If funds are received for other programs and aren't utilized for the Employment Program, do not list them. Submit a revised budget with the outlined required changes. Provide an updated Narrative for all the sources of Revenue that provides specific details on how the funds will be utilized for the Employment Program.

Revised Program Budget-Employment Program		
	Narrative	Proposed Year
Director Support		
United Way	25% of United Way funding goes toward direct support for the Empowerment Program providing transportation and tuition support for participants to	\$12,373

	receive education and workshops in support of employment goals.	
Government Support		
City of Columbia	15% of City of Columbia funding goes towards direct support of the Empowerment Program for the training and certification of career and corporate mentors.	\$ 3,750
Boone County Children's Service	100% of Boone County Children's Service Fund will be utilized to administer Job Readiness Training and Career Aware workshops as well as individual goal planning and case management toward employment. Facilitation will be led by staff. Participant support including licensing & certification, interview attire, transportation fees for youth to obtain required support for job entry .Funds will also support additional staff support to assist in the increased reach for the Employment program.	\$ 124,515.00

3) Provide a more detailed description (including target ages) of the population this program is seeking to serve.

*The Youth Empowerment Zone (YEZ) specializes in working with at-risk children and youth identified as those "at greatest need" between the ages of 5-19 in Boone County. **The Employment Program is intensively dedicated to intercepting youth between the ages of 12 and 19 to provide them with necessary tools to achieve economic self-sufficiency bridging the gap of opportunity to ascend a life of poverty – perpetuated through lack of education, experience and empowerment in holistic career readiness. The Children and Youth the Employment program will serve are identified as those who experience or are affected by one or more listed barriers or toxic stressors including: citizens of low socio-economic status, displaced, poverty-stricken, homeless, victims of violence, involved in the criminal system, face parental neglect, experience low self-esteem or efficacy, mental illness and prone to being raised in single-parent households.** Youth and families whom are provided support fall into statutorily eligible services addressing the need of prevention programs which promote healthy lifestyles among children and youth and strengthen families in accordance with Missouri State Statute 67.1775 and 210.861.*

4) Submit a revised Statement of Issue Being Addressed section with special attention given to the statistical data share in the original proposal. Specifically, the data in regard to juvenile referral rates.

a. Describe and document the issue(s) to be addressed by the proposed program.

In Boone County there is a continued need for services that support low income, at-risk youth in holistic career, employment and professional development. At-risk youth lack the necessary tools and knowledge to achieve economic self-sufficiency which can bridge the gap of opportunity to ascend a life of poverty and crime. According to the Missouri Juvenile Justice Association (MJJA) the annual expenditure for 1 youth in Juvenile Detention costs an average of \$77,000, in a Missouri Juvenile Correctional Facility the costs remain

astounding at \$66,000 and for youth sentenced or transitioned to an adult prison - \$20,900 per year. ¹ Overall the cost to society for one high risk youth's life to crime estimates to be \$3.8 million as compared to a youth's benefit to society in avoiding the snare of violence and downward effects of poverty in receiving a college education and tax contribution of \$1 million. ² Over three-fourths of the overall commitments to DYS during FY 2014 were male, totaling 669. A total of 133 females were ordered into DYS custody, accounting for 17% of all commitments. The report stated that this population remains a challenge due to limited available resources for youth ages 12-17. ³ Among the prevention and intervention programs, diversionary services were provided to 7,156 law violating youth referred to the local and participating juvenile and family courts. With respect to the goal of preventing less serious and status offenders from further penetrating the juvenile justice system, 6,899 law violating youth were successfully provided services within local communities. ⁴ Boone County currently is recognized as 1 of 5 metropolitan areas in which over two-thirds of the youth committed to DYS in FY 2014 resided in and were committed from, as defined by the U.S. Census Bureau, of the state. Commitments from surrounding rural counties accounted for 258 of youth offenses and youth relocating into the area from the metropolitan Kansas City and St. Louis areas pose a direct increased risk for necessary at-risk youth intervention. ⁵

For these youth, low socio-economic status is often perpetuated through lack of education, experience and empowerment in holistic career achievement. Without the development of soft and hard employment skills youth will not acquire workforce readiness. Young people in communities of high poverty and high youth distress are exposed to a tremendous number of risks and negative environmental factors which impede their passage to adult success. Lack of preparation to enter a state of positive economic sufficiency often continues generationally within family units and continues a landscape of destitute situations including homelessness, illiteracy, violence and mental illness. These are proven to create a burden on the local community and society.

b. Describe and document the population affected by the issue(s) to be addressed by the proposed program including demographics and characteristics. (1500 character limit)

Boone County youth who are predisposed to crime; youth from one-parent households; those receiving free and/or reduce lunch in Columbia Public Schools(CPS); high school dropouts and/or expelled from CPS; those in foster care; youth who are involved with the criminal justice system; youth suffering from substance and alcohol abuse; those who suffer from mental illness; and those experiencing homelessness are at an increasing need for prevention programs such as YEZ's Employment Program that promote holistic economic

² MJJA. Are you Satisfied with paying for failure or are you ready to invest in success? The Tow Foundation and National Juvenile Justice Network. <http://www.mjja.org/images/resources/publications/MissouriBrochure.pdf>

³ Division of Youth Services. Annual Report FY 2014. Missouri Department of Social Services. <http://dss.mo.gov/re/pdf/dys/youth-services-annual-report-fy14.pdf>

⁴ Division of Youth Services. Annual Report FY 2014. Missouri Department of Social Services. <http://dss.mo.gov/re/pdf/dys/youth-services-annual-report-fy14.pdf>

⁵ Division of Youth Services. Annual Report FY 2014. Missouri Department of Social Services. <http://dss.mo.gov/re/pdf/dys/youth-services-annual-report-fy14.pdf>

development and self-sufficiency. The 2014 Department of Youth Services report identified that the population of youth ages 12-17 remains a challenge due to limited available resources. Boone County, as defined by the U.S. Census Bureau, currently is recognized as 1 of 5 metropolitan areas in Missouri in which over two-thirds of the youth were committed into the criminal justice system. In addition, commitments from surrounding rural counties accounted for 258 offenses, and populations relocating into Boone County from the greater metropolitan areas of Kansas City and St. Louis pose a direct increased risk for necessary youth intervention.

c. Describe how the City of Columbia or Boone County community is affected by the issue(s) to be addressed by the proposed program. (1500 character limit)

The Community Input Analysis & Needs Assessment Synthesis Report captures feedback of the increasing need for the capacity of local youth prevention programs to expand. Currently, the increase of poverty stricken homes within Boone County continues to grow as population trends develop and more families and youth are in need of holistic services, specifically in the area of economic development. The 2015 Social Services Funding Report shows a 24% poverty rate – an increase that is climbing. Police Sergeant Bernhard reported that crime rates for juveniles is still the biggest category of escalating violence. In 2013 alone, arrests were reported detaining youth as young as 10 years old from cases of theft to aggravated assault. During the year 2014, 45 children and youth were arrested – 23 involved in non-aggravated assaults. Both males and females under the age of 18 made up 24.6% of the total arrests in Boone County more than 16% being males. The juvenile referral rate of 10 to 17 year olds is 88.9 percent in Boone County, versus 55.2 percent for Missouri. Youth involved in violent behaviors are more likely to enter the juvenile justice and adult justice systems. These youth are at risk for recidivism rates. According to the Missouri Juvenile Justice Association the annual expenditure for 1 youth in a Missouri Juvenile Detention Center costs an average of \$66,000. Overall the cost to society for just one high risk youth's lifetime of crime estimates to be \$3.8 million as compared to a youth's benefit to society in avoiding the snare of violence and downward effects of poverty, plus, receiving a college education will benefit our community with an estimated tax contribution of \$1 million over his or her lifetime.

5) Revise the Program Goal to include the segment of population that will be targeted.

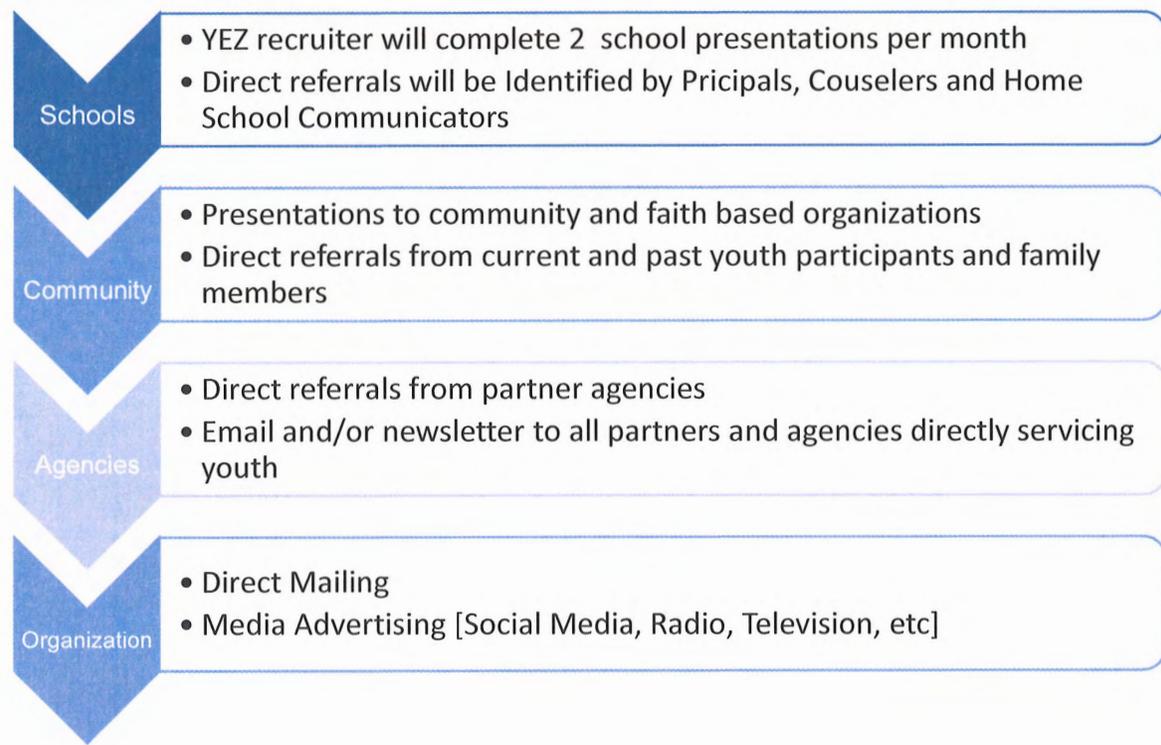
The Employment Program will provide primary avenues for employment preparation and career awareness development to children and youth ages 12-19 through encouraging the continuation of formal secondary and post-secondary education, increasing professional development skills, expanding youth career expectation horizon, and connecting youth to networks of economic opportunities.

6) Update the Program Description to include information about specific recruitment protocol and how this program will be coordinated during the school year.

The Employment Program offers economic prevention and intervention services to at-risk youth. Our program a 15-hour Job Readiness Training which has been proven to reverse inadequacy in employment and career preparation among youth. The training coach's youth in the development of critical workforce skills including: experience and education in resume building,

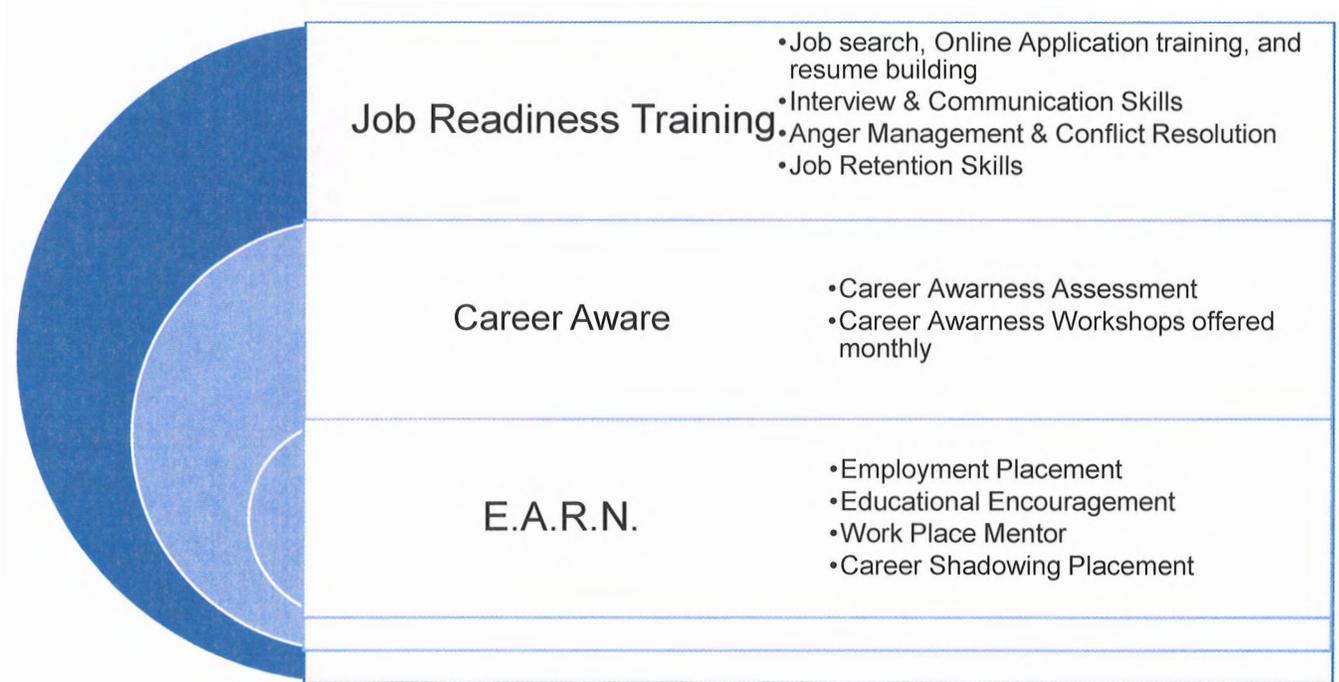
cover letter writing, mock interview preparation, job search, dressing for success and human resource compliance. Participants also strengthen professional development through anger management and conflict resolution training. Employment and Resource Navigation (E.A.R.N.) services are provided to bridge the gap between youth and employers through focus on employment placement, internship attainment, work place mentoring and career shadowing. Career Exploration Development Workshops are provided to strengthen awareness and exploration of diverse career and employment opportunities in various industries. YEZ will utilize its referral partners (Great Circle; Rainbow House Youth Shelter; DYS; Burrell Behavior Health; Job Point; Lutheran Family & Children Services; Turning Point and Columbia Public Schools) for recruiting purposes. YEZ recruitment protocol will continue to operate according to the following process: Any referral partner may refer any age appropriate youth by either enrolling the youth by phone, email or stopping by the office to fill out the enrollment forms. Plus:

Recruitment Protocol



Program Coordination

The Employment Program will include a group & individualized track based upon initial participant readiness for development as measured by the initial intake and assessment. Group track will include the below training/workshops provided monthly. The Individual track will consist of a minimum of 8 hours a month scheduled with participants individual training and development by program staff. YEZ Employment Program will operate on two (2) time tables: 9:00am. – 3:00pm. for youth who are not attending school; and 3:30 – 6:30pm. for youth attending school.



7) Justify the cost of \$3,749.94 per person as listed in the Program Service Levels.

YEZ has maintained a purchase for service contract for ten years with the State of Missouri's Department of Social Services, to provide employment and mentoring services to twenty (20) youth per-year, of the age of 14-21, who are displaced (Foster Care, Division of Youth Services) and/or at-risk of being involved in the adult justice system. YEZ also procured and maintain a purchase for service contract with the City of Columbia to provide employment services to youth of the age of 12-19, (that lives within Columbia city limit). Lastly, YEZ secured a purchase for service contract with the United Way to service youth age 12-24. YEZ proposal to Boone County will allow YEZ to expand its area of services to at-risk youth living in the entire County of Boone. The cost per-person is based on providing employment services to eighty (80) unduplicated youth ages 12-19, living in Boone County. The per-person cost for the proposed Employment Program with provided budget revisions as outlined in question #2 will be approximately \$1,556.00 per-person. As the State of Missouri well knows, the cost of servicing at-risk youth to prevent deviant social behaviors is only a fraction of the cost to incarcerate and/or treatment services for the same youth.

8) Submit a revised Program Service Need section with special attention given to the statistical data share in the original proposal. Specifically that data in regard to high school diploma attainment and graduation from high school.

In Boone County there is a gap in services that support low-income, at-risk youth as they strive to complete school and begin employment. These gaps increase for those that have been

*involved in the Juvenile Justice System, impacted by poverty, displacement, mental illness, substance abuse, substance abuse treatment, low self-esteem, neglect and hindered academic progress or success. The increasing Boone County at-risk youth population requires the capacity of prevention and intervention services to expand. Over the last five years, only 23.5 percent of residents attained a high school diploma and 6.1 percent did not graduate from high school with 17.4 percent of children under 18 living in poverty. Boone County youth identified as at-risk are stated by the Boone County Issues Analysis as in need of access to holistic prevention services. **Education & Academic Achievement**⁶: In understanding the scope of prevalence in addressing critical need of services for youth within Boone County we will examine the drop-out rates for minorities. The dropout rate for African-Americans is higher than of Caucasian youth as well as Hispanics and has been slowly increasing since 2007. This includes African Americans having the highest dropout rate within the Columbia Public School District. The graduation rate amongst African Americans within Mid-Missouri has been declining. In 2006, 76% of Missouri's African American students were graduating compared to 74.4% in 2010. This same trend is occurring within Boone County in which the rate of African Americans graduating is lower than the state's rate. Disparities in academic achievement are being seen in pre-adolescent youth beginning at the 5th grade with a greater percentage of African-American students receiving a result of below basic or basic proficiency in the subject areas of communication, mathematics and science. High drop-out rates and low educational achievement have been associated with high rates of unemployment and increased at-risk behaviors akin to poverty.*

YEZ programs focus on the encouragement of youth reengaging in the public educational systems and as well as seeking post secondary education, gaining life-skills that promote self-sufficiency and provide opportunities out of poverty and development of job skills. The Employment Program addresses and meets the needs of youth by resourcing them with the tools necessary to overcome poor education and economic conditions.

9) Clarify what other funders (ex. State of Missouri) are contributing to the Employment Program. If funding is coming in from other sources for the Employment Program make sure that it is included in the Program Budget.

The other funders contributing to the Employment Program include the Heart of Missouri United Way along with the City of Columbia. Complete details provided as requested in question #2.

10) Provide more information about the Department of Social Service Mentoring Partnership mentioned in the Program Service Section.

YEZ received a purchase for service contract from DSS' Missouri Mentoring Partnership at the per-person cost of \$5051.54, to provide employment and mentoring services to twenty (20) youth per-year, of the age of 14-21, who are displaced (Foster Care, Division of Youth Services) and/or at-risk of being involved in the adult justice system. (YEZ provides 15-hours of Job Readiness Training; assist with job search and placement; provide job retention training [anger management/conflict resolution]; and upon securing employment, YEZ provides mentoring screening and training to a seasoned employee at the business the youth is hired who will be

⁶ Institute of Public Policy, Harry S. Truman School of Public Affairs. Boone County Issues Analysis: Children, Youth and Families. (2011). Academic Achievement

the youth work-site mentor; YEZ provides liaison services up to 180 days between employer and youth for job retention; Plus, YEZ provides year around recruitment of businesses and corporate that commits to becoming YEZ employment partners.

11) Provide updated demographics in the Program Consumer Demographic Section. The section should focus strictly on the youth that will be served in the program, not all of Boone County.

Program Consumer Demographic

Residence	<ul style="list-style-type: none">•Boone County -80
Race	<ul style="list-style-type: none">•White-25•Black or African American-43•Other-12
Gender	<ul style="list-style-type: none">•Male-45•Female-35
Income	<ul style="list-style-type: none">•At or Below 200% of Federal Poverty Level-80
Age	<ul style="list-style-type: none">•Middle School-18•High School-62

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 27, 2015

Youth Empowerment Zone
Attn: Lorenzo Lawson
1002 Fay Street
Columbia, MO 65201
E-mail: llawson.yez@gmail.com

RE: Clarification to 25-15JUN15 – Purchase of Service Contracts for the Children's Services Fund

Dear Mr. Lawson:

Following the County's initial evaluation meeting, the evaluation committee identified some questions that need clarification. The attached Clarification Form includes any changes being made to the RFP as a result of this request. The Form must be completed, signed by an authorized representative of your organization, and returned with your detailed Clarification response. You are requested to provide written response by **5:00 p.m. August 7, 2015** by e-mail to mbobbitt@boonecountymo.org

You are reminded that pursuant to Section 610.021 RSMo, proposal documents are considered closed records and shall not be divulged in any manner until after a contract is executed or all proposals are rejected. Furthermore, you and your agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all questions or comments regarding the RFP, the evaluation, etc., to the buyer of record. Neither you nor your agents may contact any other County employee or evaluation committee member regarding any of these matters during the negotiation and evaluation process. Inappropriate contacts or release of information about your proposal response(s) are grounds for suspension and/or exclusion from specific procurements.

If you have any questions regarding this Clarification 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: Kelly Wallis, Children's Services
Proposal File

BOONE COUNTY - MISSOURI

PROPOSAL NUMBER AND DESCRIPTION: 25-15JUN15 – *Purchase of Service Contracts for the Children's Services Fund*

CLARIFICATION FORM #1

This Clarification is issued in accordance with the Instructions to Offeror and is hereby incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this Clarification must be acknowledged and submitted by e-mail to mbobbitt@boonecountymo.org.

I. CLARIFICATION – please provide a response to the following requests.

- 1) In the Organization Profile, update the number of years of service for each member in the Governmental and Advisory Boards.
- 2) The Program Budget should be a reflection of the YEZ's Employment Program only and not any other program in this organization. The Narrative boxes should be used as a description of how the funds are utilized in this specific program. If funds are received for other programs and aren't utilized for the Employment Program, do not list them. Submit a revised budget with the outlined required changes. Provide an updated Narrative for all the sources of Revenue that provides specific details on how the funds will be utilized for the Employment Program.
- 3) Provide a more detailed description (including target ages) of the population this program is seeking to serve.
- 4) Submit a revised Statement of Issue Being Addressed section with special attention given to the statistical data share in the original proposal. Specifically, the data in regard to juvenile referral rates.
- 5) Revise the Program Goal to include the segment of population that will be targeted.
- 6) Update the Program Description to include information about specific recruitment protocol and how this program will be coordinated during the school year.
- 7) Justify the cost of \$3,749.94 per person as listed in the Program Service Levels.
- 8) Submit a revised Program Service Need section with special attention given to the statistical data share in the original proposal. Specifically that data in regard to high school diploma attainment and graduation from high school.
- 9) Clarify what other funders (ex. State of Missouri) are contributing to the Employment Program. If funding is coming in from other sources for the Employment Program make sure that it is included in the Program Budget.
- 10) Provide more information about the Department of Social Service Mentoring Partnership mentioned in the Program Service Section.
- 11) Provide updated demographics in the Program Consumer Demographic Section. The section should focus strictly on the youth that will be served in the program, not all of Boone County.

In compliance with this request, the Offeror agrees to furnish the services requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of the RFP and this clarification request and is authorized to contract on behalf of the firm. **Note:** This form must be signed. All signatures must be original and not photocopies.

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-mail: _____

From: Joanne Nelson
To: Lorenzo Lawson
CC: Kelly Wallis; Melinda Bobbitt
Date: 8/21/2015 3:24 PM
Subject: RFP #25-15JUN15 - Boone County Children's Services Fund - Youth Empowerment Zone

Dear Mr. Lawson:

The Boone County Children's Services Board has made a final recommendation to fund your proposal, **The Employment Program**. The Community Services Department is in the process of drafting contracts for organization review. If further information is needed from your organization, you will be contacted.

Please note that final recommendations and award announcements will be made on a rolling basis and not all final funding decisions have been made at this time.

Sincerely,
Joanne

Joanne Nelson

Program Manager
Community Services Department
Boone County, Missouri
605 E. Walnut, Ste. A
Columbia, MO 65201
(573) 886-4298
jnelson@boonecountymo.org

Youth Empowerment Zone - EARN Program

Program Services Worksheet

Service	Definition	Unit Measure	Unit Rate	Proposed Units			Total Amount Requested	
				Total	City	County	City	County
Employment Readiness Training	Activities include building effective job seeking behaviors and skills (job search, resume and cover letter design, interviewing)	1 hour	\$ 30.00	663	167	496	\$5,000	\$ 14,880
Career Exploration	Educational activities exploring the educational path required for career choices, as well as personal empowerment steps taken to support success. Activities may include field trips or job shadowing exposing program consumers to career professionals.	1 hour	\$30.00	834	167	667	\$5,000	\$ 20,010
Case Management (Bachelor's Level)	Intake assessment to develop and track individualized action plan goals, provide information & referral and follow-up, collect client demographic and outcome data for analysis and reporting.	15 minutes	\$12.55	4464	797	3667	\$10,000	\$ 46,021
Employment Coaching*	Coaches assist clients in meeting workplace expectations, serving as a liaison between supervisor and employee. (Examples of support: conflict resolution, being reliable and on time, filling out time sheets, professional dress)	15 minutes	\$ 7.50	3301	667	2634	\$5,000	\$ 19,755
Outreach Engagement	Engaging at-risk and high-risk children and youth to participate in holistic services empowering them to achieve the skills necessary for economic self sufficiency.	15 minutes	\$10.00	2384		2384		\$ 23,840

Notes:

Consumer Age:

- Boone County Children’s Services funding- purchase of services for consumers ≤ age 19
- City of Columbia Social Services funding- purchase of services for consumers ≥ age 20

Total County funding proposed may not exceed \$124,515

*The Employment Coaching service is suggested as a replacement for Mentoring but requires further discussion before City will consider for purchase



BOONE COUNTY, MISSOURI

Request for Proposal #: 25-15JUN15 – Purchase of Service Contracts for the Children's Services Fund

ADDENDUM #2 - Issued May 28, 2015

This addendum is issued in accordance with the RFP Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum ***should be acknowledged*** and submitted with Offeror's *Response Form*. Signed addendums should be uploaded in the Required Documents section of the Proposal Cover Sheet.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

- I. A technical assistance meeting for Apricot by CTK is scheduled for 1:00 p.m. on June 8, 2015 in the Commission Chambers of the Boone County Government Center, 801 E. Walnut, Columbia, Missouri. Organizations may ask questions regarding the use of Apricot by CTK to apply for open RFP's.
- II. The County received the following question and is providing a response:
 - a. If you have a program that covers one or more of service areas of need, do they need to be in separate proposals or can you have more than one service need covered by one program? We are looking at a program that spans several services and provides for a continuum of care.

Response: A program may entail multiple services.

By: Melinda Bobbitt
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined **Addendum #2** to Request for Proposal# **25-15JUN15 – Purchase of Service Contracts for the Children's Services Fund**, 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 #: 25-15JUN15 – Purchase of Service Contracts for the Children's Services Fund

ADDENDUM #1 - Issued May 21, 2015

This addendum is issued in accordance with the RFP Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum ***should be acknowledged*** and submitted with Offeror's *Response Form*. Signed addendums should be uploaded in the Required Documents section of the Proposal Cover Sheet.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

- I. The deadline for further questions regarding this RFP is 5:00 p.m., June 3, 2015.
- II. Sign-In Sheets from the pre-proposal conference on May 18 are attached for informational purpose.
- III. Clarification: Organizations currently contracted to receive Children's Services Funds should not submit an application for the currently funded program under this RFP.
- IV. Clarification: Delete 2.1.2.6, an Organizational Budget is no longer required.
- V. The County received the following questions and is providing a response:
 - a. We are not required to file a form 990. We have both internal and external audits of our organization. Is this 990 exemption ok?

Response: Each organization's exemption request will be evaluated individually. Please contact the Community Services Department to discuss your request.

- b. Section 5 mentions that the contractor should be "...be certified, accredited or licensed in the services for which funds are requested." We are not required by State nor Federal law to have any of those credentials. Is this ok for the application?

Response: Yes.

- c. Our facility serves homeless children under the age of 18 when accompanied by parent/guardian. Is this lower age (18 versus 19) ok?

Response: Yes.

- d. How do you print the Apricot form so you can view the whole proposal at once.

Response: Each section of the proposal needs to be printed off separately. Instructions for printing are contained within the User Guide for Apricot which may be found at:

- e. Narrative, Page Limitation 1.1.: What is the page limitation for the proposals? Will this change due to on-line submission requirement?

Response: There is not a page limitation as proposals must be submitted via the online system. Each required field of the forms in the on-line system has a character limitation.

- f. Organization 2.1.2.: Are all sections 1-14 uploaded as attachments or will there be form fields on line content will be typed into or copy and pasted?

Response: Sections 1-4 are part of the RFP document, sections 5-11 are forms that will be filled out on-line, and sections 12-14 will be uploaded as attachments in the on-line system.

- g. Program Services 3.7.2.: Are contracts and budgets based on fee per service?

Response: Organizations receiving contracts will be reimbursed for services based upon the agreed upon contractual unit rate for the service. The program budget should reflect total program revenues and expenses.

- h. Program Budget Worksheet 3.7.3.: Is there a percentage preferred for indirect, administrative or personnel costs?

Response: Purchase of Service proposals will be evaluated by the unit rate taking into account the reasonableness of personnel and non-personnel costs.

- i. Narrative 4.1: Can organizations submit more than one proposal? Is there a maximum number of application submissions allowed?

Response: Yes, organizations may submit more than one proposal but may not submit more than one proposal for the same program. Organizations are not limited to the number of proposals they may submit.

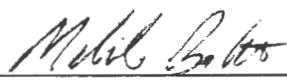
- j. If two or more organizations are collaborating on a program, should each organization submit a proposal?

Response: No, only one proposal per program should be submitted.

- k. For acknowledgement of organizational accreditation, should organizations include any staff certifications or organizational certifications?

Response: No.

By:



Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined **Addendum #1** to Request for Proposal# **25-15JUN15 – Purchase of Service Contracts for the Children’s Services Fund**, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

**PRE-PROPOSAL CONFERENCE – INFORMATION
SESSION - RFP – 25-15JUN15 – PURCHASE OF SERVICE
CONTRACTS FOR BOONE COUNTY CHILDREN’S
SERVICES FUND, 2015 APPLICATION**

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Heather Wall	Lutheran Family Children's Services	815-9955
3.	Mable J. Grimes	Nora Stewart	449-5981
4.	Michael Trapp	Phoenix Health Programs	777-3000
5.	Stephanie Bruning	Cd/Boone Public Health Services	874-7343
6.	M. J. ...	Col Bone P.H.S.	874-3331
7.	Meg Bartlett	North Winston Community Learning	449-5600
8.	Kim Harvey	Highland Early Learning Center	875-5959
9.	Jane ...	City of ...	777-7487
10.	Robert ...	Presbyterian Children's Home	314-381-727
11.	Christina ...	Lutheran Family Services	314-754-2231
12.	Cheryl Howard	Nora Stewart ELC	449-5981
13.			
14.			
15.			

PROPOSAL OPENING
RFP – 25-15JUN15 – PURCHASE OF SERVICE CONTRACTS
FOR BOONE COUNTY CHILDREN’S SERVICES FUND,
2015 APPLICATION

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Brian Martin	Putnam Community Health	573-480-4781
3.	Consuek Johnson	Two City Youth Academy	573-256-1436
4.	Jason Wilcox	Columbia/Boone PHHS	573-874-7224
5.	Andrea Warner	Columbia/Boone PHHS	573-874-7632
6.	Wandy Ell	Univ. of MO - Dept. of Psychiatry	573 673-4057
7.	Yvonne Beckley	Univ. of MO Dept of Psychiatry	573- 233 -11- 2469
8.	WANDA CHAPMAN	The Salvation Army	573 442-3229 X222
9.	Shelley Lock	Child Care Agency of MO	573-4455437
10.	Nicole Oster	BICC	573 674 1690
11.	Michelle Elliott	Central Missouri Foster Care Adoption Assoc	573 848 0855
12.	Dan Reilly	MO Wellness Program	573 884-7534
13.			
14.			
15.			

**PRE-PROPOSAL CONFERENCE – INFORMATION
SESSION - RFP – 25-15JUN15 – PURCHASE OF SERVICE
CONTRACTS FOR BOONE COUNTY CHILDREN’S
SERVICES FUND, 2015 APPLICATION**

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Nova Kelleher	Epworth ^{Assoc} Multichild & Family	314-918-3321
3.	Adam Saunders	Columbia Center for Rural Agriculture	573 356 1372
4.	Kirby Becka	Missouri Crops Team	513-642-5345
5.	Nick Foster	Voluntary Action Center	573-874-2273
6.	PAM LEHKE	PREPARED FAMILY HC	573 680 1908
7.	Verdy Lane	Lawrence House	573-471-6600
8.	Nicole Thomas	Great Circle	573-442-9331
9.	Jack Jensen	First Chance for Children	513-777-1815
10.	Caro Lynn Mixture	Deep 4 Girls Child	573-234-8334
11.	KEVIN DRUNKER	EPWORTH	314-918-3308
12.			
13.			
14.			
15.			

**PRE-PROPOSAL CONFERENCE – INFORMATION
SESSION - RFP – 25-15JUN15 – PURCHASE OF SERVICE
CONTRACTS FOR BOONE COUNTY CHILDREN’S
SERVICES FUND, 2015 APPLICATION**

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Whitney Jones	Youth Empowerment Zone	(607) 697 5215
3.			
4.			
5.	Becky Markt	CITIZEN Income Services	573 443-2586
6.	Cathy O Richards	boone county Public Admin	573-886-7190
7.	Cherie Slama	Rainbow House	573-474 6600
8.	Janis Bakutec	Rainbow House	573 474 6600
9.	Scott Clardy	Blanchi Home Co. Pub Wk + Maint	573-441 5560
10.	Rebecca Kirsler	Blanchi Home Co. Public Works	573-424 4157
11.	Carole Sauer	mu Budge	573-268-4129
12.			
13.			
14.			
15.			



COUNTY OF BOONE - MISSOURI

REQUEST FOR PROPOSAL (RFP) #: 25-15JUN15

Purchase of Service Contracts

Boone County Children's Services Fund

2015 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 5, 2015
Written Questions Due By	mbobbitt@boonecountymo.org	May 13, 2015 12:00 p.m. Central Time
Pre-Proposal Conference - Information Session	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	May 18, 2015 1:00 p.m. Central Time
Response Submission Deadline	Apricot by CTK® on-line system	June 15, 2015 5:00 p.m. Central Time
Proposal Opening – Names of Offerors Read Aloud	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	June 16, 2015 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

NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

BID #: 25-15JUN15

A pre-proposal conference has been scheduled for **Monday, May 18, 2015, at 1:00 p.m.** central time in the Boone County Commission Chambers, 801 E. Walnut Street, Columbia, Missouri.

Proposals will be accepted until **5:00 p.m. central time on Monday, June 15, 2015** via the on-line application system, Apricot by CTK®.

The Request for Proposal is scheduled to be **opened shortly after 9:30 a.m. on Tuesday, June 16, 2015** in the Boone County Commission Chambers, 801 E. Walnut St., Columbia, Missouri.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymmo.org. A copy may also be downloaded from our web page at www.showmeboone.com. Select Purchasing / Current Bids / 25-15JUN15

Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPO, CPPB

Director, Boone County Purchasing

Insertion: Tuesday, May 5, 2015

COLUMBIA MISSOURIAN

1. INSTRUCTIONS AND GENERAL CONDITIONS

1.1 Delivery of Proposals:

Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received via the on-line application system, Apricot by CTK[®] until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- a) If you have obtained this RFP 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 addendums if we do not have you on our Vendor list for this RFP.
- b) 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.
- c) 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.
- d) 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.

1.2. Ambiguity, Conflict, or Other Errors in the RFP:

- a) If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, 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.
- b) The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the RFP prior to submitting the proposal or it shall be waived.
- c) 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.
- d) 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.

1.3. 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-responsiveness.

1.4. Acceptance of Proposals:

The County will accept for evaluation all proposals that are submitted properly and are responsive to the RFP. However, the County reserves the right to request clarifications or corrections to proposals.

1.5. Requests for Clarification of Proposals:

Requests by the Purchasing Department for clarification of proposals shall be in writing.

1.6. Validity of Proposals:

Offeror should state how many days or months proposals remain valid beyond the 120 days minimum.

1.7. 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.

- a) Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful organization'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.
- b) 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 16, 2015 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 "2015 Bid Tabulations".
- c) Proposal responses are due by Monday, June 15, 2015 at 5:00 p.m. No late proposals will be accepted.

1.8. 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:

- a) **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.

2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

- 2.1.1. This document constitutes a request for competitive, sealed proposals for the furnishing of statutorily eligible services pursuant to RSMo §210.861, as set forth herein.
- 2.1.2. Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following sections:
- 1) Instructions and General Conditions
 - 2) Introduction and General Information
 - 3) Project Information and Requirements
 - 4) Application Information
 - 5) Organization Information – on-line
 - 6) Organization Financial Information and Budget Narrative – on-line
 - 7) Program Overview – on-line
 - 8) Program Services – on-line
 - 9) Program Budget Worksheet and Narrative – on-line
 - 10) Program Consumer Demographics – on-line
 - 11) Program Performance Measures Information Section – on-line
 - 12) Attachment A - Agency Assurance Sheet
 - 13) Attachment B - Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
 - 14) Attachment C - Work Authorization Certification

2.2. Guideline for Written Questions:

- 2.2.1. 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 13, 2015. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPO, CPPB, 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 and register as a Vendor for this RFP.

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

2.3. Pre-Proposal Conference

- 2.3.1. To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference has been scheduled for May 18, 2015 at 1:00 p.m. Central Time in the Boone County Commission Chambers, 801 E. Walnut Street, Columbia, Missouri 65201.
- 2.3.2. 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.
- 2.3.3. 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.

2.4. Term; Termination of Contract Agreement:

- 2.4.1. The initial term of the resulting contract agreement from this Request for Proposal for a Purchase of Service program will be negotiated. The negotiated contract may have an option for renewal.
- 2.4.2. 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 30 days prior written notice to the Contractor.

3. PROJECT INFORMATION AND REQUIREMENTS

3.1. Project Description:

The Boone County Children's Services Board (BCCSB), hereby solicits formal written proposals from qualified, organizations for the provision and delivery of services that are eligible for funding pursuant to RSMo §210.861.

3.2. Purpose Statement:

BCCSB desires to invest in meaningful programs which promote the well-being of children and youth, and strengthen families.

3.3. Background:

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.

3.4. 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. Proposals will be accepted for any statutorily eligible service area. The BCCSB encourages proposals which address needs identified by the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri Community Input Report, and the policy brief, "Are the Children Well? A model and recommendations for Promoting the Mental

Awareness of the Nation’s Young People”. The Community Input Report and the Policy Brief may be found at: www.showmeboone.com/communityservices/information.asp

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 organizations that demonstrate substantive and ongoing collaboration with other organizations.

3.5. Minimum Eligibility Requirements:

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

3.6. Funding Available

Applications for funding will be accepted to provide services to children, youth (nineteen years of age or less), and their families in areas fundable pursuant to statute.

3.7. Scope of Work, Deliverables, and BCCSB Expectations:

Offeror shall demonstrate in their proposal response how they propose to deliver and provide a **Purchase of Service** program as outlined in the information provided in the following online section of the RFP:

- 3.7.1. **Program Overview:** Information on the Statement of Issue Being Addressed, Target Population, Description of Program Service(s), Program Service Need, and Program Personnel
- 3.7.2. **Program Services:** Information on each type of Program Service that will be offered including Unit Measure, Unit Rate, Number of Units of Service to be Provided, Number of Unduplicated Individuals to be Served, Average Number of Units of Service per Unduplicated Individual, Average Cost of Service per Individual, Amount Requested, and Proposed Number of Units of Service to be purchased.
- 3.7.3. **Program Budget Worksheet and Narrative:** Information and narrative on the Revenue and Expenses for this program including the Personnel and Non Personnel Costs and the Number of Direct Program Staff to be utilized.

- 3.7.4. **Program Consumer Demographics:** Information on the demographic information of the program including information on Residence, Race/Ethnicity, Gender, Income, and Age.
- 3.7.5. **Program Performance Measures Information Section:** Information on each proposed Program Service that will include the Outputs, Outcomes, Indicators, and Method of Measurement for each service.

3.8. Contractor Agency Requirements:

- 3.8.1. **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 \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 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.

- 3.8.2. **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.
- 3.8.3. **Subcontracts:** The Contractor may enter into subcontracts for components of the purchase of service as the contract 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.
- 3.8.4. In performing all services under the resulting contract agreement, the Contractor shall comply with all local, state and federal laws.

4. APPLICATION INFORMATION

4.1. Narrative

The Application Narrative must be completed on the on-line system Apricot by CTK® and can be accessed by clicking on the following link: https://ctk.apricot.info/document/edit/id/new/form_id/23 to create an Organizational Profile and submit RFP responses. If you do not already have a username and password for the system, complete the following:

- a) Copy and paste the following link into your internet browser, preferably Google Chrome:
https://ctk.apricot.info/auth/autologin/org_id/1975/hash/365efb9c0edf7fddf3652ecd2de1868058db6b53
- b) Fill in the required information and select save.
- c) You will be redirected to a login screen where you will be able to complete the Organizational Profile and Proposal Forms.

4.2. Submission of Proposal

- 4.2.1. Proposals must be submitted by 5:00 p.m. on June 15, 2015 via the on-line system, Apricot by CTK®
- 4.2.2. To facilitate the evaluation process, the Offeror must complete each of the distinctive sections of the RFP described herein.
- 4.2.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the RFP sections, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.
- 4.2.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. The Offeror may contact the Community Services Department for assistance with the on-line application system. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.3. 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:

- 4.3.1. Negotiations may be conducted in person, in writing, or by telephone.

- 4.3.2. 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.
- 4.3.3. 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.
- 4.3.4. 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.
- 4.3.5. 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.
- 4.3.6. The County reserves the right to contact any references to obtain without limitation, information regarding the Offeror's performance on previous projects.

ATTACHMENT A

2015 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:

- Certificate of Corporate Good Standing
- Agency Strategic Plan
- Agency Policy of Non-Discrimination
- Agency Policy for Screening of Staff and Volunteers for Child Abuse and Neglect
- Agency Statement of Confidentiality

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 B

(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)
1/21/2016

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).

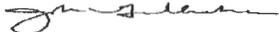
PRODUCER Gallaher Insurance Group LLC PO Box 798 Mexico MO 65265-0798		CONTACT NAME: Daniel A. Norman PHONE (A/C, No, Ext): (573) 581-8330 E-MAIL ADDRESS: daniel@gallaherinsurance.com FAX (A/C, No): (573) 581-8372	
INSURED Youth Empowerment Zone 1002 Fay St Columbia MO 65202		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Company INSURER B: Firstcomp INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 27626	

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>		PHSD1062915	7/23/2015	7/23/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	<input checked="" type="checkbox"/>		PHSD1062915	7/23/2015	7/23/2016	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 type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			TBD	1/21/2016	1/21/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> N/A	WC007836108	7/23/2015	7/23/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
County of Boone is included as additional insured in regards to general liability.

CERTIFICATE HOLDER County of Boone - Missouri 613 E. Ash Street, Room 110 Columbia, MO 65201	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 John Gallaher/MULLVI 

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

January Session of the January Adjourned

Term. 20 16

County of Boone

} ea.

In the County Commission of said county, on the

28th

day of

January

20

16

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

Now on this day the County Commission of the County of Boone does hereby approve partial award bid 26-15JUN15 – Purchase of Service and Pilot Program Contacts – Community Health Fund to:

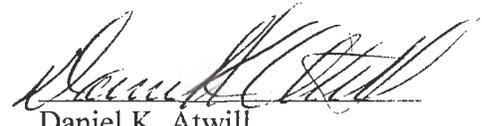
City of Columbia, Missouri, on behalf of its Department of Public Health and Human Services
Live Well Boone County
Contract from date of award through December 31, 2017
\$333,691.12

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

Done this 28th day of January, 2016.

ATTEST:

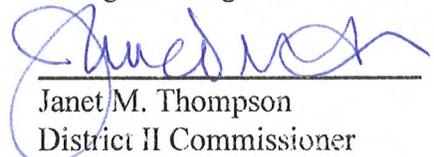
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
Acting Presiding Commissioner



Janet M. Thompson
District II Commissioner

46-2016

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, 2016
RE: RFP Award Recommendation: *26-15JUN15 – Purchase of Service and Pilot Program Contracts – Community Health Fund*

Request for Proposal *26-15JUN15 – Purchase of Services and Pilot Program Contracts – Community Health Fund* closed on June 15, 2015. 11 proposal responses were received. The following is a partial recommendation of contract award. One more contract will follow at a later date. The contract file will become part of public record as soon as we have completed negotiations of contracts.

City of Columbia, Missouri, on behalf of its Department of Public Health and Human Services
Live Well Boone County
Contract from date of award through December 31, 2017
\$333,691.12

Invoices will be paid from department 2130 – Community Health/MED (Hospital Lease), account 71106 – Contracted Services. One million was budgeted in 2016.

cc: Proposal File / Kelly Wallis, Children's Services



AGREEMENT FOR PILOT PROGRAM Live Well Boone County

THIS AGREEMENT dated the 28th day of January, 2016 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, hereinafter called "County", and **City of Columbia, Missouri, on behalf of its Department of Public Health and Human Services**, a tax-exempt, not organized for profit organization or governmental entity, hereinafter referred to as PHHS.

WHEREAS, as part of an amendment to the lease agreement dated December 27, 2006, between Boone County Hospital and Barnes Jewish Christian, the County of Boone receives \$500,000 annually for the purposes of addressing community health needs, as determined by the Boone County Commission.

WHEREAS, the County desires to support the greatest possible level of independence and self-sufficiency of Boone County residents by promoting their physical, mental, and social well-being to cultivate a safe and healthy community.

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

WHEREAS, the County 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 County information as to its efforts to obtain such other sources of funding. If another funding source is identified, PHHS will seek and utilize those funds first and shall only request reimbursement for services from which it has not received reimbursement from any other source. PHHS shall not invoice the County for units of service invoiced to another funding source. PHHS shall provide documentation and assurance to the County that requests for reimbursement from the

Community Health Fund (CHF) is not a duplication of reimbursement from any other source of funding.

1. **Contract Documents.** This agreement shall consist of the Request for Proposal #26-15JUN15 (Pilot Program) and PHHS’s response to the County of Boone’s Request for Proposal, Requests for Clarification, responses to Requests for Clarification, 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 Clarification, responses to Requests for Clarification, Requests for Additional Information, and Best and Final Offer Responses.

2. **Purchase.** The County agrees to purchase from the PHHS and the PHHS agrees to furnish:

Service Description	Unit Measurement	Proposed # of Units	Number of Individuals to be Served
Health Promotion Intervention – Environmental Change	One health promoting environmental change	10	1000
Health Promotion Intervention – Education Program or Activity	One program or activity	10	100
Service Coordination	15 minutes	12480	1560
Behavioral Health Awareness Campaign	One campaign	1	23439

for Boone County residents, 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. The total allowable compensation under this agreement shall not exceed **\$333,691.12** unless compensation for specific identified additional services is authorized and approved by County in writing in advance of rendition of such services for which additional compensation is requested.

3. **Contract Duration.** This agreement shall commence on the date of contract execution and extend through December 31, 2017 subject to the provisions for termination specified below.

4. **Billing and Payment.** For the Pilot Program Contract, payments will be made in five (5) installments, 20% of the contracted amount, within 30 days of the execution of the contract, 20% of the contracted amount within 30 days of the completion and approval of the 2016 mid-year report, 20% of the contracted amount within 30 days of the completion and approval of

the 2016 year-end report, 20% of the contracted amount within 30 days of the completion and approval of the 2017 mid-year report, and 20% of the contracted amount within 30 days of the completion and approval of the 2017 year-end report. An accounting of prior funding received from the CHF shall be required before receiving subsequent contractual installment payments. Installment payments may be adjusted based on the accounting of funds provided to the County. An invoice shall be submitted to the County prior to each installment payment. 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 PHHS, 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. Availability of Funds. Payments under this contract are dependent upon the availability of funds or as otherwise determined by the County. This contract can be terminated if funding becomes unavailable in whole or in part for cause shown, and the County shall have no obligation to continue payment.

REPORTING, MONITORING, AND MODIFICATION

6. Reporting. The County shall utilize the Request for Funding Proposal Application and the Requests for Clarification, responses to Requests for Clarification, Requests for Additional Information, and Best and Final Offer Response, as submitted by PHHS to monitor service delivery and program expenditures. PHHS agrees to submit to the County an Interim Report by July 29, 2016 for the period beginning with the date of contract execution to June 30, 2016 and a Year End Final Report by January 31, 2016, for the period of the date of contract execution to December 31, 2016, an Interim Report by July 31, 2017 for the period of January 1, 2017 to June 30, 2017 and a Final Report for the entire term of the contract. 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 and approved. Reporting requirements will include but are not limited to information regarding organization's outcomes and indicators, client demographic information, and other information and data deemed appropriate by the County. PHHS agrees to submit its reports through the Apricot by CTK® funding management system or another format if requested.

7. Audits. PHHS also agrees to make available to the County 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 County requires that the management report of any audit as it relates to County program activities be made available to County as part of the required audit. Payment may be withheld from PHHS, if reports

designated here are not made available upon request. Audits shall be uploaded to the Organization Profile in the Apricot System and continually kept up to date.

8. **Monitoring.** PHHS agrees to permit the County, the Director of the Community Services Department and any staff of the Community Services Department, or designee of the County 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, to the extent it will not unreasonably interrupt the services provided by PHHS to the public, PHHS hereby agrees that, upon notice of forty-eight (48) hours, it will make available to the County 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 Community Health Funds and all other matters set forth in the contract.

9. **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 County Commission for approval.

OTHER TERMS OF THIS CONTRACT

10. **Violation of Client Rights.** Any alleged case of a violation of a client's rights in a program funded through the Community Health Fund 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 County 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 County of any substantiated allegations. PHHS must comply with Missouri law regarding confidentiality of client records.

11. **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.

12. **Community Health Fund to be used for Services Provided.** PHHS agrees that the Community Health Funds shall be used exclusively for the services provided to address community health needs and for administrative costs directly related to PHHS's provision of such services.

13. **Accreditation/Licensure/Certifications.** All organizations must comply with all state/federal certification and licensing requirements and all applicable federal, state, and local laws and must remain in “good standing” with the applicable oversight entity.

14. **Conflict of Interest.** PHHS states that it is not aware of any conflict of interest under Missouri law which would interfere with the ability of any employee or official to discharge their obligations under this agreement and if it becomes aware of any such conflict of interest it will notify County. The employees of PHHS and the City are subject to Section 19-41 of the City Code as it relates to conflicts of interest and City will enforce such requirements.

15. **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 County 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.

16. **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.

17. **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.

18. **Board Ownership.** If PHHS ceases to be funded by the County or ceases to provide programs and services to address community health needs pursuant to this contract, all capital equipment, materials, and buildings purchased with Community Health Funds shall be returned to Boone County unless so otherwise approved by a majority vote of the County. In addition, if PHHS no longer uses capital equipment, materials, or buildings purchased with Community Health Funds for its original intent, PHHS will need County approval to re-direct the use of such.

19. **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 County, such failure or refusal shall constitute a default hereunder, and the County 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 County.

20. **Termination.** County may terminate this agreement at will by giving at least 30 days prior written notice to the PHHS. This agreement may be terminated by the County upon 15 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 key personnel providing services are changed such that in the opinion of the County 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 County, or

c. County may terminate this agreement 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.

21. **Indemnification.** To the extent permitted under Missouri law, PHHS agrees to hold harmless, defend and indemnify 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 PHHS, (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. Nothing contained herein shall be deemed a waiver of any sovereign, governmental or official immunities of either PHHS or County.

22. **Publicity by the Organization.** PHHS shall notify the County of contact with the media regarding Community Health Fund funded programs or profiles of participants in Community Health Fund funded programs. PHHS will acknowledge the County as a funding source whenever publicizing Community Health Fund funded programs. PHHS will collaborate with the County to inform the community about the ways its tax dollars are being invested in services and supports. PHHS agrees to acknowledge the Community Health Fund as a funding

source on all written and electronic publications including brochures, letterhead, annual reports and newsletters.

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

24. **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.

25. **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.

26. **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.

27. **Notice.** Any written notice or communication to the County shall be mailed or delivered to:

Boone County
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:

City of Columbia
Department of Public Health and Human Services
Stephanie Browning, Director
1005 W. Worley St.
Columbia, MO 65203

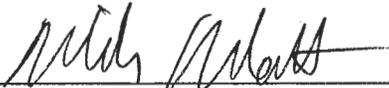
[SIGNATURES ON FOLLOWING PAGE]

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

City of Columbia, Missouri

Boone County, Missouri

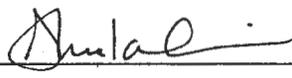
By: Boone County Commission

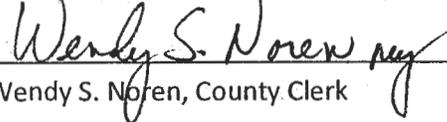
By: 
Mike Mathes, City Manager


Daniel K. Atwill, Presiding Commissioner

ATTEST:

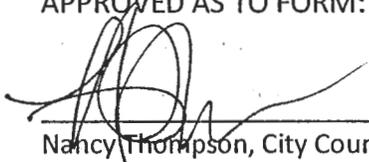
ATTEST:

 1/5/16
Sheela Amin, City Clerk


Wendy S. Noren, County Clerk

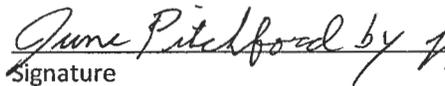
APPROVED AS TO FORM:

APPROVED AS TO FORM:


Nancy Thompson, City Counselor

County Counselor

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.)

 by  01/25/2016 (2130/71106/\$333,691.12)
Signature Date Appropriation Account

An Affirmative Action/Equal Opportunity Employer

Organization Profile

Organization Profile Instructions

New Users:

In order to create a Username and Password, complete the Organization User Information and Primary Information sub-sections and click Save Record on the right hand side of the screen. Be sure to save your Username and Password in a secure location for future use. Once you click Save Record you will be prompted to log in. This will allow you to access the system and complete the Organization Profile.

Returning Users:

You must complete and keep up-to-date ALL applicable fields in your Organization Profile. Proposals and Reports will be considered unresponsive if your Organization Profile is not complete and up-to-date.

Organization User Information

Primary Information

Organization Name (the official name of the organization that would enter into a contract):

Columbia/Boone County Department of Public Health and Human Services

DBA:

Federal EIN Number:

436000810

Organization Type:

Governmental

Organization Contact Information

Address

1005 W. Worley St.

City

Columbia

State

Missouri

County

Zip

65203

Organization Phone Number:

573-874-7345

Website:

www.gocolumbiamo.com

Head of Organization

Stephanie Browning

Head of Organization Phone:

573-874-7345

Address

P.O. Box 6015

City

Columbia

State

Missouri

County

Zip

65205

Organization Fax Number:

573-874-7756

Email:

health@gocolumbiamo.com

Head of Organization Title (e.g. Director, President, CEO)

Director

Head of Organization Email:

skbrowni@gocolumbiamo.com

Local Organization Contact Information (If there is a local office with differen

Local Organization Name:

Address

City

Local Organization Fax:

Address

City

State
County
Zip

Local Contact Name:

Local Contact Email:

State
County
Zip

Local Contact Title:

Local Contact Phone:

General Information

Organization Mission Statement (Purpose): **Provide your organization's mission statement. (600 character limit)**
Mission: To promote and protect the health, safety, and well-being of the community through leadership, partnership, and service.
Vision: Optimal health, safety, and well-being for all.

Organization History: **Provide a brief history of your organization including the number of years the organization has been in operation. (600 character limit)**
Columbia-Boone County Public Health and Human Services (PHHS) is a department within the City of Columbia. We are a comprehensive health department serving all of Boone County. The City of Columbia's current government was established by a home rule charter adopted by voters on November 11, 1974, which established a Council-manager government that invested power in the City Council. The City of Columbia and Boone County health departments merged in 1974. Services include communicable disease prevention, chronic disease prevention, maternal/child health, and social services, to name a few.

Brief Statement of Organization's Major Goals: **Provide a brief statement of the ultimate goals toward which your organization is working. (600 character limit)**
The Columbia/Boone County Department of Public Health and Human Services provides essential services that support optimal health, safety, and well-being for all city and county residents. The department is committed to achieving the goals outlined in the 2013 Columbia/Boone County Community Health Assessment and the 2014 Columbia/Boone County Community Health Improvement Plan and becoming a Nationally Accredited Local Public Health Department by 2017.

Articles of Incorporation: **Articles of Incorporation (MUST BE IN PDF FORMAT)**
Provide a copy of the organization's Articles of Incorporation.

Organizational Chart (must be for the entire organization): **Organizational Chart (MUST BE IN PDF FORMAT)**
/document/download/filename/1433521300_30406_PHHSOrganizationalChartFY2015.pdf

Service Area: **Briefly describe the geographic area in which your organization provides services. (600 character limit)**
PHHS serves residents of and visitors to Boone County, Missouri.

Population Served: **Briefly describe the population(s) served by your organization. (600 character limit)**
PHHS is dedicated to serving all residents and visitors of Boone County, Missouri. Target populations differ based upon the service provided. For example, Missouri vital records, animal control, communicable disease prevention, immunizations, and environmental health services are available to all residents of and visitors to Boone County. Prenatal case management, social services, and the WIC nutrition program are available to low-income residents of Boone County.

Governing Board

Organization Governing Board:
Include information for all board members. Click +New to add board member information.

Governing Board Member
Governing Board Member

[Link Info](#)

Name	Board Position:	Current Board Term (Beginni...	Address:	Employer:	Active	Date
Daniel Atwill	Presiding Commissioner				✓	Added on 06/05/2015
Janet Thompson	District II Commissioner				✓	Added on 06/05/2015
Karen Miller	District I Commissioner				✓	Added on 06/05/2015
Betsy Peters	Ward 6 Council Member				✓	Added on 06/05/2015
Laura Nauser	Ward 5 Council Member				✓	Added on 06/05/2015
Ian Thomas	Ward 4 Council Member				✓	Added on 06/05/2015
Karl Skala	Ward 3 Council Member				✓	Added on 06/05/2015
Michael Trapp	Ward 2 Council Member				✓	Added on 06/05/2015
Clyde Ruffin	Ward 1 Council Member				✓	Added on 06/05/2015
Bob McDavid	Mayor				✓	Added on 06/05/2015

Total Active Links:10, Total Deactivated Links:0, Current Active Links:10, Current Deactivated Links:0

Advisory Board (if applicable)

Describe the function of the Advisory Board as it relates to the work of your organization:

Organization Advisory Board:

Include information for all advisory board members. Click +New to add board member information.

Advisory Board Member

Advisory Board Member				Link Info	
Name	Board Position:	Current Board Term (Beginni...	Address	Active	Date
Elizabeth Hussey	Board of Health Member			✓	Added on 06/05/2015
Harry Feirman	Board of Health Member			✓	Added on 06/05/2015
Jean Sax	Board of Health Member			✓	Added on 06/05/2015
Denise Stillson	Board of Health Member			✓	Added on 06/05/2015
Sally Lyon	Board of Health Member			✓	Added on 06/05/2015
Colin Malaker	Board of Health Member			✓	Added on 06/05/2015
Cynthia Boley	Board of Health Member			✓	Added on 06/05/2015
David Sohl	Board of Health Member			✓	Added on 06/05/2015
Lynelle Phillips	Board of Health Member			✓	Added on 06/05/2015
Michael Szewczyk	Board of Health Member			✓	Added on 06/05/2015

Total Active Links:11, Total Deactivated Links:0, Current Active Links:11, Current Deactivated Links:0

Financial Information

Organization

Fiscal Year:

FY 2015

IRS Tax Exempt Status Determination Letter:

If applicable, upload the correspondence from the IRS indicating that your organization has been designated as tax exempt.

IRS Tax Exempt Status Determination Letter (MUST BE IN PDF FORMAT)

/document/download/filename/1433521771_29953_CityTaxidletter.pdf/

Financial Statement:

Upload your organization's most recently completed Financial Statement and corresponding communications (required for audited statements). Financial statements must be reviewed by a qualified third party and be accompanied by a letter or report of assurance (compilation, review, or audit).

Financial Statement (MUST BE IN PDF FORMAT)

/document/download/filename/1434033459_29954_CAFR2014CityofColumbia%2CMO.pdf/

IRS 990 or 990 EZ:

Upload your organization's most recently filed 990 or 990 EZ. Please contact the City, County and/or HMUW if your organization is not required to file a 990 or 990 EZ with the IRS.

990/990 EZ (MUST BE PDF FORMAT)

Financial Policies and Procedures:
Summarize the organization's policies and procedures regarding board oversight of the organization finances. (600 character limit)

The City of Columbia Finance Department provides the support necessary to allow the City to conduct business in an efficient and effective manner. The Finance Department is responsible for ensuring the City adheres to all federal, state, and local requirements that relate to accounting, budgeting, purchasing, business license, and other related activity. Please note: the City does not file a 990. As a municipal corporation, it is not regulated by the Secretary of State and does not have an Article of Incorporation. The most recent city financial audit is available upon request.

General Liability Insurance:

Upload current proof of general liability insurance.

Proof of General Liability Insurance (MUST BE IN PDF FORMAT)

Employees Compensation

Top Five Compensated Employees:

Please provide titles, minimum qualifications, and salary information for the organization's top five compensated employees.

FTE = Full Time Equivalent (i.e., Full-Time = 1.0 FTE, Half-Time = 0.5 FTE, etc.) FTE = number of direct program service hours worked by employee per year/2080 (e.g., 1040/2080 = .5 FTE)

If more than one employee is employed in the same position and the level of compensation is not identical, please list each of those

employees separately.

Click +New to add Employee Compensation information.

Employees

Employees Compensation Employee Title:	Qualifications:	FTE:	Salary:	Benefits:	Link Info	
					Active	Date
Nurse Practitioner	Licensed N.P.	1.00	\$65,769.60	\$0.00	✓	Added on 06/05/2015
Nurse Practitioner	Licensed N.P.	1.00	\$69,688.32	\$0.00	✓	Added on 06/05/2015
Community Health Manager	BSN	1.00	\$83,809.44	\$0.00	✓	Added on 06/05/2015
Assistant Director of Public Health & Human Services	B.A. or B.S.	1.00	\$88,293.92	\$0.00	✓	Added on 06/05/2015
Director of Public Health and Human Services	B.A. or B.S.	1.00	\$132,909.92	\$0.00	✓	Added on 06/05/2015

Total Active Links:5, Total Deactivated Links:0, Current Active Links:5, Current Deactivated Links:0

Licensure (If applicable):

Licensure: Provide the name of the licensing body, the name of the licensure, period of current licensure (including expiration date), and a brief description of the licensure..

Licensure 1:

Licensure 2:

Licensure 3:

Accreditation (If applicable):

Accreditation: Provide the name of the accrediting body, the name of the accreditation, period of current accreditation (including expiration date), and a brief description of the accreditation.

Accreditation 1:

PHHS is actively pursuing accreditation through the Public Health Accreditation Board, the only national public health agency accrediting body. PHHS is compiling documentation to demonstrate conformance with 97 accreditation measures demonstrating excellence in performance of the ten essential public health services, along with appropriate fiscal and administrative management, and assuring appropriate governance of the agency. PHHS will submit the documentation for accreditation in August, 2015. A site visit will occur and an accreditation decision will be rendered in 2016.

Accreditation 2:

Accreditation 3:

Certifications:

Certifications:

Please indicate that the above named organization:

Is a registered corporation in good standing with the State of Missouri.

yes

Agrees to comply with all the applicable provisions of: the Fair Labor Standards Act, as amended; the Employment Practices Act, as amended; the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1990, as amended; the Omnibus Reconciliation Act of 1981, as amended; the American with Disabilities Act of 1990, as amended; and all other applicable Federal and State laws which prohibit discrimination in employment and the delivery of services

including the discrimination in employment and the delivery of services on the basis of race (racism), color, national origin, ancestry, sex, religion, disability, age (employment), and familial status (housing).

yes

If deemed a religious or denominational institution or organization or operated for religious purposes which is supervised or controlled by or in connection with a religious or denomination institution or organization; and agrees that, in connection with the provision of services and employment practices that it will not discriminate against any employee or applicant for employment on the basis of religion and will not employ or give preference in employment to persons on the basis of religion; it will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, or exert no other religious influence in the provision of services under this agreement.

Prohibits discrimination and the delivery of services on the basis of marital status, gender identity, and sexual orientation.

yes

Has administrative and program facilities that are accessible to persons with disabilities per the Americans with Disabilities Act of 1990.

yes

If the answer is no - upload an ADA Plan of Accommodation and Transition Plan. (REQUIRED)

ADA Plan of Accommodation (MUST BE IN PDF FORMAT)

Transition Plan (MUST BE IN PDF FORMAT)

Linked 'Proposal Cover Sheet' Records

Link to Proposal Cover Sheet

County Children's Services, County Community Health, City Social Services, City CDBG/HOME, HMUW

Link Info

Organization Name (will aut...	Fund Source	Funder	Funding Cycle	Name of Program or Project	Active	Date
Columbia/Boone County Department of Public Health and Human Services	Community Health/Medical Fund - Pilot	Boone County	RFP #26-15JUN15	Live Well Boone County	<input checked="" type="checkbox"/>	Added on 05/20/2015

(2 hidden)

Total Active Links:1, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0

System Fields

Record ID

12684

Modification Date

06/14/2015 11:45 am CDT

Modified By

Columbia-Boone Count ORG

Linked 'New Proposal' Records

County Children's Services, County Community Health, City Social Services, City CDBG/HOME, HMUW

Proposal Request Information

Organization Name (will auto-populate)

Columbia/Boone County Department of Public Health and Human Services

Fund Source

Community Health/Medical Fund - Pilot

Funder

Boone County

Funding Cycle

RFP #26-15JUN15

Name of Program or Project

Live Well Boone County

Amount of Request

\$333,691.12

Amount Awarded

\$333,691.22

Program Information

Program Website (will default to Organization website)

www.gocolumbiamo.com

Address

1005 W. Worley St.

City

Columbia

State

Missouri

County
Zip

65203

Program Administrator Name

Rebecca Roesslet

Phone Number

573-817-6403

Address

P.O. Box 6015

City

Columbia

State

Missouri

County
Zip

65205

Program Administrator Title

Senior Planner

Email

raroessl@gocolumbiamo.com

Required Attachments - Children's Services Fund and Community Health

Attachment A 2015 Agency Assurance Sheet

/document/download/filename/1434056919_30421_PPHSAttachmentA.pdf/

Attachment B Certification Regarding Debarment, Suspension, Ineligibility, and Volunteer Exclusion

/document/download/filename/1434056919_30420_PPHSAttachmentB.pdf/

Attachment C Work Authorization Certification

/document/download/filename/1434056919_30419_PPHSAttachmentC.pdf/

Addendums

/document/download/filename/1434118552_30418_PPHSAddendums.pdf/

Link to Organization Profile Record

Link to Organization Records

Organization Profile

Link Info

Organization Name (the offi...

Organization Mailing Address:

Head of Organization

Active Date

Columbia/Boone County Department of Public Health and Human Services

P.O. Box 6015

Stephanie Browning

Added on
05/20/2015

Total Active Links:1, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0

Federal EIN Number (will auto-populate)

436000810

Linked 'Interim POS Report' Records

Link Instructions

Linked 'Final POS Report' Records

Linked 'Interim Pilot Report' Records (1)

Linked 'Final Pilot Report' Records

Program Budget

Program Budget Instructions

For each item for which figures are entered, please complete the corresponding narrative field. *Indicates Required Field.

Program Budget

PROGRAM REVENUE	PROPOSED YEAR	% OF PROPOSED TOTAL
1. DIRECT SUPPORT		
A. Heart of Missouri United Way (300 character limit)	1A	1A %
	\$0.00	0
B. Other United Ways (300 character limit)	1B	1B %
	\$0.00	0
C. Capital Campaigns (300 character limit)	1C	1C %
	\$0.00	0
D. Grants (non-governmental) (300 character limit)	1D	1D %
	\$0.00	0
E. Fund Raising & Other Direct Support (300 character limit)	1E	1E %
	\$0.00	0
2. GOVERNMENT CONTRACTS/SUPPORT:		
A. Boone County - Children's Services Funding (300 character limit)	2A	2A %
	\$0.00	0
B. Boone County - Community Health Funding (300 character limit)	2B	2B %
	\$333,691.12	50
Funding requested for: Social Services Specialist, Health Educator, Media campaign, Live Well by Faith recruitment dinner, materials for participatory churches including exercise equipment		
C. Boone County- Other Funding (300 character limit)	2C	2C %
Boone County General Revenue Live Well Boone County staff time (existing staff)	\$87,701.46	13
D. Funding from Other Counties (300 character limit)	2D	2D %
	\$0.00	0
E. City of Columbia - Social Service Funding (300 character limit)	2E	2E %
	\$0.00	0
F. City of Columbia - CDGB/Home Funding (300 character limit)	2F	2F %
	\$0.00	0
G. City of Columbia - CHDO Funding (300 character limit)	2G	2G %
	\$0.00	0
H. City of Columbia - Other Funding (300 character limit)	2H	2H %
City of Columbia General Revenue Live Well Boone County staff time (existing staff)	\$178,060.55	27
I. Funding from Other Cities (300 character limit)	2I	2I %
	\$0.00	0
J. Federal (Medicaid, Title III, etc.) (300 character limit)	2J	2J %
	\$0.00	0
K. State (Purchase of Service, Grants, etc.) (300 character limit)	2K	2K %
	\$70,000.00	10
Missouri Dept of Health and Senior Services, Healthy Eating Active Living Grant (HEAL) includes: urban agriculture study, community garden, bus station, Live Well Restaurants, MOve Smart, Stock		

Healthy Shop Healthy

L. Other (Schools, Courts, etc.) (300 character limit)	2L	2L %
	\$0.00	0
3. Program Service Fees (300 character limit)	3.	3 %
	\$0.00	0
4. Investment Income (realized & unrealized) (300 character limit)	4.	4 %
	\$0.00	0
5. Other Revenue Items (300 character limit)	5.	5 %
	\$0.00	0
TOTAL PROGRAM REVENUE	TOTAL REVENUE	
	669453.13	

PROGRAM EXPENSES

1. Personnel	1.	1. %
	\$481,053.13	73
2. Non-Personnel	2.	2. %
	\$178,400.00	27
TOTAL PROGRAM EXPENSES	TOTAL EXPENSES	
	659453.13	

System Fields

Record ID

15523

Modification Date

06/15/2015 11:15 am CDT

Modified By

Linked 'Program Overview' Records

Link Instructions

Program Overview

Record Lock	a. Will program consumers b...	b. Will the program utilize...	Total Number of Unduplicate...
No			25999

Link Info

Active	Date
✓	Added on 06/13/2015

Total Active Links:1, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0

Linked 'Final POS Report' Records

Linked 'Final Pilot Report' Records

Program Overview

Program Overview Instructions

The purpose of this section is to provide information regarding the program and service(s) proposed by your organization. In developing your responses, please adhere to the following guidelines:

Each narrative response should be clear and succinct.

Respond as if the reviewers have no prior knowledge of the program and service(s).

The issue(s) and affected population(s) should be described and documented utilizing objective, relevant, information and data, from sources outside of your organization and should include geographic information using recognized political boundaries (e.g. city, county, state, national).

All sources of information should be properly cited using the American Psychological Association (APA) Style of author-date method of in-text citation. All sources that are cited must appear in the reference list at the end of this section. For detailed information regarding the APA Style, please visit the APA Style web site: <http://www.apastyle.org/>

PLEASE NOTE: In order to complete the Program Service Levels sub-section, you must first complete and link to Program Budget Section.

Information provided in the Program Overview Section should correspond with the information provided in the:

Program Budget

Program Service (POS Only)

Consumer Demographics

Program Performance Measures

* Indicates Required Field

Statement of Issue Being Addressed

Instructions: Include information pertaining to the overall, community-level issue(s) to be addressed by the proposed program (e.g. homelessness, child abuse & neglect, substance abuse, suicide, etc.) The issue(s) should be tied to the organization's major goal(s), as stated in the Organization Information form, as well as the program goal(s), as stated in the Program Goal(s) sub-section below.

a. Describe and document the issue(s) to be addressed by the proposed program. (1500 character limit)

The World Health Organization has identified diet and physical activity as a public health priority. Unhealthy diets and physical inactivity are major risk factors for diseases such as cancer, diabetes, and cardiovascular disease (World Health Organization, 2015). The Live Well by Faith program will address diet and physical activity in a church based setting.

The 2012 National Health Interview Survey, produced by the Centers for Disease Control and Prevention, reported 45.5 million Americans (14.7% of the population) were without health insurance coverage (Centers for Disease Control and Prevention, 2013). This same report noted that 6.2% of the population failed to obtain needed medical care due to cost at some time in the past 12 months. The Social Services expansion program will address access to health care needs in the community.

Risky behaviors, such as excessive alcohol consumption, misuse of prescription drugs, and use of illegal drugs can have a negative impact on health. In 2012, an estimated 23.9 million Americans aged 12 or older, 9.2% of the population, had used an illicit drug (most commonly marijuana) or abused a psychotherapeutic medication in the past month (National Institute on Drug Abuse, 2014). The Behavioral Health Public Awareness campaign will address substance use and suicide prevention.

b. Describe and document the population affected by the issue(s) to be addressed by the proposed program including demographics and characteristics. (1500 character limit)

In Boone County, the death rate for heart disease in African Americans is almost twice the rate for whites. The death rate diabetes in African Americans is over three times higher than the white demographic (Columbia/Boone County Community Health Assessment, 2013). One hundred percent of the 1,000 anticipated participants in Live Well by Faith are African American adults.

In Boone County, 7.9% of the population could not get needed medical care in the past 12 months (Missouri Department of Health and Senior Services, n.d.) and 24.8% of adults are without a regular doctor (Community Commons, n.d.). Of the 1,560 anticipated consumers of the Social Services expansion program, 100% will be adults with income at or below 200% of the Federal Poverty Level.

The 2012 Boone County Issues Analysis: Mental Health identified a 133% increase in suicides between 2008 and 2009. Additionally, the report stated that one quarter of all Boone County hospitalizations with mental health diagnosis are attributed to alcohol and substance abuse, along with a rise in alcohol-related arrests and convictions (Schumacher, 2012). The Behavioral Health Awareness campaign will address substance use and suicide prevention with youth and influential adults. The projection audience is 11,720 youth and 11,720 adults.

c. Describe how the City of Columbia or Boone County community is affected by the issue(s) to be addressed by the proposed program. (1500 character limit)

In the 2013 Boone County Community Health Survey, respondents were asked to choose the top five health conditions or behaviors (in adults and in

youth) that have the greatest impact on overall community health. Obesity, drug abuse, mental health issues, alcohol abuse, and poor eating habits/choices were the top five responses in adults. Drug abuse, obesity, and mental health issues were the first, fourth, and fifth issues for youth respectively. Focus groups were held as part of the 2013 Columbia/Boone County Community Health Assessment. Focus groups identified youth drug use, excessive alcohol consumption, lack of physical activity, and poor nutrition as areas of concern. Additional community input for the 2014 Columbia/Boone County Community Health Improvement Plan was gathered by interviewing stakeholders and hosting a community forum. Input included the need to decrease health disparities and mental health stigma, collaborate with churches in the community, create healthy environments, and educate the public on the importance of mental health. This proposal addresses needs identified by our community.

Program Consumers

a. Describe the consumers which will be served by the proposed program including characteristics and demographics. (1500 character limit)

The consumers served by Live Well by Faith will be partnering churches and their congregation members. The goal is to engage with 10 traditionally African American churches in Boone County.

The consumers for the social services expansion program will be Boone County adults needing to establish care with a medical provider.

The consumers for the Behavioral Health Awareness Campaign are Boone County youth, ages 12-18, and adults who are influential in the lives of youth, such as teachers, parents, and coaches.

b. Why will these consumers be served? (1500 character limit)

Live Well by Faith program is a church-based health promotion (CBHP) intervention. CBHP interventions have been shown to be effective, particularly in African American churches. CBHP are an effective way to reduce health disparities (Eng, Hatch, Callan, 1985). The 2013 Columbia/Boone County Community Health Assessment found that African Americans in Boone County had significantly poorer health outcomes than Whites. The disparities were particularly great in incidence of diabetes and hypertension (Rainey, 2013).

The social services expansion program will address a need identified in the 2013 Columbia/Boone County Community Health Assessment, increasing access to and utilization of comprehensive health care. This program would provide a centralized location in Boone County for individuals and families in need of accessing health care and/or health insurance to receive assistance from a social services specialist.

The Behavioral Health Awareness Campaign is targeted at youth and influential adults in response to community input and available data indicating an increase in youth substance use and suicide.

c. Describe any impediments or challenges in serving these consumers. (600 character limit)

PHHS has identified two partner churches for Live Well by Faith. Residents of Boone County in need of health care access and utilization currently contact PHHS for assistance with other social service needs. The social marketing campaign will be delivered on multiple public platforms. PHHS does not anticipate any impediments or challenges in serving these consumers.

Program Goal

Instructions: The program goal(s) should correspond to the organization's major goal(s) (as stated in the Organization Information section), the issue(s) the proposed program is intended to address (as stated in the Statement of the Issue Being Addressed sub-section above), and the consumers of the proposed program (as indicated in the Program Consumers sub-section above).

State the goal(s) of the proposed program. (300 character limit)

Program goals include empower all residents to eat a healthful diet and be physically active, improve our community's ability to access and utilize comprehensive health services, and prevent suicide, underage drinking, misuse of prescription drugs, and use of illegal drugs.

Program Description

Instructions: The information provided in this section should include information for each program service indicated in the Program Service section.

a. Provide a detailed description of the proposed program. (3000 character limit)

Live Well Boone County is a comprehensive initiative, focused on improving the health and wellness of Boone County residents. This proposal includes the activities of Live Well Boone County that promote physical, mental, and social well-being and cultivate a safe and healthy community. Live Well Boone County was developed by PHHS in partnership with community members and the local public health system in response to the data collected for the 2013 Columbia/Boone County Community Health Assessment and the goals, strategies, and activities outlined in the 2014 Columbia/Boone County Community Health Improvement Plan. Live Well Boone County has five primary focus areas: Safe and Healthy Neighborhoods, Healthy Lifestyles, Access to Health Care, Disparities, and Behavioral Health. The funding requested in this proposal implements several activities of the Action Teams. Live Well by Faith will provide a health educator who will partner with local churches to identify or assemble health ministries or committees and identify key leadership. The health educator will then work with the committee or leader to conduct an assessment which will focus on the church's health needs and include an environmental and policy scan. The health educator will guide the committee/leader through identification of the priorities and creation of an action plan with programs, environmental and policy changes to address these priorities. Finally, the committee/leader and health educator will implement the plan and evaluate its success. Funding will provide the health educator salary, a program recruitment dinner, program delivery costs and exercise equipment. The Social Services expansion program will provide a centralized location in Boone County where residents can connect with a professional social services specialist. The social services specialist will assist residents in need of education related to insurance benefits and utilization, as well as application for State benefits if eligible. The social services specialist will assist the consumer with the barriers to health care utilization, such as scheduling a medical visit or arranging Non-Emergency Medicaid Transportation (NEMT). The social services specialist will provide follow-up with consumers, to verify their success in establishing medical care and offer additional assistance if needed. Funding will provide the social

services specialist salary. The Behavioral Health Awareness Campaign is a comprehensive prevention campaign for suicide and youth substance use. An existing campaign, such as "Reach Out" or "Above the Influence" will be used for these purposes. The intended audiences are youth, ages 12-18 and adults who are influential in the lives of youth. After identify a campaign, PHHS will contract with media planning and placement agency, such as Bucket Media. The agency will negotiate and purchase advertising space and report analytics to PHHS for evaluation purposes. Funding will cover the media costs.

b. For each location in which the proposed program service(s) will be provided, indicate the street address and the days/hours of operation (e.g. Monday – Friday, 8 a.m. – 5 p.m.). If the proposed program service(s) are to be delivered off-site, describe the environment in which they will be provided (e.g. in homes, street outreach, etc.) (600 character limit)

Live Well by Faith will take place in traditionally African American churches and will be provided at days/times that are responsive to the needs of the churches. The Social Services expansion program will be provided at PHHS location, 1005 W. Worley, Columbia, MO, during normal business hours (8 am-5 pm). Depending upon program capacity and community needs, this program could co-exist with the Family Access Center for Excellence, of which PHHS is a partner agency. The Behavioral Health Public Awareness campaign will disseminate information during peak times for the intended audiences.

c. Describe the eligibility criteria (e.g. income, age, etc.) to be utilized for determining eligibility for the proposed program. (600 character limit)

Live Well by Faith will partner with traditionally African American churches in Boone County. The Social Services expansion program will serve Boone County residents with income at or below 200% of the Federal Poverty Level. The Behavioral Health Awareness Campaign will have target audiences and disseminate messaging to Boone County residents and visitors.

d. Describe any external requirements of the proposed program such as licensing, minimum standards, etc. (600 character limit)

None

e. Is the proposed program currently accredited by one or more recognized accrediting body?

No

If yes, please provide the name of the accreditation agency, dates for the most recent accreditation, and briefly describe the accreditation process.

Name of the Accreditation:

Current accreditation period:

Description: (600 character limit)

f. Are there best practices for the proposed program service(s)?

Yes

If Yes - Indicate the best practices and whether or not they will be utilized in the proposed program. (600 character limit)

The Centers for Disease Control and Prevention identifies best practices for health promotion activities (CDC, 2015). Church-based health promotion interventions apply these best practices to a church setting.

g. Is there evidence to support the efficacy of the proposed program and/or program service(s)?

Yes

If Yes - Identify cite, and describe the evidence. (1500 character limit)

Live Well by Faith is a faith-based or church-based health promotion (CBHP) intervention. CBHP interventions have been shown to be effective, particularly in African American churches. "For African Americans, health interventions that incorporate spiritual and cultural contextualization have been effective. Evidence indicates that CBHP programs have produced significant impacts on a variety of health behaviors" (Campbell, et al, 2007). CBHP also are an effective way to reduce health disparities (Eng, Hatch, Callan, 1985). Historically, Black churches have been at the center of the spiritual, social, and political life their members. In addition, many Black churches expand beyond the traditional functions of worship and spiritual growth to impact the social, economic, and political welfare of their members and surrounding community (Lasater, et. al., 1997).

Research on the effects of case management on unmet needs, utilization of medical care, and medication usage in HIV infected persons suggests that case management is associated with fewer unmet need and higher use of medications (Katz, et al., 2001).

Research has suggested that there is strong evidence to support health communications campaigns that use multiple channels, one of which must be mass media, combined with the distribution of free or reduced-price health related products (Community Prevention Services Task Force Members, 2015).

If No - Provide rationale for utilizing the proposed program services(s). (1500 character limit)

h. Describe any unique or innovative aspects of the proposed program that will enhance access to and/or the quality and effectiveness of the program. (1500 character limit)

Live Well by Faith takes a place-based approach to delivering programs and services. The Social Services expansion program utilizes existing PHHS programs as an opportunity to gain access to the target consumer population. The Behavioral Health Awareness Campaign utilizes an innovative approach, movie theater ad placement, as one platform for the campaign.

i. Describe any partnerships or collaborations that enhance access to and/or the quality and effectiveness of the program. (1500 character limit)

Live Well by Faith will establish partnerships between African American Churches and PHHS. PHHS and the churches will work together to determine the needs of the church and address them. PHHS is committed to providing health education, nursing, and social services to the church as determined by the church. Two churches have given their support for the program, and the others will be recruited during a recruitment dinner event. Live Well by Faith will coordinate with the Health Disparities and Healthy Lifestyles Action Teams. These Action Teams will provide technical assistance and monitor the success of the program. The Social Services expansion program will collaborate with the Federally Qualified Health Center to assist consumers with establishing medical care, as well as collaborating with Missouri Department of Social Services to assist consumers in application for state benefits, including health insurance. Social Services expansion program will coordinate with, and receive technical assistance from, the Access to Health Care Action Team. The Behavioral Health Public Awareness campaign will collaborate with the Family Access Center for Excellence, or other appropriate

mental health agency, to provide the public a referral source when needing help for themselves or others. The Behavioral Health Public Awareness campaign will coordinate with, and receive technical assistance from, the Behavioral Health Action Team.

If MOUs or contracts/agreements related to the proposed program are in place, please upload these documents (1) PDF Format:

/document/download/filename/1434054325_29425_LetterofsupportSecondMissionaryBaptist.pdf/

If MOUs or contracts/agreements related to the proposed program are in place, please upload these documents (2) PDF Format:

/document/download/filename/1434114881_29426_FACE_BCLWC_at.pdf/

If MOUs or contracts/agreements related to the proposed program are in place, please upload these documents (3) PDF Format:

/document/download/filename/1434124382_29427_RussellChapelCME.pdf/

Program Personnel Instructions

Provide titles, minimum qualifications, and salary ranges for all positions for which salaries will be charged, in whole or in part, to the proposed program. FTE = Full Time Equivalent (i.e. Full-Time = 1.0 FTE, Half-Time = 0.5 FTE, etc.) To determine FTE, divide the number of hours assigned to program services per year by 2080 (e.g. 1040/2080 = .5 FTE)

Program Personnel

POSITION OR TITLE (Do not use employee names)	MINIMUM QUALIFICATIONS (B.A., Licensed, etc.)	FTEs	SALARY RANGE FROM: (wages, social security and Medicare)	SALARY RANGE TO:
P1 Health Educator	MQ1 Bachelor's degree in Health Education, Health Promotion, Public Health, or related field; Master's preferred	FTE1 1.00	SR1 FROM 39295.00	SR1 TO
P2 Social Services Specialist	MQ2 Bachelor's degree in Social Work, Psychology, Counseling, Nursing, Education, Human Development, or related human service field	FTE2 1.00	SR2 FROM 34929.00	SR2 TO
P3	MQ3	FTE3 0.00	SR3 FROM 0.00	SR3 TO
P4	MQ4	FTE4 0.00	SR4 FROM 0.00	SR4 TO
P5	MQ5	FTE5 0.00	SR5 FROM 0.00	SR5 TO
P6	MQ6	FTE6 0.00	SR6 FROM 0.00	SR6 TO
P7	MQ7	FTE7 0.00	SR7 FROM 0.00	SR7 TO
P8	MQ8	FTE8 0.00	SR8 FROM 0.00	SR8 TO
P9	MQ9	FTE9 0.00	SR9 FROM 0.00	SR9 TO
P10	MQ10	FTE10 0.00	SR10 FROM 0.00	SR10 TO

Program Personnel Narrative

Provide a rationale for the minimum qualifications and salary range for each position indicated above. (600 character limit)

The Health Educator and Social Services Specialist positions are existing positions within the City. Minimum qualifications and salary range are determined by City Human Resources Department, taking into consideration current market analysis, education, and skills necessary to fill the role.

Program Service Fee

a. Will program consumers be charged a fee for the proposed program service(s)?

No

If No - Provide a rationale for why no fees will be charged for the program service(s). (600 character limit)

As a city/county public health department, we prioritize the provision of essential services which support optimal health, safety, and well-being for all city and county residents. Our City and County governments provide financial support to our department, thereby allowing us to assist members of the public with little to no associated fees for some programming and services. At this time, all Live Well Boone County services are provided at no cost to consumers.

If Yes - Provide a description of and rationale for the program service fee. (600 character limit)**Program Service Levels**

Click Add to link to the Program Budget Worksheet for this proposal. The Total Program Expenses is used in the Average Program Service Levels calculation

Link to Program Budget

Program Budget				Link Info	
TOTAL REVENUE	2.	TOTAL EXPENSES	Record Lock	Active	Date
669453.13	\$178,400.00	659453.13			Added on 06/13/2015

Total Active Links:1, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0

Total Number of Unduplicated Individuals to be served by the Proposed Program

25999

Average Cost per Individual

25.36

Program Service Need**a. Are other organizations/businesses in the City of Columbia or Boone County currently providing the proposed program service(s)?**

No

Indicate the organizations/businesses currently providing the proposed program service(s). (600 character limit)**b. State the reason why the proposed program is needed in the City of Columbia or Boone County. (1500 character limit)**

The three proposed services address needs in Columbia and/or Boone County, as identified by our community in the 2013 Columbia/Boone Community Health Assessment, as well as Boone Hospital's Community Health Needs Assessment. Both sources listed: access to health care, mental health needs and associated stigmas, substance use, the need for establishing a medical home, health disparities in African Americans, obesity, poor nutrition, and physical inactivity as areas of concern in our community. The services proposed in this application will address these needs in our community.

Funding Request Justification**a. Provide a justification for the requested level of funding from the City of Columbia or Boone County. (600 character limit)**

Over the course of this two year pilot, existing PHHS staff will provide hours of service equal to \$265,762. Live Well Boone County has been able to leverage other funding, as evidenced by the HEAL grant. The County funding will allow the work of Live Well Boone County to continue to expand. Funds will be used for staff, assisting the partner churches with healthy program implementation, host a recruitment dinner for Live Well by Faith, and provide a media/public awareness campaign targeting suicide prevention and substance use.

b. Describe how funding from the City of Columbia or Boone County for the proposed program will expand program service capacity, fill a gap in or loss of funding from other funding sources, and/or enable the organization to access funding from other funding sources. (600 character limit)

Funding from Boone County for the proposed program will expand capacity at PHHS, allowing for the implementation of new pilot programs and services. Funds will be used for hiring a Health Educator and a Social Services Specialist. While these positions currently exist at PHHS, current staff are committed to delivering existing programs and services. The addition of programs, such as Live Well by Faith and the Social Services expansion program, will require the addition of staff.

Implementation and Sustainability Plan

a. Discuss the plan for the implementation of the proposed program including how the requested funds will be used for the program in the implementation process. (1500 character limit)

Implementation for Live Well by Faith includes health education programming, environmental and policy changes. The funds will be used to support these planned changes. The purpose of this work is to create environments that promote health. Desired changes and programs will be determined by each church and will include the supplies, materials, and equipment needed to support the adoption of health behaviors. Funding will also be used to prepare health and wellness committee members/leaders and the health educator to lead training programs like Chronic Disease Self-Management for their church family. Implementation costs may include food for healthy eating classes, tools for gardening programs, blood pressure cuffs for screenings, etc. Implementation of the Social Services expansion program will include the recruitment, hiring, and training of a social services specialist. Funding will be used to cover the cost of this position. The Behavioral Health Awareness campaign will be implemented by identifying an established public awareness campaign for our intended audiences. This will be accomplished with technical assistance from the Behavioral Health Action Team. After the campaign is chosen, PHHS will contract with a media planning and placement agency for the distribution of the campaign. Funding will be used to cover the cost of the campaign distribution. A sample budget for the media planning and placement is available upon request.

b. Outline the timeline for key steps in the proposed program implementation process. (1500 character limit)

Live Well by Faith Timeline. The first three months- host recruitment dinner with churches and hire health educator. Three - six months-assemble committee and build capacity within churches, coordinate the creation of wellness committee or key leaders within churches or between churches, conduct an assessment (survey and focus groups to identify needs, evaluate current programs, environment, and policies and their impact within the church setting). Nine months- analyze data and determine priorities. 12 months- create plan, including program, environment, and policy changes. 12-24 months implementation and evaluation. Social Services expansion program timeline- within the first three months hire social services specialist, training of new staff in month four, begin program implementation in month five. Evaluate program at month 24. Behavioral Health Awareness campaign timeline- identify established campaign for intended audiences and community partner for campaign referral information within four months. Establish contract with media planning and placement agency by month 6. Disseminate media campaign in months 6-24. Evaluate program at month 24. Establish a fixed unit measurement and rate for each service by the conclusion of the pilot project period.

What is your sustainability plan for the proposed program? (1500 character limit)

Live Well by Faith creates sustainable change by focusing on training church members to implement health programs, and on environmental and policy changes in support of health. The purpose of Live Well by Faith is to create strong, sustainable health ministries in the pilot churches and supply them with the tools and skills needed to continue to thrive after the two-year program is complete. The Live Well by Faith pilot project will allow PHHS to test a model for future church partnerships that can be replicated in other churches throughout Boone County. Successes demonstrated by the Social Services expansion program and the Behavioral Health Awareness Campaign will be used as a basis for future applications for support to external funding sources.

Reference List

Instructions: All in-text citations in this section of the proposal must be listed in the Reference List below using the American Psychological Association (APA) Style. For detailed information regarding the APA Style, please visit the APA Style web site: <http://www.apastyle.org/>

Reference List: (5000 character limit)

References

Campbell, M. K., Hudson, M. A., Resnicow, K., Blakeney, N., Paxton, A., Baskin, M. (2007) Church-based health promotion intervention: evidence and lessons learned. *Annual Review of Public Health*, 28, 213-34. Retrieved from <http://www.ncbi.nlm.nih.gov/pubmed/17155879>

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Eng, E., Hatch, J., Callan, A. (1985). Institutionalizing social support through the church and into the community. *Health Education Q*, 12(1), 81-92 Retrieved from Medline

Katz, M., Cunningham, W., Fleishman, J., Anderson, R., Kellogg, T., Bozzette, S., et al. (2001, October 16). Effect of Case Management on Unmet Needs and Utilization of Medical Care and Medications among HIV Infected Persons. *Annals of Internal Medicine*, 135, 557-565.

Lasater, T. M., Becker, D. M., Hill, M. N., Gans KM. (1997). Synthesis of findings and issues from religious-based cardiovascular disease prevention trials. *Annual Epidemiology*, 7(57), 47-53

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Rainey, S. (2013) Community Health Status Assessment: Boone County, Missouri. Columbia/ Boone County Department of Public Health and Human Services. <http://www.gocolumbiamo.com/Health/Documents/7chsadigital.pdf>.

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World Health Organization. (2015, January). World Health Organization. Retrieved June 12, 2015, from <http://www.who.int/mediacentre/factsheets/fs311/en/>

Linked 'Final POS Report' Records

Linked 'Interim Pilot Report' Records

Linked 'Interim POS Report' Records

Link Instructions (2)

Linked 'Final Pilot Report' Records

Consumer Demographics

Consumer Demographics Instructions

Instructions:

The purpose of this section is to provide detailed demographic information for consumers to be served by the proposed program services. All counts are for Unduplicated Individuals. The totals for all sub-sections should be identical.

Information provided in the Consumer Demographic Information Section should correlate with the information provided in the:

- Program Overview Section
- Program Budget Section
- Program Service Section (POS Only)
- Program Performance Measures Section

*Indicates a required field.

Residence

Boone County (includes City of Columbia residents)

25999

City of Columbia

17419

Other Counties

0

Residence Total

25999

Record Lock

1

Race/Ethnicity

NON-HISPANIC

White (alone)

20749

Black or African American (alone)

3250

Native American Indian or Alaskan Native (alone)

0

Asian (alone)

0

Native Hawaiian or other Pacific Islander (alone)

0

Multiple Races

1000

Some Other Race

1000

Subtotal - Non-Hispanic

25999

HISPANIC

Of all races

0

Race/Ethnicity Total

25999

Gender

Female

13518

Male

12481

Other Gender

0

Gender Total

25999

Income

At or below 200% of Federal Poverty Level

10725

Over 200% of Federal Poverty Level

15274

Income Total

25999

Age (City-Social Services/County-Health Fund RFP)

Under 5 years

0

5-18 years

11720

19-59 years

14080

60 years and over

199

Age Total (1)

25999

System Fields

Record	Modification Date	Modified By	Creation Date	Created By
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Linked 'Interim POS Report' Records

Link Instructions

Linked 'Final POS Report' Records

Linked 'Interim Pilot Report' Records (1)

Linked 'Final Pilot Report' Records

Pilot Program Performance Measures

Pilot Program Performance Measures Instructions

The purpose of this section is to provide performance measurement information for each proposed program service. In the fields provided, indicate each proposed program service along with the corresponding number of units of service to be provided, the unit of service measure, and the number of unduplicated individuals to be served. For each proposed program service, provide at least one outcome and the corresponding indicator(s) and method(s) of measurement. Any additional outcomes must include corresponding indicator(s) and method(s) of measurement.

[Click here to access helpful information about performance measures.](#)

Information provided in the Program Performance Measures Section should correlate to the information provided in the:

Program Overview Section

Program Budget Section

Consumer Demographics Section

Program Service 1

Program Service (1) (500 character limit)

.lkj

Program Service 1 - Outputs

Units (1)	Unit Measure (1) (500 character limit)	Unduplicated Individuals (1)
6786	vjjhg	678

Program Service 1 - Outcomes

Outcome (1-1)	Indicator (1-1)	Method of Measurement (1-1)
687687	687687	6876
Additional Outcome (1-2)	Additional Indicator (1-2)	Additional Method (1-2)
6		
Additional Outcome (1-3)	Additional Indicator (1-3)	Additional Method (1-3)
Additional Outcome (1-4)	Additional Indicator (1-4)	Additional Method (1-4)
Additional Outcome (1-5)	Additional Indicator (1-5)	Additional Method (1-5)

Program Service 1 - Narrative

Describe how each outcome is attributable to the program goals(s), as stated in the Program Overview section (1) (600 character limit)

6876

Describe and document any external factors or variables which may affect the proposed outcome(s) (1) (600 character limit)

8766

Provide a rationale for the measurement level(s) for each indicator (1) (600 character limit)

6

Provide a rationale for each method of measurement (1) (600 character limit)

6

Program Service 2

Program Service (2) (500 character limit)**Program Service 2 - Outputs**

Units (2)	Unit Measure (2) (500 character limit)	Unduplicated Individuals (2)
0		0

Program Service 2 - Outcomes

Outcome (2-1)	Indicator (2-1)	Method of Measurement (2-1)
Additional Outcome (2-2)	Additional Indicator (2-2)	Additional Method (2-2)
Additional Outcome (2-3)	Additional Indicator (2-3)	Additional Method (2-3)
Additional Outcome (2-4)	Additional Indicator (2-4)	Additional Method (2-4)
Additional Outcome (2-5)	Additional Indicator (2-5)	Additional Method (2-5)

Program Service 2 - Narrative

Describe how each outcome is attributable to the program goals(s), as stated in the Program Overview section (2) (600 character limit)

Describe and document any external factors or variables which may affect the proposed outcome(s) (2) (600 character limit)

Provide a rationale for the measurement level(s) for each indicator (2) (600 character limit)

Provide a rationale for each method of measurement (2) (600 character limit)

Program Service 3

Program Service (3) (500 character limit)

Program Service 3 - Outputs

Units (3)	Unit Measure (3) (500 character limit)	Unduplicated Individuals (3)
0		0

Program Service 3 - Outcomes

Outcome (3-1)	Indicator (3-1)	Method of Measurement (3-1)
Additional Outcome (3-1)	Additional Indicator (3-2)	Additional Method (3-2)
Additional Outcome (3-3)	Additional Indicator (3-3)	Additional Method (3-3)
Additional Outcome (3-4)	Additional Indicator (3-4)	Additional Method (3-4)
Additional Outcome (3-5)	Additional Indicator (3-5)	Additional Method (3-5)

Program Service 3 - Narrative

Describe how each outcome is attributable to the program goals(s), as stated in the Program Overview section (3) (600 character limit)

Describe and document any external factors or variables which may affect the proposed outcome(s) (3) (600 character limit)

Provide a rationale for the measurement level(s) for each indicator (3) (600 character limit)

Provide a rationale for each method of measurement (3) (600 character limit)

Program Service 4

Program Service (4) (500 character limit)

Program Service 4 - Outputs

Units (4)

Unit Measure (4) (500 character limit)

Unduplicated Individuals (4)

0

0

Program Service 4 - Outcomes

Outcome (4-1)

Indicator (4-1)

Method of Measurement (4-1)

Additional Outcome (4-2)

Additional Indicator (4-2)

Additional Method (4-2)

Additional Outcome (4-3)

Additional Indicator (4-3)

Additional Method (4-3)

Additional Outcome (4-4)

Additional Indicator (4-4)

Additional Method (4-4)

Additional Outcome (4-5)

Additional Indicator (4-5)

Additional Method (4-5)

Program Service 4 - Narrative

Describe how each outcome is attributable to the program goals(s), as stated in the Program Overview section (4) (600 character limit)

Describe and document any external factors or variables which may affect the proposed outcome(s) (4) (600 character limit)

Provide a rationale for the measurement level(s) for each indicator (4) (600 character limit)

Provide a rationale for each method of measurement (4) (600 character limit)

Program Service 5

Program Service (5) (500 character limit)

Program Service 5 - Outputs

Unit (5)

Unit Measure (5) (500 character limit)

Unduplicated Individuals (5)

0

0

Program Service 5 - Outcomes

Outcome (5-1)

Indicator (5-1)

Method of Measurement (5-1)

Additional Outcome (5-2)

Additional Indicator (5-2)

Additional Method (5-2)

Additional Outcome (5-3)

Additional Indicator (5-3)

Additional Method (5-3)

Additional Outcome (5-4)

Additional Indicator (5-4)

Additional Method (5-4)

Additional Outcome (5-5)

Additional Indicator (5-5)

Additional Method (5-5)

Program Service 5 - Narrative

Describe how each outcome is attributable to the program goals(s), as stated in the Program Overview section (5) (600 character limit)

Describe and document any external factors or variables which may affect the proposed outcome(s) (5) (600 character limit)

Provide a rationale for the measurement level(s) for each indicator (5) (600 character limit)

Provide a rationale for each method of measurement (5) (600 character limit)

System Fields

Record ID	Modification Date	Modified By	Creation Date	Created By
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Linked 'Interim Pilot Report' Records (1)

Linked 'Final Pilot Report' Records

Pilot Program Performance Measures

Pilot Program Performance Measures Instructions

The purpose of this section is to provide performance measurement information for each proposed program service. In the fields provided, indicate each proposed program service along with the corresponding number of units of service to be provided, the unit of service measure, and the number of unduplicated individuals to be served. For each proposed program service, provide at least one outcome and the corresponding indicator(s) and method(s) of measurement. Any additional outcomes must include corresponding indicator(s) and method(s) of measurement.

[Click here to access helpful information about performance measures.](#)

Information provided in the Program Performance Measures Section should correlate to the information provided in the:

Program Overview Section

Program Budget Section

Consumer Demographics Section

Program Service 1

Program Service (1) (500 character limit)

Live Well by Faith church-based health promotion (CBHP) intervention

Program Service 1 - Outputs

Units (1)	Unit Measure (1) (500 character limit)	Unduplicated Individuals (1)
10	one health promoting environmental change, example: exercise equipment and materials	1000

Program Service 1 - Outcomes

Outcome (1-1)	Indicator (1-1)	Method of Measurement (1-1)
Increase the proportion of health education program participants whose blood pressure is within normal range by 10%	Number of participants with BP in normal range will be 10% higher than baseline number of participants in normal range at program onset	blood pressure (normal range defined by Joint National Committee)
Additional Outcome (1-2) Increase the proportion of health education program participants who experience weight loss or reach a healthy weight by 10%	Additional Indicator (1-2) Number of participants with weight loss or at healthy weight will be 10% higher than number of participants at normal weight on program onset	Additional Method (1-2) BMI (for healthy weight as defined by CDC guidelines) and pounds
Additional Outcome (1-3)	Additional Indicator (1-3)	Additional Method (1-3)
Additional Outcome (1-4)	Additional Indicator (1-4)	Additional Method (1-4)
Additional Outcome (1-5)	Additional Indicator (1-5)	Additional Method (1-5)

Program Service 1 - Narrative

Describe how each outcome is attributable to the program goals(s), as stated in the Program Overview section (1) (600 character limit)

The goal of the Live Well by Faith program is to decrease the prevalence of hypertension and diabetes in a church setting. The program will work toward decreasing hypertension by increasing the proportion of health education program participants whose blood pressure is within normal range. The program will address diabetes by increasing the proportion of health education program participants who experience weight loss or reach a healthy weight. Research studies have found that moderate weight loss and exercise can prevent or delay type 2 diabetes among adults at high risk of diabetes (CDC, 2014).

Describe and document any external factors or variables which may affect the proposed outcome(s) (1) (600 character limit)

There are many behaviors which impact blood pressure and weight loss, including diet, weight, physical activity, smoking, medication adherence, and alcohol use. The health education programs aimed at reducing high blood pressure and weight are designed to create individual behavior change. Behavior change can be very complex and is significantly impacted by one's environment. The environment can support or hinder one's ability to participate in health promoting behaviors such as physical activity and a healthy diet.

Provide a rationale for the measurement level(s) for each indicator (1) (600 character limit)

Measurements are recorded at the individual level because group-level data would be very difficult to obtain and less reliable.

Provide a rationale for each method of measurement (1) (600 character limit)

Blood pressure, measured in mmHg, is the standard unit of measure. For weight loss, body mass index (BMI) measurement will be used to determine if weight loss is needed. If BMI falls above normal range, as defined by the CDC guidelines, the participant's weight will be recorded. Throughout the program, the participant's weight will be recorded at set intervals. Weight loss is achieved if the pattern of the participant's recorded weights shows a negative trend.

Program Service 2**Program Service (2) (500 character limit)**

service coordination

Program Service 2 - Outputs

Units (2)	Unit Measure (2) (500 character limit)	Unduplicated Individuals (2)
12480	15 minutes	1560

Program Service 2 - Outcomes

Outcome (2-1)	Indicator (2-1)	Method of Measurement (2-1)
Increase the number of Boone County adults with a regular doctor/medical provider	50% of the adults served will establish care with a primary care provider	reports from internal social services database
Additional Outcome (2-2)	Additional Indicator (2-2)	Additional Method (2-2)
Additional Outcome (2-3)	Additional Indicator (2-3)	Additional Method (2-3)
Additional Outcome (2-4)	Additional Indicator (2-4)	Additional Method (2-4)
Additional Outcome (2-5)	Additional Indicator (2-5)	Additional Method (2-5)

Program Service 2 - Narrative**Describe how each outcome is attributable to the program goals(s), as stated in the Program Overview section (2) (600 character limit)**

Increasing the number of Boone County adults with a regular doctor/medical provider is directly attributable to the goal of improving our community's ability to access and utilize comprehensive health services.

Describe and document any external factors or variables which may affect the proposed outcome(s) (2) (600 character limit)

The most significant variable affecting Boone County residents' ability to access routine medical care at this time is the State of Missouri's decision not to expand Medicaid under the Affordable Care Act (ACA). This leaves a significant number of adults in Boone County in the coverage gap between Missouri's Medicaid eligibility level and the level at which the ACA subsidies are unavailable.

Provide a rationale for the measurement level(s) for each indicator (2) (600 character limit)

Our experience as a long time health and human services provider in Boone County is that low to moderate income persons without a medical home have many barriers to establishing care with a regular primary care provider. These include a lack of financial resources, lack of health insurance, lack of transportation, and low levels of health literacy. Therefore, we estimate that 50% of program participants will establish care with a primary care provider.

Provide a rationale for each method of measurement (2) (600 character limit)

Individual outcomes will be generated from the department's internal social services database.

Program Service 3

Program Service (3) (500 character limit)

Behavioral Health Awareness campaign on suicide prevention and substance use

Program Service 3 - Outputs

Units (3)	Unit Measure (3) (500 character limit)	Unduplicated Individuals (3)
1	8 wks of TV, 16 wks of: movie theatre, Pandora,online video, online display, Facebook, radio,Twitter	23439

Program Service 3 - Outcomes**Outcome (3-1)**

Increase the number of messages Boone County teens and their parents/influential adults are receiving messages about behavioral health

Indicator (3-1)

75% of target audience will hear messaging.

Method of Measurement (3-1)

Views/reach as collected by media planning and placement agency for things such as television, radio, movie theater exposure. PHHS will collect data pertaining to social media reach.

Additional Outcome (3-1)

Increase the number of phone calls to crisis helpline and/or FACE during the campaign period

Additional Indicator (3-2)

Number of phone calls during the campaign period will increase by 30%

Additional Method (3-2)

How the crisis hotline measures call volume (Total number of phone calls during campaign period)

Additional Outcome (3-3)**Additional Indicator (3-3)****Additional Method (3-3)****Additional Outcome (3-4)****Additional Indicator (3-4)****Additional Method (3-4)****Additional Outcome (3-5)****Additional Indicator (3-5)****Additional Method (3-5)****Program Service 3 - Narrative****Describe how each outcome is attributable to the program goals(s), as stated in the Program Overview section (3) (600 character limit)**

The media campaign is directly linked to the goal to reduce risky behaviors and the stigma associated with seeking treatment for behavioral health by implementing messaging tied directly to substance abuse reduction among teens. Similar messaging will also be targeted toward the parents and influential adults of the aforementioned teens. The program will also address the stigma portion of the goal by encouraging those struggling with behavioral health issues such a depression and/or suicide to seek help by calling the provided helpline phone number.

Describe and document any external factors or variables which may affect the proposed outcome(s) (3) (600 character limit)

PHHS will contract with a media planning and placement agency to provide the creative design, negotiate and purchase advertising space, and report campaign analytics back to PHHS for program evaluation. Depending on our approved budget, we would limit the amount of work the outsourced agency would provide to the project. Additionally, outcomes can be impacted by an individuals barrier to accessing behavioral health services. Barriers such as insurance, provider availability, and transportation.

Provide a rationale for the measurement level(s) for each indicator (3) (600 character limit)

The media planning and placement agency will provide detailed data to PHHS related to add placement and the demographics of audiences who received the messaging. The number of phone calls to the partner crisis support agency can indicate that the messaging is reaching the intended audience. A decline in the self-reported mentally unhealthy days and a decrease in suicide rate can indicate a correlation between the indicators and the campaign.

Provide a rationale for each method of measurement (3) (600 character limit)

The method of measurement regarding the number of phone calls made to the number listed in the campaign advertisements directly correlates to actions being taken as a result of encountering the campaign in its various formats. The method of measurement regarding the estimated number of people receiving message about behavioral health, specifically suicide prevention and substance use/abuse is relevant to the overall impact of the campaign.

Program Service 4**Program Service (4) (500 character limit)**

Live Well by Faith church-based health promotion (CBHP) intervention

Program Service 4 - Outputs

Units (4)	Unit Measure (4) (500 character limit)	Unduplicated Individuals (4)
10	health education programs or activities	100

Program Service 4 - Outcomes

Outcome (4-1)	Indicator (4-1)	Method of Measurement (4-1)
Increase the proportion of health education program participants whose blood pressure is within normal range	Number of participants with BP in normal range will be 10% higher than baseline number of participants in normal range at program onset	blood pressure (normal range defined by Joint National Committee)
Additional Outcome (4-2)	Additional Indicator (4-2)	Additional Method (4-2)
Increase the proportion of health education program participants who experience weight loss or reach a healthy weight	Number of participants with weight loss or at healthy weight will be 10% higher than number of participants at normal weight on program onset	BMI (for healthy weight as defined by CDC guidelines) and pounds
Additional Outcome (4-3)	Additional Indicator (4-3)	Additional Method (4-3)
Additional Outcome (4-4)	Additional Indicator (4-4)	Additional Method (4-4)
Additional Outcome (4-5)	Additional Indicator (4-5)	Additional Method (4-5)

Program Service 4 - Narrative

Describe how each outcome is attributable to the program goals(s), as stated in the Program Overview section (4) (600 character limit)

The program will work toward decreasing hypertension by increasing the proportion of health education program participants whose blood pressure is within normal range. The program will address diabetes by increasing the proportion of health education program participants who experience weight loss or reach a healthy weight.

Describe and document any external factors or variables which may affect the proposed outcome(s) (4) (600 character limit)

There are many behaviors which impact blood pressure and weight loss, including diet, weight, physical activity, smoking, medication adherence, and alcohol use. The health education programs aimed at reducing high blood pressure and weight are designed to create individual behavior change. Behavior change can be very complex and is significantly impacted by one's environment. The environment can support or hinder one's ability to participate in health promoting behaviors such as physical activity and a healthy diet.

Provide a rationale for the measurement level(s) for each indicator (4) (600 character limit)

Measurement are recorded at the individual level because group-level data would be very difficult to obtain and less reliable.

Provide a rationale for each method of measurement (4) (600 character limit)

Blood pressure, measured in mmHg, is the standard unit of measure. For weight loss, body mass index (BMI) measurement will be used to determine if weight loss is needed. If BMI falls above normal range, as defined by the CDC guidelines, the participant's weight will be recorded. Throughout the program, the participant's weight will be recorded at set intervals. Weight loss is achieved if the pattern of the participant's recorded weights shows a negative trend.

Program Service 5

Program Service (5) (500 character limit)

Program Service 5 - Outputs

Unit (5)	Unit Measure (5) (500 character limit)	Unduplicated Individuals (5)
0		0

Program Service 5 - Outcomes

Outcome (5-1)	Indicator (5-1)	Method of Measurement (5-1)
Additional Outcome (5-2)	Additional Indicator (5-2)	Additional Method (5-2)
Additional Outcome (5-3)	Additional Indicator (5-3)	Additional Method (5-3)

Additional Outcome (5-4)

Additional Indicator (5-4)

Additional Method (5-4)

Additional Outcome (5-5)

Additional Indicator (5-5)

Additional Method (5-5)

Program Service 5 - Narrative

Describe how each outcome is attributable to the program goals(s), as stated in the Program Overview section (5) (600 character limit)

Describe and document any external factors or variables which may affect the proposed outcome(s) (5) (600 character limit)

Provide a rationale for the measurement level(s) for each indicator (5) (600 character limit)

Provide a rationale for each method of measurement (5) (600 character limit)

System Fields

Record	Modification Date	Modified By	Creation Date	Created By
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Linked 'Interim Pilot Report' Records (1)

Linked 'Final Pilot Report' Records

ATTACHMENT A

2015 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 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:

- Certificate of Corporate Good Standing
- Agency Strategic Plan
- Agency Policy of Non-Discrimination
- Agency Policy for Screening of Staff and Volunteers for Child Abuse and Neglect
- Agency Statement of Confidentiality

Stephanie Browning, Director

Printed Name - Agency Executive Director/President/CEO

6-11-15
Date

Stephanie K Browning
Signature - Agency Executive Director/President/CEO

6-11-15
Date

Mike Matthes, City Manager

Printed Name - Agency Board Chair

Date

Mike Matthes
Signature - Agency Board Chair

6-11-15
Date

ATTACHMENT B

(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

6-11-15

Date

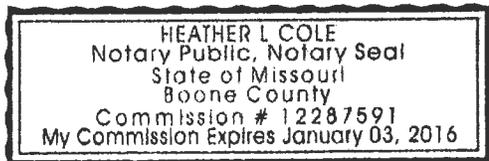
ATTACHMENT C

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

County of Boone)
)ss
State of MO)

My name is Mike Matthes. I am an authorized agent of City of Columbia, Missouri (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.



Mike Matthes 6-11-15

Affiant Date

Mike Matthes
Printed Name

Subscribed and sworn to before me this 11 day of June, 2015.

Heather L. Cole
Notary Public

Attach to this form the *E-Verify Memorandum of Understanding* that you completed when enrolling.



BOONE COUNTY, MISSOURI

Request for Proposal #: 26-15JUN15 – Purchase of Service and Pilot Program Contracts for the Community Health Fund

ADDENDUM #1 - Issued May 21, 2015

This addendum is issued in accordance with the RFP Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's *Response Form*. Signed addendums should be uploaded in the Required Documents section of the Proposal Cover Sheet.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

- I. The deadline for further questions regarding this RFP is 5:00 p.m. central time, June 3, 2015.
- II. Sign-In Sheets from the pre-proposal conference on May 18 are attached for informational purpose.
- III. Clarification: Delete 2.1.2.6, an Organizational Budget is no longer required.
- IV. Clarification: Add to paragraph 3.5, bullet point six – Child abuse and neglect screenings on employees and volunteers are only required if the target population of the program includes children and youth.
- V. The County received the following questions and is providing a response:
 - a. Please define the differences between a Purchase of Service Contract and a Pilot Program Contract.

Response: The Pilot Program application is intended for new programs which do not yet have a defined unit rate or measurement for program services. Pilot programs will not be funded for longer than two years under a pilot program contract. It is expected that as pilot programs are implemented, unit rates and measurements will also be established for program services.

- b. Help me understand the indirect expenses explanation in section 3.6 of PFP #:26-15UN15. In a program with a 100,000 budget, does that mean 15,000 could go for salary? There could be additional indirect expenses (items listed in the 3.6 and that is where benefits fall?

Response: Indirect expenses will be considered up to a maximum of 15% of salary expense only. Salary expenses do not include benefits. For example, if a program has a budget of \$50,000.00 and \$15,000.00 of the budget is personnel costs (\$10,000.00 salary expense plus \$5,000.00 benefit cost) then \$1,500.00 will be considered for indirect expenses (\$10,000 salary expense x 15%). Indirect expenses are defined in section 3.6 of RFP #26-15JUN15.

c. How do you print the Apricot form so you can view the whole proposal at once.

Response: Each section of the proposal needs to be printed off separately. Instructions for printing are contained within the User Guide for Apricot which may be found at: http://www.showmeboone.com/communityservices/common/pdf/Apricot_User_Guide.pdf

d. If two or more organizations are collaborating on a program, should each organization submit a proposal?

Response: No, only one proposal per program should be submitted.

By: Melinda Bobbitt
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined Addendum #1 to Request for Proposal# 26-15JUN15 – Purchase of Service and Pilot Program Contracts for the Community Health Fund, receipt of which is hereby acknowledged:

Company Name: Columbia/Boone Co Dept. of Public Health + Human Services
Address: 1005 W. Worley St.
Columbia MO 65203
Phone Number: 874-7343 Fax Number: 874-7756
E-mail: skbrowni@gocolumbiamo.com
Authorized Representative Signature: Stephanie Browning Date: 6/12/15
Authorized Representative Printed Name: Stephanie Browning

**PRE-PROPOSAL CONFERENCE – INFORMATION
SESSION - RFP – 25-15JUN15 – PURCHASE OF SERVICE
CONTRACTS FOR BOONE COUNTY CHILDREN'S
SERVICES FUND, 2015 APPLICATION**

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Heather Wall	Lutheran Family Children's Services	815-9955
3.	Mable J. Brim	Nora Stewart	449-5981
4.	Michael Trupp	Phoenix Health Programs	777-3000
5.	Stephanie Bruning	Co/Boone Public Health Human Services	814-7343
6.	Melinda Wall	Millersville PHH	611-6331
7.	Mary Bartlett	Wheaton Minister Community Living	444-5600
8.	Kim Harvey	Wheaton Community Living	815-5959
9.	Kate Kelly	Wheaton Community Living	774-7457
10.	Karen Campbell	Presbyterian Children's Home Care, Children's	314-81-721
11.	Christine Sprague	Lutheran Family Children's Services	314-754-2231
12.	Cheryl Howard	Nora Stewart ELC	449-5981
13.			
14.			
15.			

PROPOSAL OPENING
RFP – 25-15JUN15 – PURCHASE OF SERVICE CONTRACTS
FOR BOONE COUNTY CHILDREN'S SERVICES FUND,
2015 APPLICATION

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Brian Martin	Pottawamy Community Health	573-480-4781
3.	Consuela Johnson	Juniata Youth Academy	573-256-1436
4.	Jason Wilcox	Columbia Boone PHHS	573-874-7224
5.	Andrea Warner	Columbia Boone PHHS	573-874-7032
6.	Wendy Ell	Univ. of MO - Dept. of Psychology	573 673 4111
7.	Lyndee Bowling	Univ. of MO - Dept. of Psychiatry	573 573
8.	Wanda Harrison	The Salvation Army	573 442-3229 x222
9.	Shelley Lock	Child Care & Home of MO	573 4455437
10.	Nicole O'Leary	BCCC	573 874 1690
11.	Michelle Elliott	Central Missouri Foster Care/Adoption/Asser	573 894 6851
12.	Dan Reilly	MO Wellness Resource	573 889-7334
13.			
14.			
15.			

**PRE-PROPOSAL CONFERENCE – INFORMATION
SESSION - RFP – 25-15JUN15 – PURCHASE OF SERVICE
CONTRACTS FOR BOONE COUNTY CHILDREN’S
SERVICES FUND, 2015 APPLICATION**

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Nora McElcher	Essex Ave. Child's Center	314-718-3321
3.	Adrian Swanson	Child Development Center	573-556-1312
4.	Kathy Becka	Missouri Child Care	513-642-5345
5.	Nick Foster	Voluntary Action Center	573-874-2273
6.	PAM LEAHY	PREFERRED FAMILY HC	573-650-1908
7.	Michelle Lane	Littleton	573-414-1660
8.	Alide Thomas	Great Circle	573-442-9331
9.	Jack Jensen	First Chance for Children	313-777-1815
10.	Carmel McElroy	Deputy Child Care	573-634-8334
11.	KEVIN DRUMMER	EPWORTH	314-718-3308
12.			
13.			
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**PRE-PROPOSAL CONFERENCE – INFORMATION
SESSION - RFP – 25-15JUN15 – PURCHASE OF SERVICE
CONTRACTS FOR BOONE COUNTY CHILDREN’S
SERVICES FUND, 2015 APPLICATION**

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Whitney Jova	Youth Empowerment Zone	(603) 627-7215
3.			
4.			
5.	Betty Mack	CITA 2000 Inc. Services	523-443-2586
6.	Cathy R. Jones	Boone Co. Child Welfare	523-886-1190
7.	Claire Starnes	Rainbow House	523-474-6600
8.	Janie Bakula	Rainbow House	523-474-6600
9.	Scott Clardy	Blount/Boone Co. Pub. Health Dept.	571-441-5560
10.	Rebecca Kessler	Blount/Boone Co. Pub. Health Dept.	571-441-5560
11.	Carlye Sander	mu. Budge	523-268-4127
12.			
13.			
14.			
15.			



BOONE COUNTY, MISSOURI

Request for Proposal #: 26-15JUN15 – Purchase of Service and Pilot Program
Contracts for the Community Health Fund

ADDENDUM #2 - Issued May 28, 2015

This addendum is issued in accordance with the RFP Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's *Response Form*. Signed addendums should be uploaded in the Required Documents section of the Proposal Cover Sheet.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

- I. A technical assistance meeting for Apricot by CTK is scheduled for 1:00 p.m. on June 8, 2015 in the Commission Chambers of the Boone County Government Center, 801 E. Walnut, Columbia, Missouri. Organizations may ask questions regarding the use of Apricot by CTK to apply for open RFP's.
- II. The County received the following question and is providing a response:
 - a. If you have a program that covers one or more of service areas of need, do they need to be in separate proposals or can you have more than one service need covered by one program? We are looking at a program that spans several services and provides for a continuum of care.

Response: A program may entail multiple services.

By:

Melinda Bobbitt
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined **Addendum #2** to Request for Proposal# 26-15JUN15 – Purchase of Service and Pilot Program Contracts for the Community Health Fund, receipt of which is hereby acknowledged:

Company Name: Columbia/Boone Co Dept of Public Health & Human Services
Address: 1005 W. Worley St, Columbia MO 65203

Phone Number: 874-7343 Fax Number: 874-7756
E-mail: skbrownie@gocolumbiamd.com

Authorized Representative Signature: Stephanie Browning Date: 6/12/15

Authorized Representative Printed Name: Stephanie Browning



BOONE COUNTY, MISSOURI

**Request for Proposal #: 26-15JUN15 – Purchase of Service and Pilot Program
Contracts for the Community Health Fund**

ADDENDUM #3 - Issued June 11, 2015

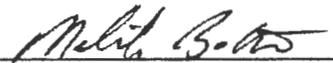
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I. Clarification regarding Budget completion:

If an agency is proposing funds for two years, then complete the budget for two years (even though the budget says "proposed year").

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined **Addendum #3** to Request for Proposal# **26-15JUN15 – Purchase of Service and Pilot Program Contracts for the Community Health Fund**, receipt of which is hereby acknowledged:

Company Name: Columbia/Boone Co. Dept of Public Health & Human Services
Address: 1005 W. Worley St, Columbia MO 65203

Phone Number: 874-7343 Fax Number: 874-7756
E-mail: skbrownie@gocolumbiainmo.com

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BOONE COUNTY, MISSOURI

**Request for Proposal #: 26-15JUN15 – Purchase of Service and Pilot Program
Contracts for the Community Health Fund**

ADDENDUM #3 - Issued June 11, 2015

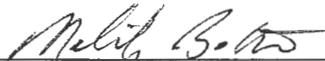
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E-mail: _____

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BOONE COUNTY, MISSOURI

Request for Proposal #: 26-15JUN15 – Purchase of Service and Pilot Program
Contracts for the Community Health Fund

ADDENDUM #2 - Issued May 28, 2015

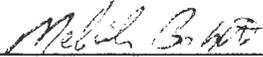
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Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

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Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI

Request for Proposal #: 26-15JUN15 – Purchase of Service and Pilot Program Contracts for the Community Health Fund

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d. If two or more organizations are collaborating on a program, should each organization submit a proposal?

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By: Melinda Bobbitt
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined **Addendum #1** to Request for Proposal# **26-15JUN15 – Purchase of Service and Pilot Program Contracts for the Community Health Fund**, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

**PRE-PROPOSAL CONFERENCE – INFORMATION
SESSION - RFP – 25-15JUN15 – PURCHASE OF SERVICE
CONTRACTS FOR BOONE COUNTY CHILDREN'S
SERVICES FUND, 2015 APPLICATION**

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Heather Wall	Lutheran Family Children's Services	816-9985
3.	Mable J. Grims	Nora Stewart	449-5981
4.	Michael Trapp	Phoenix Health Programs	777-3000
5.	Stephanie Brunning	Co/Boone Public Health Services	874-7343
6.	Melinda Miller	Boone Mills	871-5331
7.	Meg Barthell	Boone County Community Center	449-5600
8.	Kim Harvey	Boone County Community Center	815-5131
9.	Lucy Kott	Boone County Health	777-3000
10.	Faye Taylor	Boone County Health	874-7343
11.	Cheryl Howard	Boone County Health	874-7343
12.	Cheryl Howard	Nora Stewart ELC	449-5981
13.			
14.			
15.			

PROPOSAL OPENING
RFP – 25-15JUN15 – PURCHASE OF SERVICE CONTRACTS
FOR BOONE COUNTY CHILDREN’S SERVICES FUND,
2015 APPLICATION

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Brian Martin	Putnam Community Health	573-480-4781
3.	Consuela Johnson	Fun City Youth Academy	573-256-1436
4.	Jason Wilcox	Columbia/Boone PHHS	573-874-7224
5.	Andrea Warner	Columbia/Boone PHHS	573-874-7632
6.	Nancy Ell	Univ. of MO - Dept. of Psychiatry	573 673-4057
7.	Melody Bowling	Univ. of MO Dept of Psychiatry	573- 230-11
8.	CYNTHIA CHAPMAN	The Salvation Army	573-442-3229 x222
9.	Shelly Lock	Child Care Assoc of MO	573-4455437
10.	Nicole O'Leary	BECC	573 674 1690
11.	Nicole Elliott	Central Missouri Foster Care Adoption Assn.	573 294 0051
12.	Dan Reilly	MU Wellness Resource	573 884-7334
13.			
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**PRE-PROPOSAL CONFERENCE – INFORMATION
SESSION - RFP – 25-15JUN15 – PURCHASE OF SERVICE
CONTRACTS FOR BOONE COUNTY CHILDREN’S
SERVICES FUND, 2015 APPLICATION**

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Nora Killeher	Stewart McMillan & Co. Inc.	317-715-3321
3.	Alan Saunders	Chubb & Co. Insurance Agency	573-356-7382
4.	Mary Becker	Missouri Child Care	573-642-5345
5.	Mike Foster	Voluntary Action Center	573-879-2273
6.	PAM LEYHE	PREFERRED FAMILY HC	573 680 1708
7.	Shirley Jones	Lawrence Jones	573-444-6644
8.	Niida Thomas	Great Circle	573-442-9221
9.	Jack Jensen	First Chance for Children	573-777-1815
10.	Carolyn Mitchell	Boone County Girls Club	573-234-8334
11.	KEVIN DRUMMOND	EPWORTH	314 980-3308
12.			
13.			
14.			
15.			

**PRE-PROPOSAL CONFERENCE – INFORMATION
SESSION - RFP – 25-15JUN15 – PURCHASE OF SERVICE
CONTRACTS FOR BOONE COUNTY CHILDREN’S
SERVICES FUND, 2015 APPLICATION**

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Whitney Jones	Youth Empowerment Zone	(573) 697-5210
3.			
4.			
5.	Becky Mack	Boone County Public Health	573-473-2536
6.	Cathy R. Smith	Boone County Public Health	573-886-7170
7.	Cherie Starna	Rainbow House	573-474-6600
8.	Janice Bakute	Rainbow House	573-474-6600
9.	Scott Church	Boone County Public Health	573-473-2536
10.	Randy Smith	Boone County Public Health	573-473-2536
11.	Carolee Smith	Boone County Public Health	573-268-4129
12.			
13.			
14.			
15.			



COUNTY OF BOONE - MISSOURI

REQUEST FOR PROPOSAL (RFP) #: 26-15JUN15
Purchase of Service and Pilot Program Contracts
Boone County Community Health/Medical Fund
2015 Application

RFP TIMELINE:

Important Events	Location	Dates
Issue - Release Date	Boone County Purchasing 613 E. Ash St, Room 110 Columbia, MO 65201	May 5, 2015
Written Questions Due By	mbobbitt@boonecountymo.org	May 13, 2015 12:00 p.m. Central Time
Pre-Proposal Conference - Information Session	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	May 18, 2015 1:00 p.m. Central Time
Response Submission Deadline	Apricot by CTK® on-line system	June 15, 2015 5:00 p.m. Central Time
Proposal Opening – Names of Offerors Read Aloud	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	June 16, 2015 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

NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

BID #: 26-15JUN15

A pre-proposal conference has been scheduled for **Monday, May 18, 2015, at 1:00 p.m.** central time in the Boone County Commission Chambers, 801 E. Walnut Street, Columbia, Missouri.

Proposals will be accepted until **5:00 p.m. central time on Monday, June 15, 2015** via the on-line application system, Apricot by CTK®.

The Request for Proposal is scheduled to be **opened shortly after 9:30 a.m. on Tuesday, June 16, 2015** in the Boone County Commission Chambers, 801 E. Walnut St., Columbia, Missouri.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org. A copy may also be downloaded from our web page at www.showmeboone.com. Select Purchasing / Current Bids / 26-15JUN15

Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPO, CPPB

Director, Boone County Purchasing

Insertion: Tuesday, May 5, 2015

COLUMBIA MISSOURIAN

1. INSTRUCTIONS AND GENERAL CONDITIONS

1.1 Delivery of Proposals:

Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received via the on-line application system, Apricot by CTK[®] until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- a) If you have obtained this RFP 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 addendums if we do not have you on our Vendor list for this RFP.
- b) 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.
- c) 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.
- d) 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.

1.2. Ambiguity, Conflict, or Other Errors in the RFP:

- a) If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, 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.
- b) The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the RFP prior to submitting the proposal or it shall be waived.
- c) 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.
- d) 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.

1.3. 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-responsiveness.

1.4. Acceptance of Proposals:

The County will accept for evaluation all proposals that are submitted properly and are responsive to the RFP. However, the County reserves the right to request clarifications or corrections to proposals.

1.5. Requests for Clarification of Proposals:

Requests by the Purchasing Department for clarification of proposals shall be in writing.

1.6. Validity of Proposals:

Offeror should state how many days or months proposals remain valid beyond the 120 days minimum.

1.7. 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.

- a) Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful organization'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.
- b) 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 16, 2015 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 "2015 Bid Tabulations".
- c) Proposal responses are due by Monday, June 15, 2015 at 5:00 p.m. No late proposals will be accepted.

1.8. 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:

- a) **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.

2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

- 2.1.1. This document constitutes a request for competitive, sealed proposals for the furnishing of statutorily eligible services pursuant to RSMo §210.861, as set forth herein.
- 2.1.2. Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following sections:
- 1) Instructions and General Conditions
 - 2) Introduction and General Information
 - 3) Project Information and Requirements
 - 4) Application Information
 - 5) Organization Information – on-line
 - 6) Organization Financial Information and Budget Narrative - online
 - 7) Program Overview – on-line
 - 8) Program Services – on-line
 - 9) Program Budget Worksheet and Narrative – on-line
 - 10) Program Consumer Demographics – on-line
 - 11) Program Performance Measures Information Section – on-line
 - 12) Attachment A - Agency Assurance Sheet
 - 13) Attachment B - Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
 - 14) Attachment C - Work Authorization Certification

2.2. Guideline for Written Questions:

- 2.2.1. 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 13, 2015. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPO, CPPB, 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 and register as a Vendor for this RFP.

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

2.3. Pre-Proposal Conference

- 2.3.1 To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference has been scheduled for May 18, 2015 at 1:00 p.m. Central Time in the Boone County Commission Chambers, 801 E. Walnut Street, Columbia, Missouri 65201.
- 2.3.2. 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.
- 2.3.3. 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.

2.4. Term; Termination of Contract Agreement:

- 2.4.1. The initial term of the resulting contract agreement from this Request for Proposal for a Purchase of Service program will be negotiated. The negotiated contract may have an option for renewal.
- 2.4.2. 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 30 days prior written notice to the Contractor.

3. PROJECT INFORMATION AND REQUIREMENTS

3.1. Project Description:

The County of Boone – Missouri, hereafter referred to as the *County*, hereby solicits formal written proposals from eligible organizations for the provision and delivery of services to address community health needs.

3.2. Background:

As part of an amendment to the lease agreement between Boone County Hospital and Barnes Jewish Christian dated December 27, 2006, the County of Boone receives \$500,000 annually for the purposes of addressing community health needs, as determined by the Boone County Commission.

3.3. Purpose Statement:

The County desires to support the greatest possible level of independence and self-sufficiency of Boone County residents by promoting their physical, mental and social well-being to cultivate a safe and healthy community.

3.4. Funding Goals:

This RFP seeks proposal applications which address community health needs and clearly demonstrate an impact on need(s)/population(s) identified by one or more of the following resources:

- Boone Hospital's Community Health Needs Assessment:
[http://assets.thehcn.net/content/sites/boone/Boone Hospital Center CHNA.pdf](http://assets.thehcn.net/content/sites/boone/Boone_Hospital_Center_CHNA.pdf)
- County Health Rankings (Boone):
<http://www.countyhealthrankings.org/app/missouri/2015/rankings/outcomes/overall>
- Columbia/Boone County Community Health Assessment:
<http://gocolumbiamo.com/Health/PublicHealthandHumanServicesPublications.php>
- Community Input Report created for Boone County Children's Services Board:
[http://www.showmeboone.com/communityservices/common/pdf/Community Input Report Final.pdf](http://www.showmeboone.com/communityservices/common/pdf/Community_Input_Report_Final.pdf)

3.5. Minimum Eligibility Requirements:

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

3.6. Funding Available

There is a total of \$1,000,000.00 available for purchase of services and pilot programs that address community health needs. Organizations should apply for funds under the Community Health Fund Purchase of Service application if the organization's program services may be purchased at a fixed unit measurement and rate. Applications for funding for purchase of services should expand availability of services currently offered in Boone County or make available a service that does not currently exist in Boone County. Organizations may apply under the Community Health Fund Pilot Program application if the organization is able to initiate, implement and achieve program outcomes within a two-year time period.

For Pilot Programs, **Indirect expenses** will be considered up to a maximum of 15% of salary expense only (salary expense does not include benefits). Indirect expenses include general organizational expenses such as executive management time, finance, human resources or other support services effort, liability insurance, facility rent/lease, postage, telephone, utilities, etc.

3.7. Scope of Work and Deliverables:

Offeror shall demonstrate in their proposal response how they propose to deliver and provide a **Purchase of Service or Pilot Program** as outlined in the information required in the following online application:

- 3.7.1. **Program Overview:** Information on the Statement of Issue Being Addressed, Target Population, Description of Program Service(s), Program Service Need, and Program Personnel.
 - 3.7.2. **Program Services:** Information on each type of Program Service that will be offered including Unit Measure, Unit Rate, Number of Units of Service to be Provided, Number of Unduplicated Individuals to be Served, Average Number of Units of Service per Unduplicated Individual, Average Cost of Service per Individual, Amount Requested, and Proposed Number of Units of Service.
 - 3.7.3. **Program Budget Worksheet and Narrative:** Information and narrative on the Revenue and Expenses for this program including the Personnel and Non Personnel Costs and the Number of Direct Program Staff to be utilized.
 - 3.7.4. **Program Consumer Demographics:** Information on the demographic information of the program including information on Residence, Race/Ethnicity, Gender, Income, and Age.
 - 3.7.5. **Program Performance Measures Information Section:** Information on each proposed Program Service that will include the Outputs, Outcomes, Indicators, and Method of Measurement for each service.
- 3.8. **Contractor Agency Requirements:**
- 3.8.1. **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 \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 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.

- 3.8.2. **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.
- 3.8.3. **Subcontracts:** The Contractor may enter into subcontracts for components of the purchase of service as the contract 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.
- 3.8.4. In performing all services under the resulting contract agreement, the Contractor shall comply with all local, state and federal laws.

4. APPLICATION INFORMATION

4.1. Narrative

The Application Narrative must be completed on the on-line system Apricot by CTK® and can be accessed by clicking on the following link: https://ctk.apricot.info/document/edit/id/new/form_id/23 to create an Organizational Profile and submit RFP responses. If you do not already have a username and password for the system, complete the following:

- a) Copy and paste the following link into your internet browser, preferably Google Chrome:
https://ctk.apricot.info/auth/autologin/org_id/1975/hash/365efb9c0edf7fddf3652ecd2de1868058db6b53
- b) Fill in the required information and select save.
- c) You will be redirected to a login screen where you will be able to complete the Organizational Profile and Proposal Forms.

4.2. Submission of Proposal

- 4.2.1. Proposals must be submitted by 5:00 p.m. on June 15, 2015 via the on-line system, Apricot by CTK®
- 4.2.2. To facilitate the evaluation process, the Offeror must complete each of the distinctive sections of the RFP described herein.
- 4.2.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the RFP sections, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

4.2.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. The Offeror may contact the Community Services Department for assistance with the on-line application system. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.3. 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:

4.3.1. Negotiations may be conducted in person, in writing, or by telephone.

4.3.2. 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.

4.3.3. 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.

4.3.4. 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.

4.3.5. 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.

4.3.6. The County reserves the right to contact any references to obtain without limitation, information regarding the Offeror's performance on previous projects.

ATTACHMENT A

2015 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 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:

- Certificate of Corporate Good Standing
- Agency Strategic Plan
- Agency Policy of Non-Discrimination
- Agency Policy for Screening of Staff and Volunteers for Child Abuse and Neglect
- Agency Statement of Confidentiality

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 B

(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: _____													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Safety National Casualty Corp.</td> <td>15105</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Safety National Casualty Corp.	15105	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
INSURED City of Columbia P.O. Box 6015 Columbia, MO 65205-6015														

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 RETENTIONS						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	X WC STATUTORY LIMITS 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](tel:(573)886-4391)
Fax: [\(573\) 886-4390](tel:(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@berkeleyrisk.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;"> 11/18/2014 <hr style="width: 100%;"/> Date </div>
---	--

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 16

In the County Commission of said county, on the 28th day of January 20 16

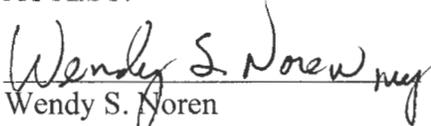
the following, among other proceedings, were had, viz:

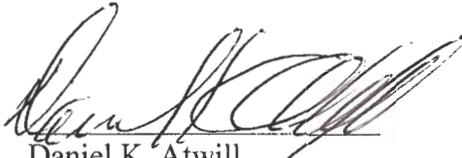
Now on this day the County Commission of the County of Boone does hereby approve the attached K-9 Maintenance Training Agreement between the Boone County Sheriff's Department and the University of Missouri Police Department.

The terms of the Agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said K-9 Maintenance Training Agreement.

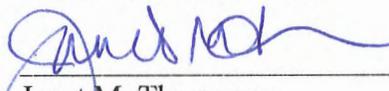
Done this 28th day of January, 2016.

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

K-9 MAINTENANCE TRAINING AGREEMENT

THIS AGREEMENT dated the 10th day of October, 2015, is entered into by and between Boone County, Missouri (County), by and through the Boone County Sheriff's Department (BCSD), and *University of Missouri Police Department (Agency):

WHEREAS, BCSD can provide K-9 maintenance training through its certified K-9 training staff; and

WHEREAS, Agency desires to send its K-9 and handler through the BCSD's K-9 maintenance training program; and

WHEREAS, County and Agency have the authority to cooperate with each other for the purposes of this Agreement pursuant to RSMo §70.220;

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. MAINTENANCE TRAINING. BCSD agrees to provide Agency's K-9 handler and K-9 maintenance training by and through BCSD's certified staff. Training areas will include obedience, narcotics detection, tracking, building search, area search, article search, K-9 aggression control, and scenario-based training. The training shall consist of not less than twenty (20) sessions. Agency will receive a certificate documenting successful completion of the BCSD's program.

2. EMPLOYED STATUS OF K-9 HANDLER. Agency agrees that the training contemplated herein is within the scope and course of its handler's employment and Agency will be responsible for all appropriate compensation and the provision of Worker's Compensation coverage to Agency's employee. Agency's handler will execute a Waiver & Release as set out in the attached Exhibit "A" prior to being permitted to participate in the training.

3. CONTRACT PRICE AND PAYMENT. Agency shall pay County a total sum of One Thousand Dollars (\$1,000.00) for the training contemplated herein, calculated at a rate of \$50/session. Agency shall pay one-half, or \$500.00, upon execution of this contract and the remaining one-half, or \$500.00, after ten (10) sessions have been completed.

4. TERM AND TERMINATION. The term of this Agreement shall begin immediately upon execution of the same for a period of one-year, and may be renewed for two (2) additional, one-year contracts on the same terms and conditions as set forth herein. Either party may terminate this Agreement at any time by providing the other written notice of their intent to terminate at least 90 days in advance of the intended termination date. In the event of a termination, the parties will reconcile the payments paid and/or due based on the number of sessions attended and the rate of \$50.00 per session.

5. MODIFICATION AND WAIVER. No modification or waiver of any provision of this Agreement nor consent to any departure therefrom, shall in any event be effective, unless the same shall be in writing and signed by County and Agency and then such modification, waiver or consent shall be effective only in the specific instance and for the specific purpose for which mutually agreed.

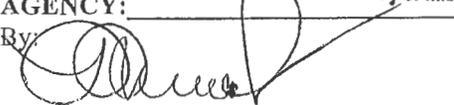
6. FUTURE COOPERATION. The parties agree to fully cooperate with each other to give full force and effect to the terms and intent of this Agreement.

7. **ENTIRE AGREEMENT.** The parties state that this document contains the entire agreement between the parties, and there are no other oral, written, express or implied promises, agreements, representations or inducements not specified herein.

8. **AUTHORITY.** The signatories to this Agreement warrant and certify that they have obtained the necessary authority, by resolution or otherwise, to execute this Agreement on behalf of the named party for whom they are signing.

SO AGREED.

AGENCY: The Curators of the University of Missouri

By: 

Printed Name: Lisa J. Wimmenauer
Assoc. Director, Business Services

Dated: _____

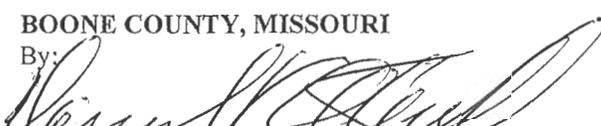
ATTEST:

N/A

APPROVED AS TO
LEGAL FORM

KKM 10/08/16

BOONE COUNTY, MISSOURI

By: 

Daniel K. Atwill, Presiding Commissioner

Dated: 1-28-16

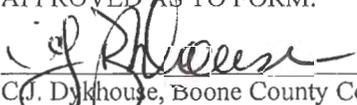
ATTEST:


Wendy S. Noren, County Clerk

APPROVED - BCSD:

Dwayne Carey, Sheriff

APPROVED AS TO FORM:


C.J. Dykhouse, Boone County Counselor

CERTIFICATION:

certify that this contract is within the
scope of the appropriation to which it is
to be charged and there is an unencumbered
balance of such appropriation sufficient
to pay the costs arising from this contract.

June Patchford by 11/15/16
Auditor Date

Revenue only - no encumbrance
Required ..

Exhibit "A"
INFORMED CONSENT WAIVER AND RELEASE

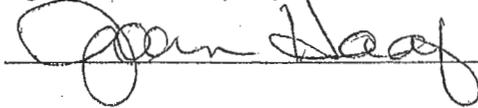
ASSUMPTION OF RISKS: I acknowledge that participation in the BCSD K9 Maintenance Training Program [hereinafter the "Program"] involves physical activities which, by their very nature, carry certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. These physical activities involve strenuous exertions of strength using various muscle groups and also involve quick movements using speed and change of direction, all of which could result in injury. These risks range from minor bruises and scratches to more severe injuries, including the risk of heart attacks or other catastrophic injuries. I understand and appreciate that these physical activities carry certain inherent risks and I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

WAIVER AND RELEASE: In consideration of accepting my entry into this Program, I hereby, for myself, my heirs, executors, administrators, or anyone else who might claim on my behalf, covenant not to sue, and waive, release and discharge the Boone County Sheriff's Department, Boone County, Missouri, and/or its employees and agents engaged by them for any purpose relating to the Program that I have been permitted to participate in. This release and waiver extends to all claims of every kind of nature, whatsoever, foreseen or unforeseen, known or unknown.

INDEMNIFICATION AND HOLD HARMLESS: I also agree to indemnify and hold harmless the Boone County Sheriff's Department, Boone County, Missouri, and/or its employees and agents all from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney's fees, that result from my participation in or involvement with the Program.

Waivers and Releases for minors are accepted only with a parent/guardian signature.

Signature of Participant/Date

 10-9-15

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

January Session of the January Adjourned

Term. 20 16

County of Boone

} ea.

In the County Commission of said county, on the

28th

day of

January

20 16

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

Now on this day the County Commission of the County of Boone does hereby approve the attached Subrecipient Monitoring Agreement between Boone County and the City of Columbia in relation to the FY 2015 Justice Assistance Grant Program Award.

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

Done this 28th day of January, 2016.

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

**SUBRECIPIENT MONITORING AGREEMENT
BETWEEN THE CITY OF COLUMBIA, AND
THE COUNTY OF BOONE, MISSOURI**

FY 2015 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

THIS AGREEMENT dated the 28th day of January, 2016, is made by and between Boone County, Missouri through its County Commission (herein "County"), and the City of Columbia, Missouri (herein "City"),

WHEREAS, both the City and the County are empowered to enter into a cooperative agreement for the purposes herein stated pursuant to RSMo §70.220; and

WHEREAS, the City and County are participants in the Justice Assistance Grant Program, Award #2015-DJ-BX-0784, and have been awarded funds thereunder; and

WHEREAS, the County acts as the applicant/fiscal agent for the joint funds for purposes of the aforementioned grant; and

WHEREAS, the City acts as the subrecipient for purposes of said grant; and

WHEREAS, in order to comply with the terms of the grant, certain additional agreements are required to provide reasonable assurance that the Federal award compliance requirements are met.

NOW, THEREFORE, the County and City agree as follows:

1. The City, consistent with its current external auditing practices, agrees to subject expenditures under the Justice Assistance Grant Program Award, Award #2015-DJ-BX-0784, to single audit protocols as dictated by OMB Circular A-133.
2. The City agrees to provide County with information reasonably requested to comply with the "subrecipient monitoring" requirements of A-133 Compliance supplement, copies of which are attached hereto and incorporated herein by reference.
3. The City will provide the County a report based upon its OMB-Circular A-133 audit relating to the expenditures of the funds it receives under the Intergovernmental Cooperative Agreement between the City and the County relating to the Justice Assistance Grant Program Award for Fiscal Year 2015.
4. The City agrees to comply with all provisions and requirements as set out by the Department of Justice in connection with the award of the subject grant. To the extent that the City's expenditures of the grant are questioned by the Department of Justice or its designee and amounts are determined to be disallowed or required to be paid

back to the Department of Justice, the City will make said payment consistent with the requirements of the Department of Justice.

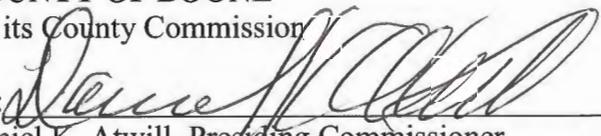
5. The parties will cooperate with each other to furnish any and all documentation required to comply with the requirements of the subject grant.

6. This agreement relates to FY 2015 Justice Assistance Grant Program Award #2015-DJ-BX-0784, CFDA #16.738.

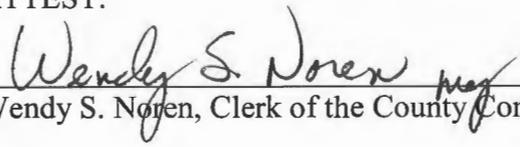
IN WITNESS WHEREOF, the individual parties, by and through their duly authorized representatives signatories, have executed this agreement on the day and year above first written.

COUNTY OF BOONE

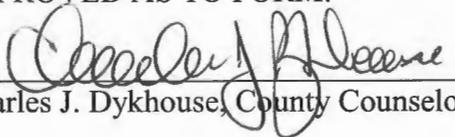
By its County Commissioner

By: 
Daniel K. Atwill, Presiding Commissioner

ATTEST:


Wendy S. Noren, Clerk of the County Commission

APPROVED AS TO FORM:

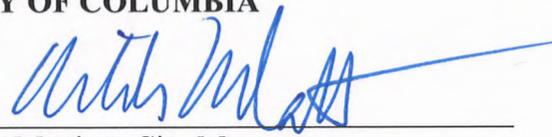

Charles J. Dykhouse, County Counselor

CERTIFICATION:

I certify that this contract is within the scope of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.

James Hitchford by jjj 01/20/2016
Auditor Date
No financial obligation to County

CITY OF COLUMBIA

By: 
Mike Matthes, City Manager

ATTEST:


Sheela Amin, City Clerk

APPROVED AS TO FORM:


Nancy Thompson, City Attorney

M. SUBRECIPIENT MONITORING

Control Objectives

To provide reasonable assurance that Federal award information and compliance requirements are identified to subrecipients, subrecipient activities are monitored, subrecipient audit findings are resolved, and the impact of any subrecipient noncompliance on the pass-through entity is evaluated. Also, the pass-through entity should perform procedures to provide reasonable assurance that the subrecipient obtained required audits and takes appropriate corrective action on audit findings.

Control Environment

- Establishment of “tone at the top” of management’s commitment to monitoring subrecipients.
- Management’s intolerance of overriding established procedures to monitor subrecipients.
- Entity’s organizational structure and its ability to provide the necessary information flow to monitor subrecipients are adequate.
- Sufficient resources dedicated to subrecipient monitoring.
- Knowledge, skills, and abilities needed to accomplish subrecipient monitoring tasks defined.
- Individuals performing subrecipient monitoring possess knowledge, skills, and abilities required.
- Subrecipients demonstrate that:
 - They are willing and able to comply with the requirements of the award, and
 - They have accounting systems, including the use of applicable cost principles, and internal control systems adequate to administer the award.
- Appropriate sanctions taken for subrecipient noncompliance.

Risk Assessment

- Key managers understand the subrecipient’s environment, systems, and controls sufficient to identify the level and methods of monitoring required.
- Mechanisms exist to identify risks arising from external sources affecting subrecipients, such as risks related to:
 - Economic conditions.
 - Political conditions.
 - Regulatory changes.
 - Unreliable information.
- Mechanisms exist to identify and react to changes in subrecipients, such as:
 - Financial problems that could lead to diversion of grant funds.
 - Loss of essential personnel.
 - Loss of license or accreditation to operate program.
 - Rapid growth.
 - New activities, products, or services.

- Organizational restructuring.

Control Activities

- Identify to subrecipients the Federal award information (e.g., CFDA title and number, award name, name of Federal agency, amount of award) and applicable compliance requirements.
- Include in agreements with subrecipients the requirement to comply with the compliance requirements applicable to the Federal program, including the audit requirements of OMB Circular A-133.
- Subrecipients' compliance with audit requirements monitored using techniques such as the following:
 - Determining by inquiry and discussions whether subrecipient met thresholds requiring an audit under OMB Circular A-133.
 - If an audit is required, assuring that the subrecipient submits the report, report package or the documents required by OMB circulars and/or recipient's requirements.
 - If a subrecipient was required to obtain an audit in accordance with OMB Circular A-133 but did not do so, following up with the subrecipient until the audit is completed. Taking appropriate actions such as withholding further funding until the subrecipient meets the audit requirements.
- Subrecipient's compliance with Federal program requirements monitored using such techniques as the following:
 - Issuing timely management decisions for audit and monitoring findings to inform the subrecipient whether the corrective action planned is acceptable.
 - Maintain a system to track and following-up on reported deficiencies related to programs funded by the recipient and ensure that timely corrective action is taken.
 - Regular contacts with subrecipients and appropriate inquiries concerning the Federal program
 - Reviewing subrecipient reports and following-up on areas of concern.
 - Monitoring subrecipient budgets.
 - Performing site visits to subrecipient to review financial and programmatic records and observe operations.
 - Offering subrecipients technical assistance where needed.
- Official written policies and procedures exist establishing:
 - Communication of Federal award requirements to subrecipients.
 - Responsibilities for monitoring subrecipients.
 - Process and procedures for monitoring.
 - Methodology for resolving findings of subrecipient noncompliance or weaknesses in internal control.
 - Requirements for and processing of subrecipient audits, including appropriate adjustment of pass-through entity's accounts.

Information and Communication

- Standard award documents used by the non-Federal entity contain:
 - A listing of Federal requirements that the subrecipient must follow. Items can be specifically listed in the award document, attached as an exhibit to the document, or incorporated by reference to specific criteria.
 - The description and program number for each program as stated in the CFDA. If the program funds include pass-through funds from another recipient, the pass-through program information should also be identified.
 - A statement signed by an official of the subrecipient, stating that the subrecipient was informed of, understands, and agrees to comply with the applicable compliance requirements.
- A recordkeeping system is in place to assure that documentation is retained for the time period required by the recipient.
- Procedures are in place to provide channels for subrecipients to communicate concerns to the pass-through entity.

Monitoring

- Establish a tracking system to assure timely submission of required reporting, such as: financial reports, performance reports, audit reports, onsite monitoring reviews of subrecipients, and timely resolution of audit findings.
- Supervisory reviews performed to determine the adequacy of subrecipient monitoring.

Introduced by McDavid
First Reading 12-7-15 Second Reading 12-21-15
Ordinance No. 022694 Council Bill No. B 370-15

AN ORDINANCE

authorizing a subrecipient monitoring agreement with Boone County, Missouri relating to acceptance of the FY 2015 Justice Assistance Grant (JAG) Program Award to purchase equipment for the Police Department; appropriating funds; and fixing the time when this ordinance shall become effective.

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

SECTION 1. The City Manager is hereby authorized to execute a subrecipient monitoring agreement with Boone County, Missouri relating to acceptance of the FY 2015 Justice Assistance Grant (JAG) Program Award to purchase equipment for the Police Department. The form and content of the agreement shall be substantially in the same form as set forth in "Exhibit A" attached hereto.

SECTION 2. The sum of \$22,883.40 is hereby appropriated from the Federal Revenues Account No. 110-2120-461.10-19 GBRYNE to the Instruments/Apparatus Account No. 110-2120-510.14-70 GBRYNE.

SECTION 3. This ordinance shall be in full force and effect from and after its passage.

PASSED this 21~~st~~ day of December, 2015.

ATTEST:



City Clerk



Mayor and Presiding Officer

interoffice

MEMORANDUM

to: Ken Burton, Police Chief
from: SA Sheela Amin, City Clerk
subject: B370-15 – Subrecipient monitoring agreement with Boone County re: 2015 JAG program award
date: December 23, 2015

Ken,

Enclosed are three (3) original agreements associated with B370-15. I would appreciate it if you would see to it that the proper people sign the agreements. Once signed, please return one original copy of the agreement to my office to be placed with the associated ordinance as the official record.

Thank you and if you have any questions, please call (874-7207) or e-mail (skamin@gocolumbiamo.com).

Sheela

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

County of Boone

} ea.

January Session of the January Adjourned

Term. 20 16

In the County Commission of said county, on the

28th

day of

January

20

16

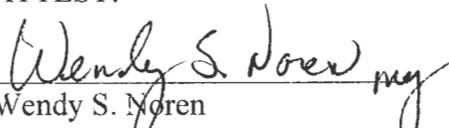
the following, among other proceedings, were had, viz:

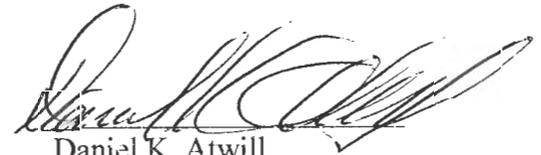
Now on this day the County Commission of the County of Boone does hereby approve the attached Accreditation Program for Law Enforcement Agreement between the Boone County Sheriff's Department and the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA)

The terms of the Agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Law Enforcement Accreditation Agreement.

Done this 28th day of January, 2016.

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



LAW ENFORCEMENT ENROLLMENT FORM

Agency Name: Boone County Sheriff's Department

Street Address: 2121 County Drive

P.O. Box No: P.O. Box Zip/Postal Code 65202

City: Columbia State/Province: Missouri

Zip/Postal Code: 65202

Agency Telephone: 573-875-1111 Agency Fax: 573-874-8953

Special Shipping Instructions:

Agency's Chief Executive Officer

Name: Dwayne Carey

Title: Sheriff

Telephone: 573-875-1111 E-mail: dcarey@boonecountymo.org

Agency's Accreditation Contact

Name: Brian Leer

Title: Accreditation Manager

Telephone: 573-875-1111 E-mail: bLeer@boonecountymo.org

The commitment our agency must make in working with CALEA toward accreditation is understood and accepted. Also, we are prepared to provide information promptly concerning our agency that CALEA requires in making its determination for awarding accreditation. It is also understood that our agency is entering into a nonadversarial working relationship with CALEA and that our agency can terminate its status at any time upon notice as indicated in the aforementioned Agreement, Section 4.2.

Date:

By: [Signature] Signature

Dwayne Carey Typed Name

Sheriff Title

**THE ACCREDITATION PROGRAM FOR LAW ENFORCEMENT
ACCREDITATION AGREEMENT**

This Agreement is entered into between the Boone County Sheriff's Department with principal offices at 2121 County Drive, Columbia, Missouri 65202 telephone number 573-875-1111 hereafter referred to as the "Agency," and the Commission on Accreditation for Law Enforcement Agencies, Inc., a Maryland Corporation, with principal offices at 13575 Heathcote Boulevard, Suite 320, Gainesville, Virginia 20155, telephone number (703) 352-4225, hereafter referred to as "CALEA."

WITNESSETH

The Agency and CALEA, for and in consideration of the mutual covenants set forth in this Agreement and the compensation to be paid to CALEA as hereafter specified, covenant and agree to be bound by the provisions, terms, and covenants contained herein, WHEREFORE, each party covenants and agrees as follows:

1. PURPOSE OF THIS AGREEMENT:

1.1 The purpose of this Agreement is to establish the relationships between, and set the responsibilities of, the parties of the Agreement (a) by CALEA's assessing the Agency's compliance with applicable standards established by CALEA in order for CALEA to determine if the Agency is eligible for designation as accredited, and (b) by the Agency's maintaining compliance with those standards by which they were accredited.

2. AGENCY'S RESPONSIBILITIES: The Agency agrees to:

- 2.1 Provide all information, documents, files, records, and other data as required by CALEA so far as the same may be provided in accordance with laws, regulations, and ordinances of the state, county, locality, or municipality in which the agency is located.
- 2.2 Fully and accurately respond to all communications from CALEA within ten (10) business days from the receipt thereof.

3. CALEA'S RESPONSIBILITIES: CALEA agrees to:

- 3.1 Provide necessary documentation, forms, and instructions regarding the accreditation process.
- 3.2 Provide CALEA-trained Assessors for the purpose of conducting an on-site assessment of the Agency's compliance with applicable standards.

CALEA will not accept this agreement if it is not executed by December 30, 2015.

April 2015

3.3 Promptly analyze compliance data and advise the Agency of the results of the on-site assessment and the need for additional information, if any.

3.4 Conduct a hearing and certify the Agency as accredited if the relevant standards are complied with.

3.5 If the Agency is accredited (a) provide a certificate, and (b) make available indicia of accreditation.

3.6 If the Agency is not accredited following an examination of compliance with applicable standards, provide the Agency with reasons for CALEA's decision.

4. TIME PERIOD COVERED BY THIS AGREEMENT:

4.1 This Agreement shall take effect when the Agency's Chief Executive Officer, or authorized representative, and the Executive Director of CALEA, acting on its behalf, signs the Agreement. This Agreement shall be effective upon signing by the second party, the "Effective Date."

4.2 The terms and covenants of this Agreement shall terminate in the following circumstances:

- (a) Upon expiration of the 36 month for accreditation following the effective date of this Agreement unless a successful on-site assessment is completed within that period of time or the non-payment of an annual contract extension fee for additional time; or
- (b) Upon written notice by the Agency that it withdraws from the accreditation process; or
- (c) Upon termination pursuant to Section 5.2 or 6.1 hereof; or
- (d) Upon expiration or revocation of the Agency's accredited status; or
- (e) Notwithstanding any other provisions herein, at the option of either the Agency or CALEA, upon at least sixty (60) days prior notice by such party to the other specifying the date of termination.

4.3 CALEA may, at its discretion, upon request by the Agency, extend this Agreement in accordance with the terms and provisions of the CALEA Process and Programs Guide.

5. MODIFICATION:

5.1 There shall be no modifications of this Agreement except in writing, signed by both parties, and executed with the same formalities as this document.

5.2 The Agency recognizes and acknowledges that it will be necessary for CALEA to make reasonable modifications and amendments to this Agreement, fees and other related documents, including but not limited to the accreditation standards and procedures thereto and hereby agrees to endorse all modifications and amendments which the Agency deems reasonable. In the event the Agency deems such modifications or amendments unreasonable, CALEA reserves the right to terminate this Agreement after due consideration thereof by giving notice by registered or certified mail, return receipt requested, that in the event the Agency refuses to accept and execute such modifications or amendments, then and in such event, this Agreement will be terminated.

Boone County Sheriff's Department

6. TIME AND MANNER OF PAYMENT:

6.1 The Agency may elect several options for payment of the initial accreditation fee, which is not refundable. The initial accreditation fee includes access to CALEA PowerDMS Accreditation Tool software. The software log in credential will be provided after this Agreement is executed. All accreditation fees must be paid in full prior to requesting on-site assessment. CALEA reserves the right to terminate this Agreement if an installment payment is delinquent by more than sixty days.

6.1 (a) Accreditation Payment Option

Our agency elects Single installment(s) accreditation payment option. The amount of \$11450 is herein remitted to CALEA. Check, is herein remitted with Agreement.

AND

The Agency will be billed for CALEA's projected on-site assessment charge and payment will be required prior to the on-site assessment.

6.2 If the Agency is determined ineligible to apply for participation in the accreditation program, a full refund of all sums paid will be returned to the Agency.

6.3 One month after the initial accreditation award, the agency will be billed the Annual Continuation Fee. The Continuation Fee of \$4065 is defined as the Service Charge and estimated On-site Assessment Charge for reaccreditation subject to change after each reaccreditation award with the limitations contained in this Section 6.3. The Continuation Fee will be billed to the Agency and paid in annual installments, due by the 1st, 13th, 25th, and 37th months following the initial award and each subsequent awards thereafter. Any adjustments to annual Continuation Fees will be made at the beginning of each reaccreditation award period.

6.4 CALEA reserves the right to terminate this Agreement if any payment required of Agency is delinquent by more than sixty (60) days.

7. CALEA AS AN INDEPENDENT CONTRACTOR:

7.1 In all matters pertaining to this Agreement, CALEA shall be acting as an independent contractor and neither CALEA nor any officer, employee, or agent of CALEA will be deemed an employee of the Agency. The selection and designation of the personnel of CALEA in performance of its responsibilities under this Agreement shall be made by CALEA.

7.2 In all matters pertaining to this Agreement and the relationship between the parties thereto, the Executive Director of CALEA will act in the name of CALEA.

8. AUTHORITY:

8.1 The person signing on behalf of the Agency hereby represents and warrants that he or she has the power and authority to execute this Agreement and to bind said Agency to all terms and covenants contained herein including, but not limited to, the provisions of this Section 8.

Boone County Sheriff's Department

9. INTEGRATION:

9.1 This instrument embodies the whole Agreement of the parties. The parties warrant that there are no promises, terms, conditions, or obligations other than those contained herein. This Agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties hereto.

10. SEVERABILITY:

10.1 If any provision of this Agreement or the application of such provision to any person or circumstance shall be held invalid, the remainder of this Agreement and the application of such provisions to persons or circumstances other than those to which it is held invalid shall not be affected thereby.

11. WARRANTY NOT INTENDED OR IMPLIED:

11.1 It is understood that CALEA's award of accreditation does not constitute a warranty, express or implied, of total or continued compliance by the Agency with all applicable standards of accreditation and, further, that it is not a substitute for the Agency's ongoing and in-depth monitoring and evaluation of its activities and the quality of its services.

12. WAIVER:

12.1 Any waiver by CALEA or any breach of this Agreement by the Agency shall relate only to that particular breach and shall not amount to a general waiver.

13. NOTICE:

13.1 Any notice between the parties shall be in writing and sent postage prepaid, to the addresses as specified in the preamble of this Agreement or to such other address as either party may specify in writing in accordance with this section.

14. HEADINGS:

14.1 The headings of this Agreement shall not be deemed part of it and shall not in any way affect its construction.

15. CONSENT TO BE BOUND:

15.1 The Agency accepts CALEA's decisions as the final authority on all matters relating to CALEA's standards and accreditation program.

Boone County Sheriff's Department

16. APPROPRIATE COPYRIGHT USE OF COMMISSION MATERIALS

16.1 CALEA Publications are protected by U.S. and International Copyright Laws. Copyright-protected materials may not be copied, reproduced, changed, altered, distributed, used in the creation of derivative works, stored in a retrieval system, or transmitted in any form, or by any means – electronic, mechanical, photocopying, recording or otherwise – without the express written permission of CALEA.

17. APPROPRIATE TRADEMARK USE OF COMMISSION MATERIALS

17.1 CALEA's trademarks and trade dress may not be used in connection with any product or service that is not CALEA's in any manner that is likely to cause confusion among customers, or in any manner that disparages or discredits CALEA or that otherwise dilutes any of CALEA's trademarks.

18. POWERDMS DOCUMENT ACCREDITATION MANAGEMENT SOLUTION

18.1 CALEA recognizes PowerDMS, Inc. ("PowerDMS") as exclusive provider for CALEA accreditation management software.

Boone County Sheriff's Department

IN WITNESS WHEREOF, The Agency has caused this Agreement to be executed on _____, 20 _____.

Witness:

By _____

By SEE ATTACHED
(signature)

Dwayne Carey
(typed name)

Sheriff
(title)*

By _____

By SEE ATTACHED
(signature)

(typed name)

Not Available
(title)**

IN WITNESS WHEREOF, CALEA has caused this Agreement to be executed by the Executive Director of CALEA, acting on its behalf, on JAN 05 2016.

Witness:

The Commission on Accreditation for Law Enforcement Agencies, Inc.

By Wendell Jones

By W. Gray Farley
Executive Director

*Title of the Agency's Chief Executive Officer.

**Title of the appropriate civil authority in the event such signature is required to effect this Agreement. If not required, please so note in this signature block



PUBLICATIONS SUBSCRIPTION AND ACCESS AGREEMENT

TERMS & CONDITIONS FOR SUBSCRIBERS TO THE ELECTRONIC PUBLICATIONS

THIS SUBSCRIPTION AND ACCESS AGREEMENT ("Agreement") by and between CALEA®, Inc., a Maryland Corporation, located at 13575 Heathcote Boulevard, Suite, 320 Gainesville, Virginia 20155-6660 ("Licensor"); and Boone County Sheriff's Department, located at 2121 County Drive, Columbia, Missouri 65202 ("Licensee") intending to be legally bound, for CALEA to provide to Licensee, subject to this Agreement, access to CALEA's electronic publications for the purpose of CALEA Accreditation, research, general resource, or other approved purpose.

I. Content of Licensed Materials; Grant of License

The materials that are the subject of this Agreement shall consist of electronic information published or otherwise made available by Licensor which includes the following:

- (a) CALEA Standards for Law Enforcement Agencies;
- (b) CALEA Standards for Public Safety Communications Agencies;
- (c) CALEA Standards for Public Safety Training Academies;
- (d) CALEA Standards for Campus Security Agencies; and
- (e) CALEA Process and Programs Guide (hereinafter referred to as the "Licensed Materials").

Licensee and its Authorized Users acknowledge that the copyright and title to the Licensed Materials and any trademarks or service marks relating thereto remain with Licensor and/or its suppliers. Neither Licensee nor its Authorized Users shall have right, title or interest in the Licensed Materials except as expressly set forth in this Agreement. Licensor hereby grants to Licensee non-exclusive use of the Licensed Materials and the right to provide the Licensed Materials to Authorized Users in accordance with this Agreement. In the event Licensee elects to export data from any of the electronic publications, all of the terms contained within this agreement will apply, with the provision to include downloading of the data to a Licensee electronic file. Data exported will be used for public safety accreditation management or scholarly, educational use only and these data cannot be resold or used for other commercial purposes, posted on a subscription or free site, or forwarded beyond the initial export/download, without the written permission from CALEA. Licensee acknowledges CALEA® copyright and agrees to cite CALEA when using data from the publication(s).

April 2015

Boone County Sheriff's Department

II. Delivery/Access of Licensed Materials to Licensee

Licensor will provide the Licensed Materials to the Licensee through Networked Access or Local Access via an application developed and supported by PowerDMS, Inc. (PowerDMS). The Licensed Materials will be stored at one or more Licensor locations in digital form accessible by telecommunications links between such locations and authorized networks of Licensee. Any use of PowerDMS's application or other services shall be subject to the terms and conditions set forth in Addendum A.

III. Fees

(a) **SUBSCRIPTION FEES** – The annual Subscription Fees are determined by CALEA customer type. Licensee shall select one of the following CALEA customer types:

CALEA Enrolled Agencies

Organizations currently enrolled in one of the four CALEA Accreditation Programs (Law Enforcement, Public Safety Communications, Public Safety Training Academy and CALEA Campus Security Accreditation). Each CALEA Accreditation Program comes with automatic enrollment in the applicable PowerDMS/CALEA Assessment Tool(s). **Subscription payments, including the fees applicable to the PowerDMS/CALEA Assessment Tool(s) in which the organization is enrolled, are included in accreditation payment installments.**

Non-Enrolled Agencies

Organizations currently not enrolled in one of the four CALEA Accreditation Programs. The annual subscription fee is \$900 (payments may be applied to accreditation fees after CALEA Enrollment on a prorated basis determined by CALEA).

Non-Public Safety Academic Institutions

Organizations that primarily serve for the purpose of providing education support and research. Libraries are an example of this customer type. The annual subscription fee is \$200.

Individuals

Persons not associated with a CALEA Enrolled, Non-Enrolled or Non-Public Safety Academic Institution. Individuals are not eligible for site licenses. The annual subscription fee is \$80.

CALEA reserves the right to change a Licensee's customer type at any time during the duration of Agreement.

(b) **BILLING** -Licensee shall be billed annually, in advance, at rates set forth by CALEA on an invoice. Payment shall be due and payable upon receipt of the invoice. Accounts not paid in full within 30 days of the invoice date shall be considered delinquent and may result in a disruption of licensed materials access. NOTE: This disruption will impact the functionality of PowerDMS services for those entities subscribing to that service.

Boone County Sheriff's Department

- (c) **BILLING ENTITY** CALEA shall serve as the billing entity and, with exception of CALEA Enrolled Agencies, all invoices associated with this agreement are separate and apart from other services provided by CALEA, including but not limited to accreditation services, other software services, conference services, and other products. When applicable, fees associated with the PowerDMS/CALEA Assessment Tool(s) shall be reflected as a separate line item on the invoice for collection by CALEA and remittance to PowerDMS.

IV. CALEA Commitment to Customer Service

In order to support its customers and maintain contemporary publications, and to leverage technology, CALEA may periodically make changes to the content, design and delivery of its Publications and Services. This includes the updating of standards and the respective manuals.

CALEA will make reasonable efforts to notify Licensee of changes when they are material through corporate website notices, but in any case Licensee continued use of the Subscription Services shall constitute Licensee assent to this Agreement as it is then in effect. If Licensor changes this Agreement, Licensor will make notification through electronic transmittal, and the changes will become immediately effective. Accordingly, Licensee should visit the Site periodically to review the then-current services.

V. Authorized Use of Licensed Materials

- (a) **Authorized Users** - Authorized Users are Persons Affiliated with Licensee directly or through a subscribing entity in which they are employed or directly affiliated for a specific purpose that supports the entity's mission. This may include full or part-time employees of the subscribing entity. A licensee may not share access to the publications with other entities or affiliates of other entities, or other individuals. This includes the sharing of access among public safety organizations.
- (b) **Authorized Uses.** Licensee and Authorized Users may make all use of the Licensed Materials as is consistent with the Fair Use Provisions of United States and international law. Nothing in this Agreement is intended to limit in any way whatsoever Licensee's or any Authorized User's rights under the Fair Use provisions of United States or international law to use the Licensed Materials. The Licensed Materials may be used for purposes of CALEA Accreditation, research, education or other noncommercial use as follows:
1. **Display** - Licensee and Authorized Users shall have the right to electronically display the Licensed Materials as necessary to support the use intent of the materials.
 2. **Digitally Copy** - Licensee and Authorized Users may download and digitally copy a reasonable portion of the Licensed Materials for the licensee's use and not for redistribution in any manner.
 3. **Print Copy** - Licensee and Authorized Users may print a reasonable portion of the Licensed Materials for redistribution within the non-commercial environment, but not for redistribution outside of the licensed entity.

Boone County Sheriff's Department

4. Databases - Authorized Users shall be permitted to extract or use information contained in the database for accreditation, educational, scientific, or research purposes, including extraction and manipulation of information for the purpose of illustration, explanation, example, comment, criticism, teaching, research, or analysis.
5. Electronic Links - Licensee may provide electronic links to the Licensed Materials from Licensee's intranet (internal to the entity) page(s), and is encouraged to do so in ways that will increase the usefulness of the Licensed Materials to Authorized Users. Licensor staff will assist Licensee upon request in creating such links effectively. Licensee may make changes in the appearance of such links and/or in statements accompanying such links as reasonably requested by Licensor.
6. Caching - Licensee and Authorized Users may make such local digital copies of the Licensed Materials as are necessary to ensure efficient use by Authorized Users by appropriate browser or other software.
7. Scholarly Sharing - Authorized Users may transmit to a third party colleague in hard copy or electronically, minimal, insubstantial amounts of the Licensed Materials for personal use or scholarly, educational, or scientific research or professional use but in no case for re-sale. In addition, Authorized Users have the right to use, with appropriate credit, figures, tables and brief excerpts from the Licensed Materials in the Authorized User's own scientific, scholarly and educational works.

VI. Access by and Authentication of Authorized Users

Licensee and its Authorized Users shall be granted access to the Licensed Materials. This access will be established by CALEA or PowerDMS as necessary to ensure the seamless delivery of publication services to the licensee, under protocol established by CALEA or PowerDMS. The development of specific connection protocols shall be identified and authenticated by such means as may be developed during the term of this Agreement to meet the service delivery requirements of this agreement.

VII. Specific Restrictions on Use of Licensed Materials

- (a) Unauthorized Use - Except as specifically provided elsewhere in this agreement, Licensee shall not knowingly permit anyone other than Authorized Users to use the Licensed Materials.
- (b) Modification of Licensed Materials - Licensee shall not modify or create a derivative work of the Licensed Materials without the prior written permission of Licensor.
- (c) Removal of Copyright Notice - Licensee may not remove, obscure or modify any copyright or other notices included in the Licensed Materials.
- (d) Commercial Purposes - Other than as specifically permitted in this Agreement, Licensee may not use the Licensed Materials for commercial purposes, including but not limited to the sale of the Licensed Materials or bulk reproduction or distribution of the Licensed Materials in any form.

Boone County Sheriff's Department

VIII. Licensor Performance Obligations

- (a) Availability of Licensed Materials – Within 30 days, Licensor shall make the Licensed Materials available to Licensee and Authorized Users.
- (b) Support – General access support will be provided by CALEA staff and technical support will be provided by PowerDMS where required.
- (c) PowerDMS services – Licensees using PowerDMS services will receive all technical support from PowerDMS as defined within the PowerDMS licensing agreement.

IX. Licensee Performance Obligations

- (a) Provision of Notice of License Terms to Authorized Users - Licensee shall make reasonable efforts to provide Authorized Users with appropriate notice of the terms and conditions under which access to the Licensed Materials is granted under this Agreement including, in particular, any limitations on access or use of the Licensed Materials as set forth in this Agreement.
- (b) Protection from Unauthorized Use - Licensee shall use reasonable efforts to inform Authorized Users of the restrictions on use of the Licensed Materials. In the event of any unauthorized use of the Licensed Materials by an Authorized User, (1) Licensor may terminate such Authorized User's access to the Licensed Materials, (2) Licensor may terminate the access of the Internet Protocol ("IP") address(es) from which such unauthorized use occurred, and/or (3) Licensee may terminate such Authorized User's access to the Licensed Materials upon Licensor's request. Licensor shall take none of the steps described in this paragraph without first providing reasonable notice to Licensee (in no event less than sixty (60) days and cooperating with the Licensee to avoid recurrence of any unauthorized use.
- (c) Maintaining Confidentiality of Access - Where access to the Licensed Materials is to be controlled by use of passwords, Licensee shall issue log-on identification numbers and passwords to each Authorized User and use reasonable efforts to ensure that Authorized Users do not divulge their numbers and passwords to any third party. Licensee shall also maintain the confidentiality of any institutional passwords provided by Licensor.

X. Mutual Performance Obligations

- (a) Confidentiality of User Data - Licensor and Licensee agree to maintain the confidentiality of any data relating to the usage of the Licensed Materials by Licensee and its Authorized Users. Such data may be used solely for purposes directly related to the Licensed Materials and may only be provided to third parties in aggregate form. Raw usage data, including but not limited to information relating to the identity of specific users and/or uses, shall not be provided to any third party.
- (b) Implementation of Developing Security Protocols - Licensee and Licensor shall cooperate in the implementation of security and control protocols and procedures as they are developed during the term of this Agreement.

Boone County Sheriff's Department

XI. Term

This Agreement shall take effect when the authorized representative of Licensee and the Executive Director of CALEA signs the Agreement. This Agreement shall be effective upon signing by the second party and payment of appropriate subscription fees, the "Effective Date." The Term of this Agreement shall be one (1) year, commencing on the Effective Date. Sections of this Agreement specific to the authorized use and users will survive any expiration, cancellation or termination of this Agreement.

XII. Early Termination

In the event that either party believes that the other materially has breached any obligations under this Agreement, or if Licensor believes that Licensee has exceeded the scope of the License, such party shall so notify the breaching party in writing. The breaching party shall have sixty (60) days from the receipt of notice to cure the alleged breach and to notify the non-breaching party in writing that cure has been effected. If the breach is not cured within the sixty (60) days, the non-breaching party shall have the right to terminate the Agreement without further notice.

Upon Termination of this Agreement for cause access to the Licensed Materials by Licensee and Authorized Users shall be terminated. Authorized copies of Licensed Materials may be retained by Licensee or Authorized Users and used subject to the terms of this Agreement.

In the event of early termination permitted by this Agreement, Licensee shall not be entitled to a refund of any fees or pro-rata portion thereof paid by Licensee for any remaining period of the Agreement from the date of termination.

XIII. Warranties

Subject to the Limitations set forth elsewhere in this Agreement:

Licensor warrants that it has the right to license the rights granted under this Agreement to use Licensed Materials that it has obtained any and all necessary permissions from third parties to license the Licensed Materials, and that use of the Licensed Materials by Authorized Users in accordance with the terms of this Agreement shall not infringe the copyright of any third party. The Licensor shall indemnify and hold Licensee and Authorized Users harmless for any losses, claims, damages, awards, penalties, or injuries incurred, including reasonable attorney's fees, which arise from any claim by any third party of an alleged infringement of copyright or any other property right arising out of the use of the Licensed Materials by the Licensee or any Authorized User in accordance with the terms of this Agreement. This indemnity shall survive the termination of this agreement. NO LIMITATION OF LIABILITY SET FORTH ELSEWHERE IN THIS AGREEMENT IS APPLICABLE TO THIS INDEMNIFICATION.

XIV. Limitations on Warranties

Notwithstanding anything else in this Agreement:

Boone County Sheriff's Department

Neither party shall be liable for any indirect, special, incidental, punitive or consequential damages, including but not limited to loss of data, business interruption, or loss of profits, arising out of the use of or the inability to use the Licensed Materials. Licensor makes no representation or warranty, and expressly disclaims any liability with respect to the content of any Licensed Materials, including but not limited to errors or omissions contained therein, libel, infringement of rights of publicity, privacy, trademark rights, moral rights, or the disclosure of confidential information. Except for the express warranties stated herein, the Licensed Materials are provided on an "as is" basis, and Licensor disclaims any and all other warranties, conditions, or representations (express, implied, oral or written), relating to the Licensed Materials or any part thereof, including, without limitation, any and all implied warranties of quality, performance, merchantability or fitness for a particular purpose. Licensor makes no warranties respecting any harm that may be caused by the transmission of a computer virus, worm, time bomb, logic bomb or other such computer program. Licensor makes no representation or warranty, and expressly disclaims any liability with respect to any services provided by PowerDMS. Licensor further expressly disclaims any warranty or representation to Authorized Users, or to any third party. Except for the express warranties stated herein, the Licensed Materials are provided on an "as is" basis, and Licensor disclaims any and all other warranties, conditions, or representations (express, implied, oral or written), relating to the Licensed Materials or any part thereof, including, without limitation, any and all implied warranties of quality, performance, merchantability or fitness for a particular purpose. Licensor makes no warranties respecting any harm that may be caused by the transmission of a computer virus, worm, time bomb, logic bomb or other such computer program. Licensor further expressly disclaims any warranty or representation to Authorized Users, or to any third party.

XV. Indemnities

Each party shall indemnify and hold the other harmless for any losses, claims, damages, awards, penalties, or injuries incurred by any third party, including reasonable attorney's fees, which arise from any alleged breach of such indemnifying party's representations and warranties made under this Agreement, provided that the indemnifying party is promptly notified of any such claims. The indemnifying party shall have the sole right to defend such claims at its own expense. The other party shall provide, at the indemnifying party's expense, such assistance in investigating and defending such claims as the indemnifying party may reasonably request. This indemnity shall survive the termination of this Agreement.

XVI. Assignment and Transfer

Neither party may assign, directly or indirectly, all or part of its rights or obligations under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed.

XVII. Entire Agreement

This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

Boone County Sheriff's Department

XVIII. Amendment

No modification or claimed waiver of any provision of this Agreement shall be valid except by written amendment signed by authorized representatives of Licensor and Licensee.

XIX. Severability

If any provision or provisions of this Agreement shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

XX. Waiver of Contractual Right

Waiver of any provision herein shall not be deemed a waiver of any other provision herein, nor shall waiver of any breach of this Agreement be construed as a continuing waiver of other breaches of the same or other provisions of this Agreement.

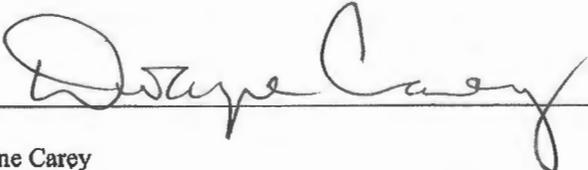
XXI. Governing Law

Laws will be governed by the state of Virginia regarding disputes arising from this agreement.

Boone County Sheriff's Department

**SIGNATURE PAGE
ACCEPTED AND AGREED:**

Licensee

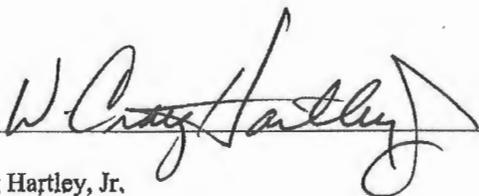
Signature: 

Name: Dwayne Carey

Title: Sheriff

Date: 1-14-16

CALEA®

Signature: 

Name: W. Craig Hartley, Jr.

Title: Executive Director

Date: JAN 05 2016

CALEA has caused this Agreement to be executed on JAN 05 2016.

Adm Lic 04/2015

Boone County Sheriff's Department

Addendum A

PowerDMS/CALEA Assessment Tools Terms and Conditions

Thank you for enrolling in our PowerDMS/CALEA Assessment tool (the "Service") utilizing our PowerDMS document management software application (collectively, "Software"), through our access-controlled website (the "Site"). These Terms and Conditions (the "Terms") govern your subscription for the Service (the "Subscription") and your use of the Service, the Software and the Site. These Terms also govern any use of the Service by any person who has been supplied a user identification and password for the Service by you, on your behalf or at your request (each a "User"), and you agree to be responsible for any use of the Service by any of your Users. By using the Service or permitting any User to use the Service, you agree to these Terms. If you do not agree to all of the Terms, you do not have the right to access or use, or permit any User to access or use, the Site, the Service or the Software.

1. Limited Right to Use Service During Subscription Period

You are granted a nonexclusive, nonassignable, revocable right during the specified period of your Subscription (the "Subscription Period") to access the Site and use the Service and the Software and to permit those Users included in your Subscription to do so, subject to your payment of all fees applicable to your Subscription and these Terms. At the end of the Subscription Period, the use of the Service by you and your Users will terminate unless the Subscription Period is renewed. Use of the Service may be terminated by us in the event of the breach of these Terms by you or any User.

2. Our Rights in the Site, the Service, and the Software

We retain all rights in the Site, the Service, and the Software. Except as expressly provided in these Terms, no license or other right is granted to Customer or any User in the Site, the Service or the Software. Our name, logo(s), and product name(s) associated with the Service are trademarks belonging to us or to third parties, and they may not be used without our prior written consent.

3. Restrictions

You agree to comply, and cause your Users to comply, with all applicable laws in using the Service.

You agree that neither you nor any of your Users will (i) modify, translate, or create derivative works of the Software; (ii) reverse engineer, decompile, disassemble, or otherwise attempt to derive any of the Software's source code or any other technology used to provide the Service; (iii) sublicense, resell or distribute the Software in any manner or form; (iv) share Service login credentials with other parties, (v) "frame" or "mirror" the Service, or (vi) assign or transfer any rights with respect to the Site, the Service or the Software.

Boone County Sheriff's Department

You will not submit, or permit any User to submit, to the Service any data, information or material (“**Customer Data**”) that is illegal, misleading, defamatory, indecent or obscene, threatening, infringing of any third party rights, invasive of personal privacy, protected by the Health Insurance Portability Accountability Act (HIPAA), and/or restricted data, as that term is defined in Title 28, Part 20, Code of Federal Regulations, or otherwise deemed objectionable by us in our sole discretion.

4. Passwords and Access

You are responsible for maintaining the security and confidentiality of, and are responsible for all activities undertaken, using the usernames and passwords assigned to your Users. You agree to notify us immediately if you become aware of any unauthorized access or use of the Service using any such username or password or otherwise.

5. Your Data

As between you and us, all Customer Data submitted by you or your Users to the Service will remain the sole property of you or such Users. You hereby grant us a non-exclusive license to use, copy, store, transmit and display Customer Data to the extent reasonably necessary (i) to provide, maintain and improve the Service and (ii) to confirm compliance with the terms of this Agreement.

You will have sole responsibility, and we assume no responsibility, for the Customer Data.

During the Subscription Period, you may extract (in native format or common format of digital file) and/or purge Customer Data at any time directly through the Service. We shall have no obligation to retain any Customer Data or to make the Customer Data available other than through the self-service method provided through the Service during the Subscription Period.

6. Confidentiality

“**Confidential Information**” means non-public information, technical data or know-how of a party and/or its affiliates, which is furnished to the other party in connection with the Service or these Terms and (i) would reasonably be considered to be of a confidential nature or (ii) is confirmed in writing at the time of disclosure to be confidential.

Notwithstanding the foregoing, Confidential Information does not include information which is: (i) already in the possession of the receiving party and not subject to a confidentiality obligation to the providing party; (ii) independently developed by the receiving party; (iii) publicly disclosed through no fault of the receiving party; (iv) rightfully received by the receiving party from a third party that is not under any obligation to keep such information confidential; (v) approved for release by written agreement with the disclosing party; or (vi) disclosed pursuant to the requirements of law, regulation, or court order, provided that the receiving party will promptly inform the providing party of any such requirement and cooperate, at the sole expense of the providing party, with any attempt to procure a protective order or similar treatment.

Boone County Sheriff's Department

Neither party (nor, in Customer's case, any User) will use the other party's Confidential Information except as reasonably required for the performance of the Service and these Terms. Each party agrees not to disclose (or, in Customer's case, permit its Users to disclose) the other party's Confidential Information to anyone other than its employees or subcontractors who are bound by confidentiality obligations and who need to know the same to perform such party's obligations hereunder. The confidentiality obligations set forth in this Section will survive for one (1) year after the termination or expiration of the Subscription Period.

Each party will, upon the request of the disclosing party, destroy all Confidential Information and all copies thereof in the receiving party's possession or control.

In case a party receives legal process that demands or requires disclosure of the disclosing party's Confidential Information, such party will give prompt notice to the disclosing party, if legally permissible, to enable the disclosing party to challenge such demand. The disclosing party shall promptly reimburse any expense or cost (including attorneys' fees) incurred in connection with the challenge to or compliance with such legal process.

7. Disclaimers and Limitations.

THE SITE, SERVICE OR SOFTWARE ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. THERE ARE NO WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, THOSE OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE SERVICE, SITE OR SOFTWARE. WE DO NOT WARRANT THAT USE OF THE SITE, SERVICE OR SOFTWARE WILL BE ERROR-FREE OR UNINTERRUPTED. WE MAKE NO WARRANTY THAT THE SITE, SERVICE OR SOFTWARE COMPLY WITH THE LAWS OF ANY JURISDICTION OTHER THAN THE UNITED STATES. WE MAKE NO WARRANTY AS TO THIRD PARTY SERVICES OR CONTENT THAT MAY BE AVAILABLE OR ACCESSIBLE THROUGH THE SERVICE.

IN NO EVENT WILL WE BE LIABLE FOR (I) ANY DIRECT, SPECIAL, INDIRECT, CONSEQUENTIAL, OR INCIDENTAL DAMAGES, FOR ANY LOSS OF PROFITS, LOSS OF REVENUE, LOSS OF BUSINESS, LOSS OR CORRUPTION OF DATA, HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY ARISING IN ANY WAY OUT OF THE SERVICE OR THESE TERMS, EVEN IF NOTIFIED OF THE POSSIBILITY OF SUCH DAMAGE, OR (II) ANY AMOUNTS IN EXCESS OF THE AMOUNTS PAID TO US BY YOU WITH RESPECT TO THE SUBSCRIPTION.

8. Indemnification

You agree to release, indemnify and hold us, our officers, employees and supporting contractors harmless from any (a) claim or demand made by any third party due to or arising out of the use of the Service by you or your Users, your violation of these Terms, or the infringement by you, any User or any of the Customer Data of any right of any person or entity, together with any court costs and reasonable attorneys' fees incurred in connection with such claim or demand, or (b) damages, losses, costs, expenses, judgments or liability arising from the use of the Service by you or your Users in any jurisdiction other than the United States.

Boone County Sheriff's Department

9. Modifying or Suspending Services

We reserve the right to make changes and updates to the functionality and/or documentation of the Service from time to time.

We reserve the right to suspend the use of the Service by any User if we believe such User's use of the Service is disrupting the Service, causing harm to our computers, systems or infrastructure or violating any applicable law or the rights of any third party (or would be likely to do any of the foregoing if continued).

The Service may also be suspended to the extent that the provision of the Service is prevented, hindered, delayed or otherwise made impracticable by reason of any flood, riot, fire, judicial or governmental action, labor disputes, act of God or any other causes beyond our control.

10. Choice of Law; Jurisdiction

These Terms will be interpreted in accordance with the laws of the State of Florida and applicable federal law, without any strict construction in favor of or against either party. Any action arising under or relating to these Terms shall lie within the exclusive jurisdiction of the State and Federal Courts located in Orange County, Florida.

11. Assignment; Third Parties

You may not assign the Subscription without our prior written approval. There are no third-party beneficiaries to the Subscription or these Terms.

12. Entire Agreement; Waiver; Modification

These Terms comprise the entire agreement between you and us, and supersede all prior or contemporaneous negotiations, discussions or agreements, whether written or oral, between you and us, regarding the subject matter contained herein. Our failure to enforce any right or provision in these Terms will not constitute a waiver of such right or provision. We reserve the right to modify these terms from time to time, and will tell you about any modification through the Service or by an email message to the email address you provide for the purpose of receiving notifications with respect to the Service. Modifications will take effect no earlier than ten (10) business days after notice is given.

13. Severability

If any provision of these Terms is held to be invalid, illegal, or unenforceable by a court of competent jurisdiction, the invalid, illegal, or unenforceable provision will not affect any other provisions, and these Terms will be construed as if the invalid, illegal, or unenforceable provision is severed and deleted from these Terms.

Boone County Sheriff's Department

Addendum B

CALEA Publications Subscription and Access Agreement
Boone County Sheriff's Department

The parties hereby agree to the following modifications to the Publications Subscription and Access Agreement and Addendum A to said agreement:

1. The governing law of the Agreement and Addendum A shall be the State of Missouri.
2. The provisions that require Boone County, Missouri to provide indemnity (main agreement paragraph XV, Addendum A paragraph #8) are amended to remove any obligation of Boone County, Missouri to indemnify or hold harmless, as the same is beyond Boone County's powers as a political subdivision in the State of Missouri. See Missouri Attorney General's Opinion 138-1987.


1/5/2016

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

January Session of the January Adjourned

Term. 20 16

County of Boone

} ea.

In the County Commission of said county, on the

28th

day of

January

20

16

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

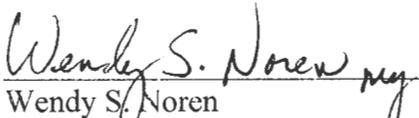
Now on this day the County Commission of the County of Boone does hereby approve the attached School Resource Officer Agreements between Boone County and the following:

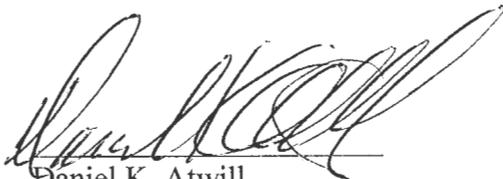
- Sturgeon R-V Schools
- Hallsville R-IV Schools
- Southern Boone County R-I Schools
- Harrisburg R-VIII Schools

The terms of the Agreements are stipulated in the attached Agreements. It is further ordered the Presiding Commissioner is hereby authorized to sign said School Resource Officer Agreements.

Done this 28th day of January, 2016.

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

SCHOOL RESOURCE OFFICER AGREEMENT

THIS AGREEMENT is entered into by and between **Sturgeon R-V Schools**, a political subdivision of the State of Missouri, herein "School District," and **Boone County, Missouri**, a political subdivision of the State of Missouri, herein "Boone County."

WHEREAS, the Boone County Sheriff's Department (BCSD) has a long-standing commitment to the development of trusting relationships between law enforcement and the faculty, staff, and students of schools within Boone County; and

WHEREAS, BCSD wishes to continue to provide services to School District in the form of School Resource Officers in their respective schools; and

WHEREAS, School District has agreed to provide a reimbursement to County for the costs of said services at the rate of Twenty-Five Percent (25%) of the base salary of a deputy sheriff; and

WHEREAS, for the academic year 2015-2016, the contemplated Twenty-Five Percent (25%) reimbursement would total Thirteen Thousand Dollars (\$13,000.00), payable on or before January 31, 2016; and

WHEREAS, the parties have the authority to enter into this cooperative agreement pursuant to RSMo Sec. 70.220 for the purposes herein stated;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements in this document, Boone County, by and through the Boone County Sheriff, and the School District, agree as follows:

1. **SCHOOL RESOURCE OFFICERS.** County will provide a Missouri POST commissioned/licensed law enforcement officer at the School District's High School during the regular school year. School Resource Officers (SROs) shall remain under the operational control and supervision of the Boone County Sheriff.
2. **PAYMENT.** School District shall pay County Thirteen Thousand Dollars (\$13,000.00) on or before January 31, 2016, as a partial reimbursement for the SRO services contemplated herein for the term of this Agreement. The parties shall renegotiate the payment due for any renewal of this Agreement based on the figure determined by a calculation of 25% of a deputy sheriff's base salary for that renewal term.
3. **TERM.** This Agreement shall remain in full force an effect through the regular 2015-

2016 academic year, or until June 30, 2016, whichever first occurs.

4. **ASSIGNMENT.** Neither party may assign or transfer any of its rights or obligations under this Agreement to any other person or entity without the prior, written consent of the other party.
5. **SOLE BENEFIT OF PARTIES.** This Agreement is for the sole benefit of School District and Boone County. Nothing in this Agreement is intended to confer any rights or remedies on any third party.
6. **RELATIONSHIP OF PARTIES.** Nothing herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent, or of partnership, or of joint venture, between the parties hereto.
7. **GOVERNING LAW AND VENUE.** This Agreement shall be governed by the laws of the State of Missouri, and any action relating to the same shall be brought in the Circuit Court of Boone County, Missouri.
8. **BINDING ON SUCCESSORS.** The covenants, agreements, and obligations herein contained shall extend to, bind, and inure to the benefit of the parties hereto and their respective successors and approved assigns.
9. **COMPLETE AGREEMENT.** All negotiations, considerations, representations, and understandings between the parties are incorporated herein, shall supersede any prior agreements, and may be modified or altered only in a writing signed by the parties hereto.
10. **AUTHORITY OF SIGNATORIES.** Each of the persons signing this Agreement on behalf of either party represent that he/she has been duly authorized and empowered, by order, ordinance or otherwise, to execute this Agreement and that all necessary action on behalf of said party to effectuate said authorization has been taken and done.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly-authorized officers on day and year indicated by their signature below.

**STURGEON R-V
SCHOOL DISTRICT**

By: Shawn C. Schutte

Dated: 10/16/15

ATTEST:

Peggy Leehoff
Board Sec. / District Sec.

BOONE COUNTY, MISSOURI

By: Daniel K. Atwill
Daniel K. Atwill, Presiding Commissioner

Dated: 1-28-16

ATTEST:

Wendy S. Noren
Wendy S. Noren, County Clerk

APPROVED - BCSD:

Dwayne Carey
Dwayne Carey, Sheriff

Acknowledged for Budgeting Purposes:

June Pitchford
June Pitchford, Auditor

Approved as to Legal Form:

C.J. Dykhouse
C.J. Dykhouse, Boone County 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 of such appropriation sufficient to pay the costs arising from this contract

June Pitchford by jj 01/15/2016
Auditor Date

~~Boone County~~ No Encumbrance Required

SCHOOL RESOURCE OFFICER AGREEMENT

THIS AGREEMENT is entered into by and between **Hallsville R-IV Schools**, a political subdivision of the State of Missouri, herein "School District," and **Boone County, Missouri**, a political subdivision of the State of Missouri, herein "Boone County."

WHEREAS, the Boone County Sheriff's Department (BCSD) has a long-standing commitment to the development of trusting relationships between law enforcement and the faculty, staff, and students of schools within Boone County; and

WHEREAS, BCSD wishes to continue to provide services to School District in the form of School Resource Officers in their respective schools; and

WHEREAS, School District has agreed to provide a reimbursement to County for the costs of said services at the rate of Twenty-Five Percent (25%) of the base salary of a deputy sheriff; and

WHEREAS, for the academic year 2015-2016, the contemplated Twenty-Five Percent (25%) reimbursement would total Thirteen Thousand Dollars (\$13,000.00), payable on or before January 31, 2016; and

WHEREAS, the parties have the authority to enter into this cooperative agreement pursuant to RSMo Sec. 70.220 for the purposes herein stated;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements in this document, Boone County, by and through the Boone County Sheriff, and the School District, agree as follows:

1. **SCHOOL RESOURCE OFFICERS.** County will provide a Missouri POST commissioned/licensed law enforcement officer at the School District's High School during the regular school year. School Resource Officers (SROs) shall remain under the operational control and supervision of the Boone County Sheriff.
2. **PAYMENT.** School District shall pay County Thirteen Thousand Dollars (\$13,000.00) on or before January 31, 2016, as a partial reimbursement for the SRO services contemplated herein for the term of this Agreement. The parties shall renegotiate the payment due for any renewal of this Agreement based on the figure determined by a calculation of 25% of a deputy sheriff's base salary for that renewal term.
3. **TERM.** This Agreement shall remain in full force an effect through the regular 2015-

2016 academic year, or until June 30, 2016, whichever first occurs.

4. **ASSIGNMENT**. Neither party may assign or transfer any of its rights or obligations under this Agreement to any other person or entity without the prior, written consent of the other party.
5. **SOLE BENEFIT OF PARTIES**. This Agreement is for the sole benefit of School District and Boone County. Nothing in this Agreement is intended to confer any rights or remedies on any third party.
6. **RELATIONSHIP OF PARTIES**. Nothing herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent, or of partnership, or of joint venture, between the parties hereto.
7. **GOVERNING LAW AND VENUE**. This Agreement shall be governed by the laws of the State of Missouri, and any action relating to the same shall be brought in the Circuit Court of Boone County, Missouri.
8. **BINDING ON SUCCESSORS**. The covenants, agreements, and obligations herein contained shall extend to, bind, and inure to the benefit of the parties hereto and their respective successors and approved assigns.
9. **COMPLETE AGREEMENT**. All negotiations, considerations, representations, and understandings between the parties are incorporated herein, shall supersede any prior agreements, and may be modified or altered only in a writing signed by the parties hereto.
10. **AUTHORITY OF SIGNATORIES**. Each of the persons signing this Agreement on behalf of either party represent that he/she has been duly authorized and empowered, by order, ordinance or otherwise, to execute this Agreement and that all necessary action on behalf of said party to effectuate said authorization has been taken and done.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly-authorized officers on day and year indicated by their signature below.

**HALLSVILLE R-IV
SCHOOL DISTRICT**

By:

[Signature]

Dated: 10/16/15

ATTEST:

[Signature]

BOONE COUNTY, MISSOURI

By:

[Signature]
Daniel K. Atwill, Presiding Commissioner

Dated: 1-28-16

ATTEST:

[Signature]
Wendy S. Noren, County Clerk

APPROVED - BCSD:

[Signature]
Dwayne Carey, Sheriff

Acknowledged for Budgeting Purposes:

[Signature]
June Pitchford, Auditor

Approved as to Legal Form:

[Signature]
C.J. Dykhouse, Boone County Counselor

CERTIFICATION:

I certify that this contract is within the
scope of the appropriation to which it is
charged and there is an unencumbe-
red balance of such appropriation sufficient
to cover costs arising from this contract.

[Signature] by 01/15/2016
No Encumbrance Required

SCHOOL RESOURCE OFFICER AGREEMENT

THIS AGREEMENT is entered into by and between **Southern Boone County R-I Schools**, a political subdivision of the State of Missouri, herein "School District," and **Boone County, Missouri**, a political subdivision of the State of Missouri, herein "Boone County."

WHEREAS, the Boone County Sheriff's Department (BCSD) has a long-standing commitment to the development of trusting relationships between law enforcement and the faculty, staff, and students of schools within Boone County; and

WHEREAS, BCSD wishes to continue to provide services to School District in the form of School Resource Officers in their respective schools; and

WHEREAS, School District has agreed to provide a reimbursement to County for the costs of said services at the rate of Twenty-Five Percent (25%) of the base salary of a deputy sheriff; and

WHEREAS, for the academic year 2015-2016, the contemplated Twenty-Five Percent (25%) reimbursement would total Thirteen Thousand Dollars (\$13,000.00), payable on or before January 31, 2016; and

WHEREAS, the parties have the authority to enter into this cooperative agreement pursuant to RSMo Sec. 70.220 for the purposes herein stated;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements in this document, Boone County, by and through the Boone County Sheriff, and the School District, agree as follows:

1. **SCHOOL RESOURCE OFFICERS.** County will provide a Missouri POST commissioned/licensed law enforcement officer at the School District's High School during the regular school year. School Resource Officers (SROs) shall remain under the operational control and supervision of the Boone County Sheriff.
2. **PAYMENT.** School District shall pay County Thirteen Thousand Dollars (\$13,000.00) on or before January 31, 2016, as a partial reimbursement for the SRO services contemplated herein for the term of this Agreement. The parties shall renegotiate the payment due for any renewal of this Agreement based on the figure determined by a calculation of 25% of a deputy sheriff's base salary for that renewal term.
3. **TERM.** This Agreement shall remain in full force an effect through the regular 2015-

2016 academic year, or until June 30, 2016, whichever first occurs.

4. **ASSIGNMENT**. Neither party may assign or transfer any of its rights or obligations under this Agreement to any other person or entity without the prior, written consent of the other party.
5. **SOLE BENEFIT OF PARTIES**. This Agreement is for the sole benefit of School District and Boone County. Nothing in this Agreement is intended to confer any rights or remedies on any third party.
6. **RELATIONSHIP OF PARTIES**. Nothing herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent, or of partnership, or of joint venture, between the parties hereto.
7. **GOVERNING LAW AND VENUE**. This Agreement shall be governed by the laws of the State of Missouri, and any action relating to the same shall be brought in the Circuit Court of Boone County, Missouri.
8. **BINDING ON SUCCESSORS**. The covenants, agreements, and obligations herein contained shall extend to, bind, and inure to the benefit of the parties hereto and their respective successors and approved assigns.
9. **COMPLETE AGREEMENT**. All negotiations, considerations, representations, and understandings between the parties are incorporated herein, shall supersede any prior agreements, and may be modified or altered only in a writing signed by the parties hereto.
10. **AUTHORITY OF SIGNATORIES**. Each of the persons signing this Agreement on behalf of either party represent that he/she has been duly authorized and empowered, by order, ordinance or otherwise, to execute this Agreement and that all necessary action on behalf of said party to effectuate said authorization has been taken and done.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly-authorized officers on day and year indicated by their signature below.

**SOUTHERN BOONE COUNTY R-I
SCHOOL DISTRICT**

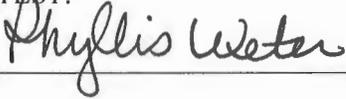
By:



Christopher Felmeier

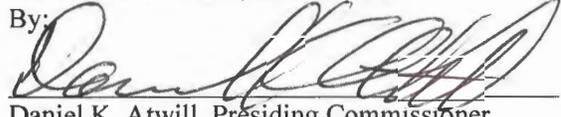
Dated: November 11, 2015

ATTEST:



BOONE COUNTY, MISSOURI

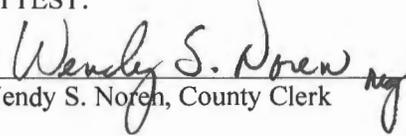
By:



Daniel K. Atwill, Presiding Commissioner

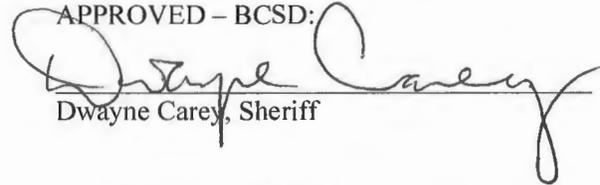
Dated: 1-28-16

ATTEST:



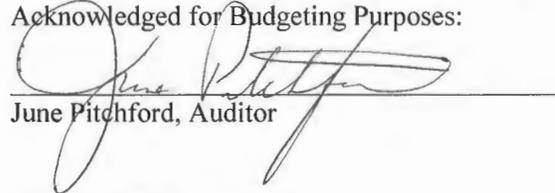
Wendy S. Noren, County Clerk

APPROVED - BCSD:



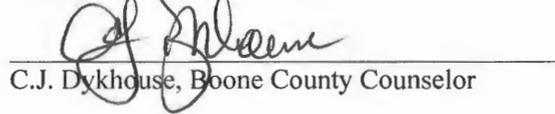
Dwayne Carey, Sheriff

Acknowledged for Budgeting Purposes:



June Pitchford, Auditor

Approved as to Legal Form:



C.J. Dykhouse, Boone County 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 of such appropriation sufficient to pay the costs arising from this contract

June Pitchford by jj 01/15/2016
Auditor, ^{Date}
No Encumbrance Required

SCHOOL RESOURCE OFFICER AGREEMENT

THIS AGREEMENT is entered into by and between **Harrisburg R-VIII Schools**, a political subdivision of the State of Missouri, herein "School District," and **Boone County, Missouri**, a political subdivision of the State of Missouri, herein "Boone County."

WHEREAS, the Boone County Sheriff's Department (BCSD) has a long-standing commitment to the development of trusting relationships between law enforcement and the faculty, staff, and students of schools within Boone County; and

WHEREAS, BCSD wishes to continue to provide services to School District in the form of School Resource Officers in their respective schools; and

WHEREAS, School District has agreed to provide a reimbursement to County for the costs of said services at the rate of Twenty-Five Percent (25%) of the base salary of a deputy sheriff; and

WHEREAS, for the academic year 2015-2016, the contemplated Twenty-Five Percent (25%) reimbursement would total Thirteen Thousand Dollars (\$13,000.00), payable on or before January 31, 2016; and

WHEREAS, the parties have the authority to enter into this cooperative agreement pursuant to RSMo Sec. 70.220 for the purposes herein stated;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements in this document, Boone County, by and through the Boone County Sheriff, and the School District, agree as follows:

1. **SCHOOL RESOURCE OFFICERS.** County will provide a Missouri POST commissioned/licensed law enforcement officer at the School District's High School during the regular school year. School Resource Officers (SROs) shall remain under the operational control and supervision of the Boone County Sheriff.
2. **PAYMENT.** School District shall pay County Thirteen Thousand Dollars (\$13,000.00) on or before January 31, 2016, as a partial reimbursement for the SRO services contemplated herein for the term of this Agreement. The parties shall renegotiate the payment due for any renewal of this Agreement based on the figure determined by a calculation of 25% of a deputy sheriff's base salary for that renewal term.
3. **TERM.** This Agreement shall remain in full force an effect through the regular 2015-

2016 academic year, or until June 30, 2016, whichever first occurs.

4. **ASSIGNMENT.** Neither party may assign or transfer any of its rights or obligations under this Agreement to any other person or entity without the prior, written consent of the other party.
5. **SOLE BENEFIT OF PARTIES.** This Agreement is for the sole benefit of School District and Boone County. Nothing in this Agreement is intended to confer any rights or remedies on any third party.
6. **RELATIONSHIP OF PARTIES.** Nothing herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent, or of partnership, or of joint venture, between the parties hereto.
7. **GOVERNING LAW AND VENUE.** This Agreement shall be governed by the laws of the State of Missouri, and any action relating to the same shall be brought in the Circuit Court of Boone County, Missouri.
8. **BINDING ON SUCCESSORS.** The covenants, agreements, and obligations herein contained shall extend to, bind, and inure to the benefit of the parties hereto and their respective successors and approved assigns.
9. **COMPLETE AGREEMENT.** All negotiations, considerations, representations, and understandings between the parties are incorporated herein, shall supersede any prior agreements, and may be modified or altered only in a writing signed by the parties hereto.
10. **AUTHORITY OF SIGNATORIES.** Each of the persons signing this Agreement on behalf of either party represent that he/she has been duly authorized and empowered, by order, ordinance or otherwise, to execute this Agreement and that all necessary action on behalf of said party to effectuate said authorization has been taken and done.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly-authorized officers on day and year indicated by their signature below.

**HARRISBURG R-VIII
SCHOOL DISTRICT**

By:

Lynn Proctor

Dated: 1/7/16

ATTEST:

Lori Shuff

BOONE COUNTY, MISSOURI

By:

Daniel K. Atwill
Daniel K. Atwill, Presiding Commissioner

Dated: 1-28-16

ATTEST:

Wendy S. Noren
Wendy S. Noren, County Clerk

APPROVED - BCSD:

Dwayne Carey
Dwayne Carey, Sheriff

Acknowledged for Budgeting Purposes:

June Pitchford
June Pitchford, Auditor

Approved as to Legal Form:

C.J. Dykhouse
C.J. Dykhouse, Boone County 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 of such appropriation sufficient to pay the costs arising from this contract.

June Pitchford by *jjg* 01/15/2016
Auditor Date
No Encumbrance Required

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 16

In the County Commission of said county, on the 28th day of January 20 16

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 Patricia McQuitty in the amount of \$12,124.06, as recommended by the County Treasurer.

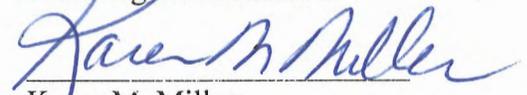
Done this 28th day of January, 2016

ATTEST:

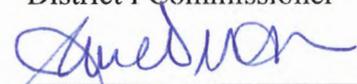
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

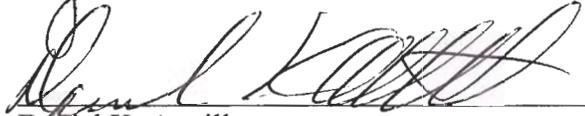
Now on this day the County Commission of the County of Boone does hereby take up the matter of the disposition of the **2014** tax sale surplus relating to **Parcel 16-315-00-14-015.00:**

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 **Patrica McQuitty**. **Patricia McQuitty**, has filed a verified surplus claim with the Boone County Treasurer claiming the tax surplus proceeds. The verified surplus claim, a copy of the Beneficiary Deed recorded as Book 1903, Page 333, Boone County Records, the Death Certificate of Vivian Coleman recorded at Book ____, Page _____, Boone County records, and other supporting documentation are made a part of this record. The application to the County Treasurer for the surplus funds is timely.

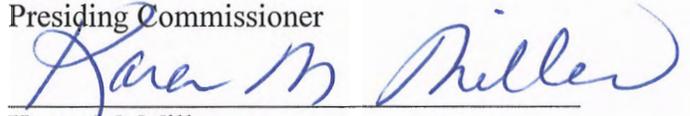
The County Treasurer, based upon the documents presented to his office and made a part of the record before the Commission, is satisfied that **Patricia McQuitty** was the record owner of the subject property at the time of the delinquent land tax auction and as such is entitled to the total surplus of **\$12,124.06**, and recommends that 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 **Patricia McQuitty** in the amount of **\$12,124.06** via check payable to **Patricia McQuitty** in that amount.

Done this 28th day of January, 2016.

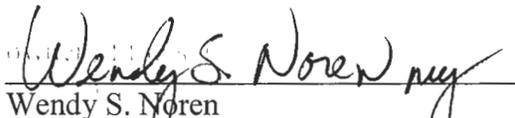


Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner

ATTEST:



Wendy S. Noren
Clerk of the County Commission



Janet M. Thompson
District II Commissioner



Tom Darrough
BOONE COUNTY TREASURER

SURPLUS CLAIM

NOTE: FORM MUST BE SIGNED BY ALL PARTIES AND NOTARIZED

I, Patricia McQuitty, shown in the Boone County Collector's tax records as owner of the property listed below, hereby claim the surplus amount of \$12,124.06 resulting from the tax certificate sale conducted by the Boone County Collector on 08/25/2014. I affirm that I am/was the legal owner of the below described property at the time the property was sold at the tax delinquency sale and further affirm I am entitled to the surplus amount. By signing below, I acknowledge the following:

- 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: Parcel: 16-315-00-14-015.00
Parcel Address: 15 E Worley St
Legal Description: Lts 22, 23, 24, & 25 in EC Clinkscales 2nd Addn to City of Columbia as shown in Plat Book/Page 02/40

Current mailing address:

Patricia McQuitty, Executor, Vivian Coleman Estate, and Beneficiary c/o Law Office of Patavee Vanadilok, P.C.

Street 8855 Flamingo Ct., Ste 202

St. Louis, MO 63144 (See attached POA)

City State Zip

Social Security Number: [Redacted]
Driver's License/State ID Number: MO 211182001
Daytime Telephone Number(s): For McQuitty: 573-442-5806/ For Vanadilok: 314-761-7901

Signature: Patricia McQuitty Date: Oct 29 2015

State of Missouri
County of Boone

On this 29 day of October in the year 2015, before me, the undersigned notary public, personally appeared Patricia McQuitty, 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 same for the purposes therein contained. In witness whereof, I hereunto set my hand and official seal.

KAREN S. BROWN
Notary Public - Notary Seal
State of Missouri, Boone County
Commission # 33802155
Commission Expires Dec 8, 2017
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).

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

LIMITED POWER OF ATTORNEY

Know All Men by These Presents: That I, the undersigned, Patricia McQuitty, as Executor of the Vivian Coleman Estate ("Grantor"), of the State of Missouri, have made, constituted and appointed, and by these presents, do make, constitute and appoint Patavee (Patty) Vanadilok ("Attorney-in-Fact"), of the County of St. Louis, State of Missouri, as my true and lawful attorney-in-fact, for me and in my name and stead, and for my use and benefit, the limited power to claim funds on my behalf that are claimable by me and that are currently held by any government agency or non-governmental organization, which limited powers are further delineated herein by this instrument.

I hereby Give and Grant unto my said attorney-in-fact authorization for the following limited powers:

To have full authority and power to make inquiries about monies or funds that may be claimable by me from any government agency or non-governmental organization; and

To have full authority and power to complete and submit any processing, forms or documentation necessary to prove my eligibility for such funds which are claimable by me; and

To have full authority and power to receive, endorse and deposit any such claimed funds into an appropriate client trust account or IOLTA ("Interest on Lawyer Trust Account") account for my benefit and distribution per my direction; and

To have full authority and power to distribute any such claimed funds received from any government agency or non-governmental organization according to my direction; first, by deducting any fees, costs or expenses which may be due by contractual agreement; and second, by then distributing the remainder of any such funds to me, for my benefit.

It is my intent that my attorney-in-fact shall perform any and all other acts necessary or incident to the performance and execution of the limited powers herein expressly granted with power to do and perform all acts authorized hereby; as fully as I could or might do if I were personally present.

A photocopy of this document may be relied upon as if it were an original.

This Limited Power of Attorney will cease and terminate twelve (12) months from the date hereof.

In Witness Whereof, I have hereunto set my hand the 2 day of October, 2015.

Patricia McQuitty
Patricia McQuitty, as Executor of the Vivian Coleman Estate (Grantor)

Oct 2, 2015
Date

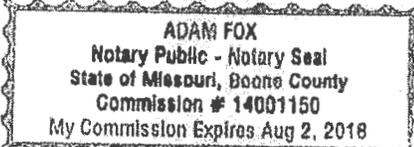
STATE OF MISSOURI)
COUNTY OF Boone) ss

On this 2nd day of October, 2015, before me personally appeared Patricia McQuitty, as Executor of the Vivian Coleman Estate, known to me to be the person who executed the within Limited Power of Attorney and acknowledged to me that she executed the same of her free act and deed and for the purposes therein stated.

In Testimony Whereof, I have set my hand and affixed my official seal in the jurisdiction aforesaid, the day and year first above written.

Adam Fox
Notary Public

My term expires: Aug 2, 2018



MISSOURI
DRIVER LICENSE

CASES
E

License Number [REDACTED]

MCQUITY
PATRICIA ANN

COLUMBIA, MO 65203

Birthdate [REDACTED] Expiration Date 12-23-2016

Female 5'06 170 lbs Brn Eyes

Restrictions Endorsements

A

Patricia Ann McQuity



I, Vivian Coleman, the testatrix, sign my name to this instrument this 15th day of March, 2002, and being first duly sworn, do hereby declare to the undersigned authority that I sign and execute this instrument as my Last Will and Testament, that I sign it willingly (or willingly direct another to sign for me), that I execute it as my free and voluntary act for the purposes therein expressed, and that I am eighteen years of age or older, of sound mind, and under no constraint or undue influence.

Vivian Coleman
Vivian Coleman

We, Rev. Clifton N. St. James and Mildred Sallee the witnesses, sign our names to this instrument, being first duly sworn, and do hereby declare to the undersigned authority that the testatrix signed and executed this instrument as her Last Will and Testament, that she signed it willingly (or willingly directed another to sign for her), and that each of us, in the presence and hearing of the testatrix, hereby signs this Will as witness to testatrix's signing, and that to the best of our knowledge the testatrix is eighteen years of age or older, of sound mind, and under no constraint or undue influence.

Rev. Clifton N. St. James
WITNESS

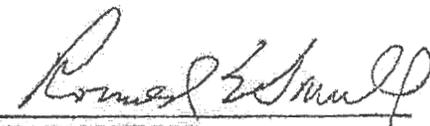
Mildred Sallee
WITNESS

STATE OF MISSOURI)
) SS.
COUNTY OF BOONE)

I, the undersigned, an officer authorized to administer oaths, certify that Vivian Coleman, the testatrix, and Rev. Clifton N. St. James and Mildred Sallee, the witnesses,

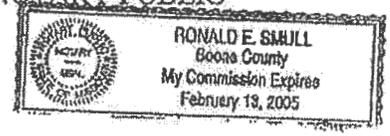
respectively, whose names are signed to the attached foregoing instrument, having appeared together before me and having been first duly sworn, each then declared to me that the testatrix signed and executed the instrument as her Last Will and Testament, and that she had willingly signed or willingly directed another to sign for her, and that she executed it as her free and voluntary act for the purpose therein expressed; and that each of the witnesses, in the presence and hearing of the testatrix, signed the Will as witness and that to the best of their knowledge the testatrix was at that time eighteen or more years of age, of sound mind, and under no constraint or undue influence.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal
this 18 ^{April} day of ~~March~~, 2002.



NOTARY PUBLIC

My commission expires:





Recorded in Boone County, Missouri

Date and Time: 04/19/2002 at 02:23:48 PM

Instrument #: 2002010785 Book:01903 Page:0333

Grantor: COLEMAN, VIVIAN

Grantee: MCQUITTY, PATRICIA

Instrument Type: BDED

Recording Fee: \$26.00

Battis Johnson
Battis Johnson, Recorder of Deeds



BENEFICIARY DEED

THIS BENEFICIARY DEED, made this ^{April} 18th day of ~~March~~, 2002, wherein GRANTOR, VIVIAN COLEMAN, a single person, as a gift and without consideration, does by these presents GRANT AND ASSIGN, CONVEY AND CONFIRM, unto PATRICIA McQUITTY, 1102 Westwinds Dr. 65203, City of Columbia, County of Boone and State of Missouri, as GRANTEE BENEFICIARY, the following described Real Estate, situated in the County of Boone and State of Missouri, to wit:

*ADDRESS OF GRANTEE FOR TAX PURPOSES is 15 E. Worley St. Columbia Missouri, 65203

Lots numbered Twenty two (22) Twenty three(23) Twenty four (24) and Twenty five (25) in E.C. Clinkscales Second Addition to the City of Columbia, MO.

Subject to easements and restrictions of record.

TO HAVE AND TO HOLD, but subject to the provisions as set forth hereinbelow, the same, together with all rights and appurtenances to the same belonging, unto the said Grantee Beneficiary, and to her heirs and assigns FOREVER.

THIS BENEFICIARY DEED is executed pursuant to Section 461.025, RSMo Supp. 1991, and shall not take effect to convey title to the above described real estate until the death of the aforesaid Grantor, Vivian Coleman. This deed will not become effective unless recorded before Grantor's death, and it is subject to revocation and change in the manner provided by law.

IN WITNESS WHEREOF, Grantor has executed this Beneficiary Deed on the day and year first above written.

Vivian Coleman
VIVIAN COLEMAN

STATE OF MISSOURI)
) SS.
COUNTY OF BOONE)

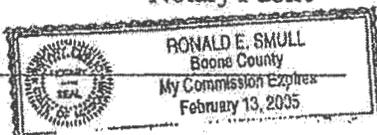
On this 18 day of ^{April} ~~March~~, 2002, before me personally appeared, Vivian Coleman, a single person, known to me to be the person described in and who executed the foregoing Beneficiary Deed as Grantor, and acknowledged to me that she executed the same as her voluntary free act and deed for the purpose therein stated.

IN TESTIMONY WHEREOF, I set my hand and affixed my official seal in the County and State aforesaid, on the day and year first above written.

Ronald E. Smull

RONALD E. SMULL Notary Public

My Commission expires:



Nathan Martin - RE: Tax Surplus Claim - McQuitty (Coleman)

From: "Patavee Vanadilok" <patavee1@yahoo.com>
To: "Nathan Martin" <NLMartin@boonecountymmo.org>
Date: 11/3/2015 7:19 PM
Subject: RE: Tax Surplus Claim - McQuitty (Coleman)
Attachments: Tax Sale Surplus Claim (McQuitty).pdf

Hello Tom and Nathan – Please find attached the tax sale surplus claim form for Patricia McQuitty, sole heir and personal representative of Vivian Coleman, along with the following support documentation:

- ◆ Tax sale surplus claim form
- Limited Power of Attorney
- ◆ Missouri driver's license of Patricia McQuitty
- Death certificate of Vivian Coleman
- Last Will and Testament of Vivian Coleman
- ◆ Beneficiary Deed (granting 15 E. Worley St to Patricia McQuitty)

Please let me know if you need further information, and also the time frame you anticipate for a decision/approval. Thank you for your assistance with this file. Have a wonderful week!

Best,
Patty

Patavee Vanadilok
Law Office of Patavee Vanadilok, P.C.
8855 Flamingo Court, Suite 202
St. Louis, MO 63144
Tel: 314-761-7901
Fax: 888-720-0061
patavee1@yahoo.com

The Missouri Bar Disciplinary Counsel requires all Missouri lawyers to notify all recipients of e-mail that (1) e-mail communication is not a secure method of communication, (2) any e-mail that is sent to you or by you may be copied and held by various computers it passes through as it goes from sender to recipient, (3) persons not participating in our communication may intercept our communications by improperly accessing your computer or my computer or even some computer unconnected to either of us which the e-mail passes through. I am communicating to you via e-mail because you have consented to receive communications via this medium. If you change your mind and want future communications to be sent in a different fashion, please advise.

From: Patavee Vanadilok [mailto:patavee1@yahoo.com]
Sent: October 13, 2015 5:47 PM
To: 'Nathan Martin'
Subject: RE: Tax Surplus Claim - McQuitty (Coleman)

Hello Nathan – Thank you for forwarding the claim form to me. I will return it to you, along with other documentation, as soon as I receive it back from Ms. McQuitty. Thank you again, and have a great week!

Best,
Patty

Patavee Vanadilok
Law Office of Patavee Vanadilok, P.C.
8855 Flamingo Court, Suite 202
St. Louis, MO 63144
Tel: 314-761-7901
Fax: 888-720-0061
patavee1@yahoo.com

The Missouri Bar Disciplinary Counsel requires all Missouri lawyers to notify all recipients of e-mail that (1) e-mail communication is not a secure method of communication, (2) any e-mail that is sent to you or by you may be copied and held by various computers it passes through as it goes from sender to recipient, (3) persons not participating in our communication may intercept our communications by improperly accessing your computer or my computer or even some computer unconnected to either of us which the e-mail passes through. I am communicating to you via e-mail because you have consented to receive communications via this medium. If you change your mind and want future communications to be sent in a different fashion, please advise.

From: Nathan Martin [mailto:NLMartin@boonecountymo.org]
Sent: October 13, 2015 4:01 PM
To: patavee1@yahoo.com
Subject: Tax Surplus Claim

Good afternoon,

Please find attached the form required to begin the process of claiming the tax surplus.

Since you are claiming on behalf of another individual, in addition to the copy of a government issued photo ID, we will need a document showing legal authority to make this claim.

If you have any questions please feel free to call at your convenience,

Nathan Martin
Senior Account Specialist

Boone County Treasurer
801 E. Walnut, Rm. 205
Columbia, Missouri 65201
Ph. (573) 886-4365



Recorded in Boone County, Missouri
Date and Time: 01/11/2016 at 11:04:39 AM
Instrument #: 2016000474 Book: 4540 Page: 8
Instrument Type: DC
Recording Fee: \$27.00 E
No. of Pages: 3



**RECORDER OF DEEDS CERTIFICATE
BOONE COUNTY, MISSOURI
EXEMPT DOCUMENT**

This document has been recorded under exempt status pursuant to RSMo 59.310.4 and this certificate has been added to your document in compliance with the laws of the State of Missouri.



Nora Dietzel
Recorder of Deeds
801 E. Walnut, Room 132
Columbia, Missouri 65201
573-886-4345

LOCAL REGISTRAR
 COLUMBIA-BOONE CNTY HLTH DEPT
 1005 W WORLEY PO BOX 6015
 COLUMBIA MO 65205



MISSOURI DEPARTMENT OF HEALTH
 AND SENIOR SERVICES
 FEE RECEIPT
 DEATH CERTIFICATION

BOONE COUNTY MO JAN 11 2016

REGISTRANT(S):

HT MAY AND SON
 2207 HOLLY AVE
 COLUMBIA MO 65202

VIVIAN COLEMAN
 D9999-999999
 1 COPY

YOUR RECENT REQUEST HAS BEEN ACTED UPON AS INDICATED BELOW:

MO 580-0698 (2-12)

DATE RECEIVED	TOTAL AMOUNT	AMOUNT THIS REQUEST	PROCESSING FEE REQUIRED	REFUND
12/17/2015	13.00	13.00	0.00	0.00

UNAPPLIED REMITTANCES ONLY VALID FOR ONE YEAR AFTER RECEIPT. When you inquire about your request, please return this receipt. If a refund is indicated, it will be mailed within 30 to 60 days.

MISSOURI

CERTIFICATION OF DEATH

DATE FILED: MARCH 28, 2013

STATE FILE NUMBER: 124-13-009053

DECEDENT NAME: VIVIAN COLEMAN

SEX: FEMALE

DATE OF DEATH: MARCH 27, 2013

COUNTY OF DEATH: BOONE

DATE OF BIRTH: OCTOBER 26, 1907

MARITAL STATUS: WIDOWED
 EVER IN ARMED FORCES: NO

SOCIAL SECURITY NUMBER: 486-60-7063

RESIDENCE ADDRESS: 2012 E NIFONG
 COLUMBIA, MISSOURI

SURVIVING SPOUSE:
 (IF WIFE, MAIDEN NAME):

FUNERAL HOME: H T MAY AND SON FUNERAL HOME
 UNDERLYING CAUSE (ICD CODE): (G309) MANNER: NATURAL

ADULT FAILURE TO THRIVE - 3 MONTHS
 DYSPHAGIA - < 1 YEAR
 ALZHEIMER'S TYPE DEMENTIA - 12 YEARS
 SIG COND: HYPERTENSION. PARKINSONISM. HEARING LOSS. DECREASED VISION.
 ANEMIA. HISTORY OF MYOCARDIAL INFARCTION.

ISSUED ON BEHALF OF MO DEPT HEALTH & SENIOR SERVICES:BOONE

THIS IS A TRUE CERTIFICATION OF NAME AND DEATH FACTS AS RECORDED BY THE BUREAU OF VITAL RECORDS, JEFFERSON CITY, MISSOURI

DATE ISSUED: DECEMBER 17, 2015

Craig B. Ward
 Craig B. Ward
 State Registrar of Vital Statistics



1005 W WORLEY PO BOX 6015
COLUMBIA MO 65205



FEE RECEIPT
DEATH CERTIFICATION

REGISTRANT(S):

HT MAY AND SONS
2207 HOLLY AVE
COLUMBIA MO 65202

VIVIAN COLEMAN
D9999-999999
1 COPY

YOUR RECENT REQUEST HAS BEEN ACTED UPON AS INDICATED BELOW:				
DATE RECEIVED	TOTAL AMOUNT	AMOUNT THIS REQUEST	PROCESSING FEE REQUIRED	REFUND
07/27/2015	13.00	13.00	0.00	0.00

MO 680-0808 (2-12)

UNAPPLIED REMITTANCES ONLY VALID FOR ONE YEAR AFTER RECEIPT. When you inquire about your request, please return this receipt. If a refund is indicated, it will be mailed within 30 to 60 days.

MISSOURI

CERTIFICATION OF DEATH

DATE FILED: MARCH 28, 2013

STATE FILE NUMBER: 124-13-009053

DECEDENT NAME: VIVIAN COLEMAN

SEX: FEMALE

DATE OF DEATH: MARCH 27, 2013

COUNTY OF DEATH: BOONE

DATE OF BIRTH: OCTOBER 26, 1907

MARITAL STATUS: WIDOWED

EVER IN ARMED FORCES: NO

SOCIAL SECURITY NUMBER: 486-60-7063

RESIDENCE ADDRESS: 2012 E NIFONG
COLUMBIA, MISSOURI

SURVIVING SPOUSE:
(IF WIFE, MAIDEN NAME):

FUNERAL HOME: H T MAY AND SON FUNERAL HOME
UNDERLYING CAUSE (ICD CODE): (G309) MANNER: NATURAL

ADULT FAILURE TO THRIVE - 3 MONTHS
DYSPHAGIA - < 1 YEAR

ALZHEIMER'S TYPE DEMENTIA - 12 YEARS

SIG COND: HYPERTENSION. PARKINSONISM. HEARING LOSS. DECREASED VISION.
ANEMIA. HISTORY OF MYOCARDIAL INFARCTION.

ISSUED ON BEHALF OF MO DEPT HEALTH & SENIOR SERVICES: BOONE

THIS IS A TRUE CERTIFICATION OF NAME AND DEATH FACTS AS RECORDED BY THE BUREAU OF VITAL RECORDS, JEFFERSON CITY, MISSOURI.

DATE ISSUED: JULY 27, 2015

Craig B. Ward
Craig B. Ward
State Registrar of Vital Statistics



1005 W WORLEY PO BOX 6015
COLUMBIA MO 65205



FEE RECEIPT
DEATH CERTIFICATION

REGISTRANT(S):

HT MAY AND SONS
2207 HOLLY AVE
COLUMBIA MO 65202

VIVIAN COLEMAN
D9999-999999
1 COPY

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DATE RECEIVED	TOTAL AMOUNT	AMOUNT THIS REQUEST	PROCESSING FEE REQUIRED	REFUND
07/27/2015	13.00	13.00	0.00	0.00

MO 680-0808 (2-12)

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MISSOURI

CERTIFICATION OF DEATH

DATE FILED: MARCH 28, 2013 STATE FILE NUMBER: 124-13-009053

DECEDENT NAME: VIVIAN COLEMAN SEX: FEMALE

DATE OF DEATH: MARCH 27, 2013 COUNTY OF DEATH: BOONE

DATE OF BIRTH: OCTOBER 26, 1907 MARITAL STATUS: WIDOWED EVER IN ARMED FORCES: NO

SOCIAL SECURITY NUMBER: 486-60-7063 RESIDENCE ADDRESS: 2012 E NIFONG COLUMBIA, MISSOURI

SURVIVING SPOUSE:
(IF WIFE, MAIDEN NAME):

FUNERAL HOME: H T MAY AND SON FUNERAL HOME
UNDERLYING CAUSE (ICD CODE): (G309) MANNER: NATURAL
ADULT FAILURE TO THRIVE - 3 MONTHS
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ISSUED ON BEHALF OF MO DEPT HEALTH & SENIOR SERVICES: BOONE

THIS IS A TRUE CERTIFICATION OF NAME AND DEATH FACTS AS RECORDED BY THE BUREAU OF VITAL RECORDS, JEFFERSON CITY, MISSOURI

DATE ISSUED: JULY 27, 2015

Craig B. Ward
Craig B. Ward
State Registrar of Vital Statistics

THE REPRODUCTION OF THIS DOCUMENT IS PROHIBITED BY LAW.
ANY ALTERATION OR ERASURE INVALIDATES THIS CERTIFICATION.

LAST WILL AND TESTAMENT
OF
Vivian Coleman

I, Vivian Coleman, being a resident of the State of Missouri, do hereby make and declare this to be my Last Will and Testament, hereby revoking all prior Wills and Codicils heretofore made by me.

FIRST

I direct that all my lawful debts, expenses of last illness, funeral and burial expenses be paid from my estate.

SECOND

All the rest, residue and remainder of my estate, real, personal or mixed and wherever situate, I give, devise and bequeath to Patricia McQuitty.

THIRD

I hereby nominate and appoint Patricia McQuitty as Personal Representative of my estate and direct that no bond be required for the performance of her duties.

FOURTH
EIGHTH

Vivian Coleman

I authorize and empower my Personal Representative to sell the whole or any part of my real or personal estate in any manner in his/her discretion and to perform all acts and to execute such instruments as may be necessary to pass good and sufficient title thereto.

IN WITNESS WHEREOF, I have hereunto set my hand to this my Last Will and Testament this 14 day of March, 2002.

and

Vivian Coleman
Vivian Coleman

Property Information

Property Location (Situs Address)	15 E WORLEY ST
-----------------------------------	----------------

Legal Description	E C CLINKSCALES 2ND ADD LTS 22 THRU 25 EXC PT TO RD BENEFICIARY DEED	<p>RECEIVED</p> <p>MAY 27 2014</p> <p>BOONE COUNTY COLLECTOR</p>
<u>FB</u> Initial if legal description matches description on delinquent statements. If not, explain discrepancies in Additional Info.		

Vesting Deed

Name of Owner(s)	COLEMAN VIVIAN C/O PATRICIA MCQUITTY
Address	PO BOX 1829, COLUMBIA MO 65205-1829
Title Taken By	FINAL SETTLEMENT
Date of Deed	10/15/1969
Date Recorded	10/30/1969
Book/Page	377/167
Address Correction	

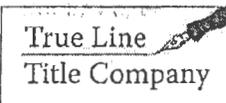
Open Deed(s) of Trust

First Deed of Trust	
Lender's Address	
Deed of Trust Date	
Date Recorded	
Book/ Page	
Loan Amount	
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	05/19/2014



True Line Title Company
110 E Ash Street
Columbia, MO 65203

Additional Liens

Special Assessments	
Tax Bill #	
Address	

Federal Tax Liens	
Date	
Address	

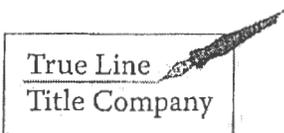
State Tax Liens	
Date	
Address	

Mechanics Liens	
Date	
Address	

Judgments	
Date	
Address	
Case #	

Other (Lis Pendens, Bankruptcies, etc)	
Date	
Address	
Case #	

Additional Information



Filed for record on October 30 1969 at Boone Co. Mo.
Book 697 Page 377 by Gary S. Sauer, Recorder of Deeds.

FINAL SETTLEMENT APPROVED, FINDING AND ORDER OF DISTRIBUTION
(INTESTATE ESTATE)

(Sec. 206 et. seq., Code of 1965, 475.683, RSMo.)

STATE OF MISSOURI, }
COUNTY OF BOONE } ss.
IN THE PROBATE COURT OF BOONE COUNTY, MISSOURI
In the estate of A. D. COLEMAN }
Deceased. } Estate No. 14-620

Now on this day the court takes up for consideration the final settlement and the verified petition for order of distribution, filed on the 15th day of October, 1969, by Vivian Calaman Administratrix of the estate of A. D. Coleman, deceased.

The court finds that due notices of intention to file said settlement and petition for distribution were published according to law and were duly mailed to all persons entitled to such notice by mail, and that due proof thereof has been filed herein, and that no objections to such settlement or petition have been filed, and the time allowed for such filing has expired.

The court finds that this estate is in a condition to be closed, and that all claims have been paid except (state those exceptions if any—see Sec. 647 of Code of 1965, 475.617, RSMo. for suggestions):

The final settlement, showing that the administratrix has on hand \$904.63 in cash, and other personal property valued at \$1270, has been audited and is hereby approved by the court.

The court finds that there was due publication according to law, of notice of the letters of administration granted herein to the aforesaid administratrix, and that the first publication of such notice was on July 27, 1968, and that such notice was sent by ordinary mail by the clerk to the persons entitled thereto, due proof of such publication and mailing having been filed herein within ten days after completion of such publication.

Partial distributions heretofore made under orders of this court are hereby approved and confirmed. Order hereinafter made except property and homestead allowances, not heretofore set apart, are now made as follows:

The court finds and adjudges that the decedent, being at the time a resident of Boone County in the State of Missouri, died on the 26th day of May, 1969, at Columbia, Missouri, leaving no will, and that the only heirs at law of said decedent at said date of death were the

following named persons, whose interests in the estate of the decedent are as set forth below, and the court orders that the personal property remaining in the hands of the administrator, after satisfaction of any allowances and orders herein made, be distributed as follows:

Name	Relationship	Interest of Each heir under Statute of Descent	Personal Property on Hand to Which Each Heir is Entitled*
Vivian Coleman	Surviving Spouse	All	\$904.63

It is further ordered by the court that the following described real property and the title thereto, to-wit:

Tract 1 Lots Numbered Twenty-Two (22), Twenty-Three (23), Twenty-Four (24), and Twenty-Five (25) in E.C. Clinkscales Second Addition to the City of Columbia, Boone County, Missouri.

and 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 heirs at law in the respective interests under statute of descent above set forth.

It is by the court further ordered that the administrator file herein receipts showing that distribution of the personal property on hand has been made as herein directed and that the administrator thereafter, present proposed Finding and Order of Discharge.

George C. Adams
Judge

* The personal property on hand to which each heir is entitled should be specifically described, taking into consideration any partial distributions or allowances chargeable against the share of each heir.

525-2
Final Settlement Approved, Finding
And Order Of Distribution
(Intestate Estate)
STATE OF MISSOURI
County of

State of Missouri
County of Boone

Clerk of the Probate Court
original

Columbia, Missouri

State of Missouri
County of Boone

In my office on this

10

Witness my hand and seal

that the
heretofore

copy on
each file

there-
in the

of the prob
of find-

the
distribution

orders that the
orders herein

Property on
which each debt
is satisfied

1963

CERTIFICATE OF TRUE COPY

State of Missouri)
County of Boone)

I, Lucile Nichols,

Clerk of the Probate Court in and for said County, hereby certify that the above is a true copy of the original

Final Settlement Approved, finding and order of distribution in the estate of A. B. Coleman, deceased,

as the same appears on file and of record in the office of said Court.

Witness my hand and seal of said Court. Done at office in

Columbia, Missouri this 30 day of October 1969.



Lucile Nichols
Clerk of Probate

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 30th day of October 19 69 at 8 o'clock and 10 minutes A. M. and is truly recorded in Book 377 Page 167.

Witness my hand and official seal on the day and year aforesaid.



Betty Saunders Recorder

Betty Saunders Deputy

position there-
where vested in the
of the par-
proposed find-
Judge
consideration



Recorded in Boone County, Missouri

Date and Time: 04/19/2002 at 02:23:48 PM

Instrument #: 2002010785 Book:01903 Page:0333

Grantor: COLEMAN, VIVIAN

Grantee: MCQUITTY, PATRICIA

Instrument Type: BDED

Recording Fee: \$28.00



Bettie Johnson
Bettie Johnson, Recorder of Deeds

BENEFICIARY DEED

THIS BENEFICIARY DEED, made this ^{April} 18 day of ~~March~~, 2002, wherein GRANTOR, VIVIAN COLEMAN, a single person, as a gift and without consideration, does by these presents GRANT AND ASSIGN, CONVEY AND CONFIRM, unto PATRICIA McQUITTY, 1102 Westwinds Dr. 65203, City of Columbia, County of Boone and State of Missouri, as GRANTEE BENEFICIARY, the following described Real Estate, situated in the County of Boone and State of Missouri, to wit:

*ADDRESS OF GRANTEE FOR TAX PURPOSES is 15 E. Worley St. Columbia Missouri, 65203

Lots numbered Twenty two (22) Twenty three(23) Twenty four (24) and Twenty five (25) in E.C. Clinkscales Second Addition to the City of Columbia, MO.

Subject to easements and restrictions of record.

TO HAVE AND TO HOLD, but subject to the provisions as set forth hereinbelow, the same, together with all rights and appurtenances to the same belonging, unto the said Grantee Beneficiary, and to her heirs and assigns FOREVER.

THIS BENEFICIARY DEED is executed pursuant to Section 461.025, RSMo Supp. 1991, and shall not take effect to convey title to the above described real estate until the death of the aforesaid Grantor, Vivian Coleman. This deed will not become effective unless recorded before Grantor's death, and it is subject to revocation and change in the manner provided by law.

IN WITNESS WHEREOF, Grantor has executed this Beneficiary Deed on the day and year first above written.

Vivian Coleman
VIVIAN COLEMAN

STATE OF MISSOURI)
) SS.
COUNTY OF BOONE)

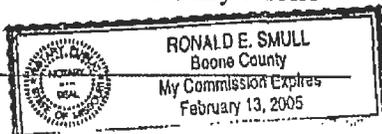
On this 18 day of ^{April} ~~March~~, 2002, before me personally appeared, Vivian Coleman, a single person, known to me to be the person described in and who executed the foregoing Beneficiary Deed as Grantor, and acknowledged to me that she executed the same as her voluntary free act and deed for the purpose therein stated.

IN TESTIMONY WHEREOF, I set my hand and affixed my official seal in the County and State aforesaid, on the day and year first above written.

Ronald E. Smull

RONALD E. SMULL Notary Public

My Commission expires:



Vernon's Annotated Missouri Statutes
Title XXXI. Trusts and Estates of Decedents and Persons Under Disability
Chapter 461. Nonprobate Transfers Law (Refs & Annos)

V.A.M.S. 461.025

461.025. Deeds effective on death of owner--recording, effect

Currentness

1. A deed that conveys an interest in real property to a grantee designated by the owner, that expressly states that the deed is not to take effect until the death of the owner, transfers the interest provided to the designated grantee beneficiary, effective on death of the owner, if the deed is executed and filed of record with the recorder of deeds in the city or county or counties in which the real property is situated prior to the death of the owner. A beneficiary deed need not be supported by consideration or be delivered to the grantee beneficiary. A beneficiary deed may be used to transfer an interest in real property to a trust estate, regardless of such trust's revocability.

2. This section does not preclude other methods of conveyancing that are permitted by law and that have the effect of postponing enjoyment of an interest in real property until the death of the owner. This section does not invalidate any deed, otherwise effective by law to convey title to the interest and estates therein provided, that is not recorded until after the death of the owner.

Credits

(L.1989, H.B. No. 145, § A(§ 25). Amended by L.1994, S.B. No. 701, § A; L.1995, S.B. No. 116, § A.)

V. A. M. S. 461.025, MO ST 461.025

Statutes are current through the end of the 2015 Veto Session of the 98th General Assembly, pending corrections received from the Missouri Revisor of Statutes. Constitution is current through the November 4, 2014 General Election.

End of Document

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Vernon's Annotated Missouri Statutes
Title X. Taxation and Revenue
Chapter 140. Collection of Delinquent Taxes Generally (Refs & Annos)
Real Estate Taxes

V.A.M.S. 140.230

140.230. Foreclosure sale surplus--deposited in treasury--escheats, when

Effective: August 28, 2013
Currentness

1. When real estate has been sold for taxes or other debt by the sheriff or collector of any county within the state of Missouri, and the same sells for a greater amount than the debt or taxes and all costs in the case it shall be the duty of the sheriff or collector of the county, when such sale has been or may hereafter be made, to make a written statement describing each parcel or tract of land sold by him for a greater amount than the debt or taxes and all costs in the case together with the amount of surplus money in each case. The statement shall be subscribed and sworn to by the sheriff or collector making it before some officer competent to administer oaths within this state, and then presented to the county commission of the county where the sale has been or may be made; and on the approval of the statement by the commission, the sheriff or collector making the same shall pay the surplus money into the county treasury, take the receipt in duplicate of the treasurer for the surplus of money and retain one of the duplicate receipts himself and file the other with the county commission, and thereupon the commission shall charge the treasurer with the amount.

2. The treasurer shall place such moneys in the county treasury to be held for the use and benefit of the person entitled to such moneys or to the credit of the school fund of the county, to be held in trust for the term of three years for the publicly recorded owner or owners of the property sold at the time of the delinquent land tax auction or their legal representatives. At the end of three years, if such fund shall not be called for as part of a redemption or collector's deed issuance, then it shall become a permanent school fund of the county.

3. County commissions shall compel owners or agents to make satisfactory proof of their claims before receiving their money; provided, that no county shall pay interest to the claimant of any such fund.

Credits

(R.S.1939, § 11159. Amended by L.1990, H.B. No. 1284, § A; L.2003, S.B. No. 295, § A; L.2010, H.B. No. 1316, § A; L.2013, H.B. No. 175, § A, eff. Aug. 28, 2013; L.2013, S.B. No. 248, § A, eff. Aug. 28, 2013.)

V. A. M. S. 140.230; MO ST 140.230

Statutes are current through the end of the 2015 Veto Session of the 98th General Assembly, pending corrections received from the Missouri Revisor of Statutes. Constitution is current through the November 4, 2014 General Election.

End of Document

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CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 16

In the County Commission of said county, on the 28th day of January 20 16

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 James L. Reagan in the amount of \$4,818.42, as recommended by the County Treasurer.

Done this 28th day of January, 2016

ATTEST:

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

[Signature]

Daniel K. Atwif
Presiding Commissioner

[Signature]

Karen M. Miller
District I Commissioner

[Signature]

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 06-204-10-02-017.00

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 **James L. Reagan**. **James L. Reagan** has filed a verified surplus claim with the Boone County Treasurer claiming the tax surplus proceeds. The verified surplus claim, a copy of the Deed recorded at Book 3756, Page 27, Boone County Records, and other supporting documentation filed by **James L. Reagan** 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 his office and made a part of the record before the Commission, is satisfied that **James L. Reagan** was the record owner of the subject property at the time of the delinquent land tax auction and as such is entitled to the total surplus of \$4,818.42, and recommends the Commission approve the same.

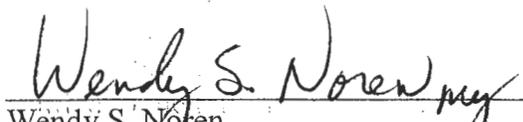
NOW, THEREFORE, upon the recommendation of the County Treasurer and the evidence made a part of this record, the County Commission hereby approves the disposition of surplus to **James L. Reagan** in the amount of \$4,818.42 via check payable to **James L. Reagan** in that amount.

Done this 28th day of January, 2016.

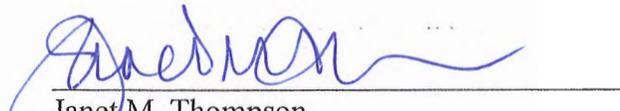
Boone County Treasurer
copy of the Deed
Boone County Records


Daniel K. Atwill
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Karen M. Miller
District I Commissioner


Janet M. Thompson
District II Commissioner



COPY

Nicole Galloway, CPA
Boone County Government Center
801 E. Walnut RM 205
Columbia, MO 65201-7798
Telephone 573-886-4365 Fax 573-886-4369

SURPLUS CLAIM

NOTE: FORM MUST BE SIGNED BY ALL PARTIES AND NOTARIZED

I, James L. Reagan, shown in the Boone County Collector's tax records as owner of the property listed below, hereby claim the surplus amount of \$4818.42 resulting from the tax certificate sale conducted by the Boone County Collector on August 25, 2014. I affirm that I am/was the legal owner of the below described property at the time the property was sold at the tax delinquency sale and further affirm I am entitled to the surplus amount. By signing below, I acknowledge the following:

- 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:

Parcel # 06-204-10-02-017.00 Section 10 Township 50 Range 13 15250 N Country Boy Ave
Calculated 1.60 Acres L15 Country Boy Estates SD as shown by Plat Book/Page 11/184

Current mailing address:

189 Old Williamsburg Road
Street
Montgomery City MO Apt # 63361
City State Zip

Social Security Number _____
Driver's License/State ID Number W211278004
Daytime Telephone Number(s) 573-881-3737 or 573-564-3469

Signature James L. Reagan Date 01-11-16

State of Missouri
County of Montgomery

On this 11 day of January in the year 2016, before me, the undersigned notary public, personally appeared James L. Reagan, 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. In witness whereof, I hereunto set my hand and official seal.



MICHELE L. PFAUCH
My Commission Expires
July 7, 2019
Montgomery County
Commission #15636573

Michele Pfauch
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.



Missouri Department of Revenue
Driver License Bureau

MONEY RECEIPT ONLY

**NOT VALID FOR
DRIVING**



- This document serves as proof of application and payment for a Missouri driver license, nondriver license, or permit.
- If you do not receive your permanent card in the mail in thirty (30) days, you may call (573) 751-2730 for assistance.
- Your license will be mailed in an unmarked envelope. **IT WILL NOT BE FORWARDED**

ATTENTION: Your license will be mailed to:
JAMES LEONARD REAGAN
189 OLD WILLIAMSBURG ROAD
MONTGOMERY CITY, MO 63361



James Reagan

NONDRIVER LICENSE			
CLASS: ND		DL/ID EXPIRATION: 09/04/2022	
LICENSE NUMBER: [REDACTED]		DATE OF BIRTH: 09/04/1962	
REAGAN			
JAMES LEONARD			
189 OLD WILLIAMSBURG ROAD			
MONTGOMERY CITY, MO 63361			
ENDORSEMENTS: NONE			
RESTRICTIONS: NONE			
SEX: M	WGT: 165 lbs	ISSUE DATE: 01/05/2016	
HGT: 5'08"	EYES: GREEN		
161390050023			

RESTRICTIONS

--	--

FOR OFFICE USE ONLY

DOCUMENT CODE 03 NON DRV. LICENSE	ISSUE CODE 01 NEW	PROCESS CODE 01 REGULAR	SEQUENTIAL NUMBER 161390050023
TRANSACTION FEE \$6.00	PROCESSING FEE \$5.00	ORGAN DONATION \$0.00	BLIND DONATION \$0.00
SKILLS TEST	1st	2nd	3rd
TODAY'S DATE 01/05/2016	CLERK DF6576	MODIFIED BY CLERK	OFFICE NUMBER: 139011
			EXAM NUMBER

MAINSR
BOONE

Tax Excess Online Main Screen

TRCHRISTY 11:49:34

Record #: 700

COPY

Owner: REAGAN, JAMES L

Purchaser: MUSTAFA, IZZALDIN

Date: 8/25/2014

Sale Amount:	<u>8,500.00</u>	Tax & Cost Amount:	<u>3,681.58</u>
Special Assmt:	<u>.00</u>	Over Amount:	<u>4,818.42</u>
Receipt #:	<u>2829</u>	or Journal Entry #:	<u></u>

Paid Date:

Paid Amount: .00

Check Number: or Journal Entry #:

Explanation:

012
300

F1=Add Record F2=Key Screen F3=Exit F4=Delete

012
300

Paid Date:
Paid Amount:

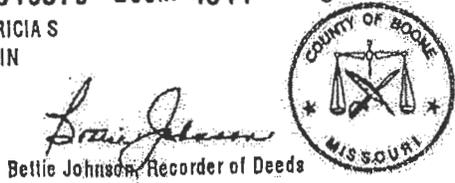


Recorded in Boone County, Missouri

Date and Time: 08/28/2014 at 11:41:14 AM
Instrument #: 2014016579 Book: 4344 Page: 146

Grantor: LENSMEYER, PATRICIA S
Grantee: MUSTAFA, IZZALDIN

Instrument Type: CERT
Recording Fee: \$27.00 S
No. of Pages: 2



TAX SALE CERTIFICATE OF PURCHASE

For Indexing Purposes:

Grantor(s): Patricia S. Lensmeyer, Boone County Collector of Revenue and James L Reagan
Grantee(s): Izzaldin Mustafa

State of Missouri }
County of Boone } ss

No: 2014 - 03

Now, on this 28th day of August, 2014, I, Patricia S. Lensmeyer, Collector of Revenue in and for Boone County, Missouri, do hereby certify that Izzaldin Mustafa of 3601 Lupine Dr, Columbia MO 65201, did, on the day hereinafter set forth, between the hours of 10:00 A.M. and 4:00 P.M. of the respective day, purchase at public auction, at the Boone County Courthouse in Columbia, Missouri, the lands and town lots below described, situated in the said County of Boone for the taxes, interest, penalties and costs due and unpaid thereon for the years listed below, and paid as purchase money on each tract or lot the total amount of taxes, interest, penalties and costs thereon as stated herein below the description of each tract or lot.

<u>Date of Sale</u>	<u>Owner or To Whom Assessed</u>	<u>Purchaser</u>
August 25, 2014	Reagan James L 15250 N Country Boy Ave Harrisburg MO 65256-9533	Izzaldin Mustafa 3601 Lupine Dr Columbia MO 65201

Description: Parcel # 06-204-10-02-017.00 Sec 10 T50 R13 Parcel Address 15250 N Country Boy Ave

Calculated 1.60 Acres L15 Country Boy Estates SD as shown by Plat Book/Page 11/184

Year Delinquent/Assessed Value: 2012/ \$22,971 2013/ \$22,971

TAX SALE COSTS						Total Due \$ 3,681.58
	2012R004985	2013R005074				
Tax Amount	\$ 1,317.79	\$ 1,316.92	\$	\$	\$	(To bear interest at 10% rate per annum)
Penalty	\$ 448.12	\$ 210.72	\$	\$	\$	
Fees	\$ 133.90	\$ 106.95	\$	\$	\$	
Clerk Fee	\$.25	\$.25	\$	\$	\$	
Ret Check Fee	\$.00	\$	\$	\$	\$	
Lien Search	\$ 49.88	\$	\$	\$	\$	
Surveyor Fee	\$.00	\$	\$	\$	\$	Bid Amount \$ 8,500.00
Postage	\$ 9.80	\$	\$	\$	\$	
Advertising	\$ 60.00	\$	\$	\$	\$	
Recording Fee	\$ 27.00	\$	\$	\$	\$	Surplus \$ 4,818.42
Total	\$ 2,046.74	\$ 1,634.84	\$.00	\$.00	\$.00	

Purchase

Property Information

Property Location (Situs Address)	15250 N COUNTRY BOY AVE
-----------------------------------	-------------------------

RECEIVED

Legal Description	COUNTRY BOY ESTATES LOT 15	MAY 16 2014 BOONE COUNTY COLLECTOR
<input type="checkbox"/> FB Initial if legal description matches description on delinquent statements. If not, explain discrepancies in Additional Info.		

Vesting Deed

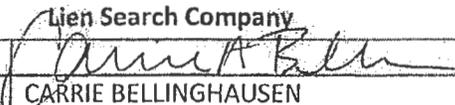
Name of Owner(s)	REAGAN JAMES L
Address	15250 N COUNTRY BOY AVE, HARRISBURG MO 65256-9533
Title Taken By	QUIT CLAIM DEED
Date of Deed	01/06/2011
Date Recorded	01/06/2011
Book/Page	3756 / 27
Address Correction	

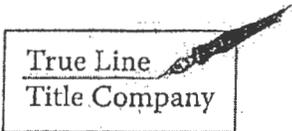
Open Deed(s) of Trust

First Deed of Trust	
Lender's Address	
Deed of Trust Date	
Date Recorded	
Book/ Page	
Loan Amount	
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	05/01/2014



Additional Liens

Special Assessments	
Tax Bill #	
Address	

Federal Tax Liens	
Date	
Address	

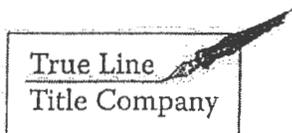
State Tax Liens	
Date	
Address	

Mechanics Liens	
Date	
Address	

Judgments	
Date	
Address	
Case #	

Other (Lis Pendens, Bankruptcies, etc)	
Date	
Address	
Case #	

Additional Information



True Line Title Company
110 E Ash Street
Columbia, MO 65203

Boone County, Missouri
Unofficial Document



Recorded In Boone County, Missouri

Date and Time: 01/06/2011 at 04:12:33 PM

Instrument #: 2011000329 Book 3756 Page: 27

Grantor: REAGAN, MARCIA ANN

Grantee: REAGAN, JAMES LEONARD

Instrument Type: QTCL
Recording Fee: \$27.00 S
No of Pages: 2

Battle Johnson
Battle Johnson, Recorder of Deeds



QUIT CLAIM DEED

THIS QUIT CLAIM DEED, made on the 6 day of January, 2011, by and between Marcia Ann Reagan, a single person, of the County of Boone, State of Missouri, hereinafter referred to as "GRANTOR" and James Leonard Reagan, a single person, of the County of Boone, State of Missouri, hereinafter referred to as "GRANTEE."

The mailing address of GRANTEE is: **15250 North Country Boy Avenue
Harrisburg, Missouri 63526**

WITNESSETH, GRANTOR, in consideration of the sum of ten dollars and other valuable consideration paid by GRANTEE, the receipt of which is hereby acknowledged, does by these presents hereby Remise, Release and forever Quit Claim unto GRANTEE the following described real estate situated in the County of Boone, in the State of Missouri, to-wit:

LOT FIFTEEN (15) OF COUNTRY BOY ESTATES SUBDIVISION AS SHOWN BY THE PLAT RECORDED IN BOOK 11, PAGE 184, RECORDS OF BOONE COUNTY, MISSOURI.

SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

Subject to any obligations secured by a Deed of Trust lien and/or liens which shall be assumed and paid by GRANTEE in accordance with the terms thereof.

It is the intention of GRANTOR to comply hereby with the terms of JUDGMENT AND DECREE FOR DISSOLUTION OF MARRIAGE entered in Boone County Dissolution Case No. 10BA-FC01956.

Parcel Information Viewer

Zoom to Neighborhood...

Zoom to Location...

Search: 06-204-10-02-017.00

Enter Parcel Number, Owner's Name, or Property Address.

Print Link Map Legend Help

Aerial Photo Terrain

0620410020170001

Owner REAGAN JAMES L
 Address 15250 N COUNTRY BOY AVE
 City, State, Zip HARRISBURG, MO: 65256-9533
 School HARRISBURG (R8)
 Legal Description COUNTRY BOY ESTATES LOT 15
 Calculated Acreage 1.6
 Parcel 06-204-10-02-017.00 01

Full Real Estate Summary

Location Information

Property Address 15250 N COUNTRY BOY AVE
 Section/Township/Range Sec. 10 50 13

Taxing Enties

City
 Fire BOONE COUNTY (F1)
 Library BOONE COUNTY (L1)
 Road COMMON ROAD DISTRICT (CO)
 School HARRISBURG (R8)

Recorded Documents

Deed Book/Page 3756 0027
 1091 0655



CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 16

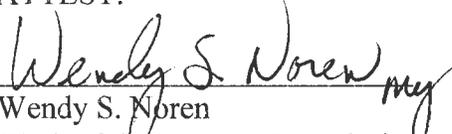
In the County Commission of said county, on the 28th day of January 20 16

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 Estil L. West Jr. in the amount of \$6,972.42, as recommended by the County Treasurer.

Done this 28th day of January, 2016

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

Commission Order:

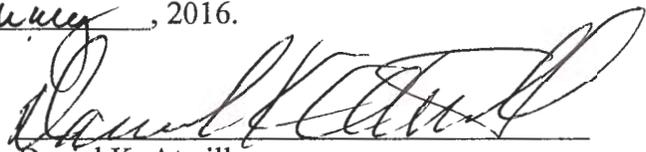
Now on this day the County Commission of the County of Boone does hereby take up the matter of the disposition of the 2015 tax sale surplus relating to parcel 17-107-00-01-021.00

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 **Estil L. West Jr.** **Estil L. West Jr.** has filed a verified surplus claim with the Boone County Treasurer claiming the tax surplus proceeds. The verified surplus claim, a copy of the Deed recorded at Book 411, Page 795, Boone County Records, and other supporting documentation filed by **Estil L. West Jr.** 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 his office and made a part of the record before the Commission, is satisfied that **Estil L. West Jr.** was the record owner of the subject property at the time of the delinquent land tax auction and as such is entitled to the total surplus of \$6,972.42, 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 **Estil L. West Jr.** in the amount of \$6,972.42 via check payable to **Estil L. West Jr.** in that amount.

Done this 28th day of January, 2016.

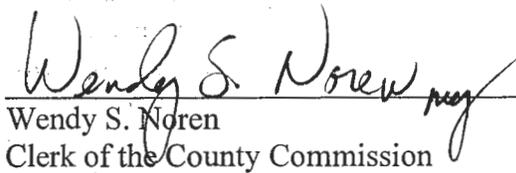


Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner

ATTEST:



Wendy S. Noren
Clerk of the County Commission



Janet M. Thompson
District II Commissioner



Tom Darrough
Boone County Treasurer

SURPLUS CLAIM

NOTE: FORM MUST BE SIGNED BY ALL PARTIES AND NOTARIZED

8/24/2015

I, Estil L. West Jr., shown in the Boone County Collector's tax records as owner of the property listed below, hereby claim the surplus amount of \$6,972.42 resulting from the tax certificate sale conducted by the Boone County Collector on 08/24/2014. I affirm that I am/was the legal owner of the below described property at the time the property was sold at the tax delinquency sale and further affirm I am entitled to the surplus amount. By signing below, I acknowledge the following:

- 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

Parcel: 17-107-00-01-021.00
Sec 05 T48 R12
2508 South Dr
L21 Oakland Park SD as shown in Plat Book/Page 5/21

Current mailing address:

4150 Bethel St. Apt 301
Street

<u>Columbia</u>	<u>MO</u>	<u>65201</u>
City	State	Zip

Social Security Number: _____
Driver's License/State ID Number: T480415372
Daytime Telephone Number(s): 573-673-0010

Signature: Estil L. West Date: 12-8-2015
Estil L. West Date: 12-29-15

State of Missouri
County of Boone

On this 29 day of December in the year 2015, before me, the undersigned notary public, personally appeared Estil L. West Jr., 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. In witness whereof, I hereunto set my hand and official seal.

Christina M. Johnson
Notary Public

Return form to Boone County Treasurer's Office, 801 E. Walnut Rm. 205, Columbia, MO 65201.
4150 Bethel St. Apt 301 **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.

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

573 303-2027-Cell
573-442-0059



Missouri Department of Revenue
 Driver License Bureau
**TEMPORARY
 DRIVER LICENSE**

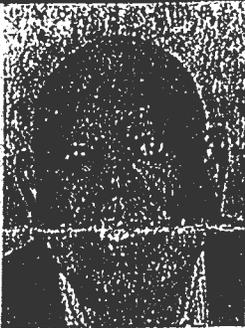
EXPIRATION DATE
 10/17/2015



VALID FOR USE WHILE OPERATING A MOTOR VEHICLE

- This document becomes invalid and should be destroyed once you have received your permanent card or on the expiration date stated above, whichever occurs first.
- If this document is lost, stolen, or destroyed, the applicable duplicate license replacement and processing fees will be charged.
- If you do not receive your permanent card in the mail in 30 days, you may call (573) 751-2730 for assistance.
- If your driving privilege becomes suspended, revoked, disqualified, or cancelled, this document is no longer valid.
- Your license will be mailed in an unmarked envelope. **IT WILL NOT BE FORWARDED**

ATTENTION: Your license will be mailed to:
 ESTIL LEE WEST, JR
 4150 BETHEL ST APT 301
 COLUMBIA, MO 65203



Estil Lee

DRIVER LICENSE

CLASS: F DL/ID EXPIRATION: 04/06/2016

LICENSE NUMBER: 980415372 DATE OF BIRTH: 04/06/1941

WEST

ESTIL LEE, JR

4150 BETHEL ST APT 301

COLUMBIA, MO 65203

ENDORSEMENTS: NONE

RESTRICTIONS: NONE

SEX: M WGT: 225 lbs ISSUE DATE: 09/17/2015

HGT: 5'08" EYES: BROWN

152112600051

RESTRICTIONS

FOR OFFICE USE ONLY

DOCUMENT CODE 01 LICENSE	ISSUE CODE 03 DUPLICATE	PROCESS CODE 01 REGULAR	SEQUENTIAL NUMBER 152112600051
TRANSACTION FEE \$7.50	PROCESSING FEE \$5.00	ORGAN DONATION \$0.00	BLIND DONATION \$0.00
SKILLS TEST	1st	2nd	3rd
TODAY'S DATE 09/17/2015	CLERK DF6956	MODIFIED BY CLERK	OFFICE NUMBER 211007
		EXAM NUMBER	

MISSOURI
Mia Ray
DRIVER LICENSE
SEX: M DOB: 04/08/2016
CLASS: 1 EXP: 09/06/1941
WEST
WEST, LEE JR
COLUMBIA, MO 65203
SEX: M DOB: 09/17/2015
RESTRICTIONS: NONE
HT: 5-08" WT: 225 lb EYES: BRO
Cathy Jones

Property Information

Property Location (Situs Address)	2508 SOUTH DR
-----------------------------------	---------------

Legal Description	OAKLAND PARK LOT 21 2710 OAKLAND PARK SD LOT 21	RECEIVED MAY 18 2015 BOONE COUNTY COLLECTOR
<u>FB</u> Initial if legal description matches description on delinquent statements. If not, explain discrepancies in Additional Info.		

Vesting Deed

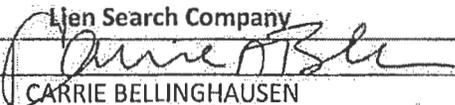
Name of Owner(s)	WEST ESTIL L JR
Address	4150 BETHA ST, APT 301, COLUMBIA MO 65203-6816
Title Taken By	WARRANTY DEED
Date of Deed	08/23/1973
Date Recorded	08/24/1973
Book/Page	411/795
Address Correction	

Open Deed(s) of Trust

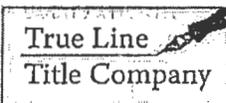
First Deed of Trust	CITY OF COLUMBIA
Lender's Address	NONE SHOWN ON DEED
Deed of Trust Date	11/30/1983
Date Recorded	12/15/1983
Book/ Page	446/685
Loan Amount	\$8,000.00
Assigned To	
Date Assigned	

Second Deed of Trust	BANK OF AMERICA
Lender's Address	14 WEST 10 TH , KANSAS CITY, MO 64105
Deed of Trust Date	5/27/2003
Date Recorded	1/20/2004 11:48:23 AM
Book/ Page	2428/23
Loan Amount	\$57,000.00
Assigned To	
Date Assigned	

Lien Search Company

Signature of Searcher	
Searcher (print)	CARRIE BELLINGHAUSEN
Date Searched	05/12/2015

Date Recorded
Book/ Page



True Line Title Company
110 E Ash Street
Columbia, MO 65203

Additional Liens

Special Assessments	CITY OF COLUMBIA
Tax Bill #	17174
Address	701 E BROADWAY, PO BOX 6015, COLUMBIA, MO 65205

Federal Tax Liens	
Date	
Address	

State Tax Liens	
Date	
Address	

Mechanics Liens	
Date	
Address	

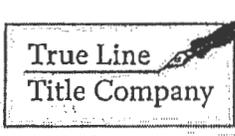
Judgments	
Date	
Address	
Case #	

Other (Lis Pendens, Bankruptcies, etc)	
Date	
Address	
Case #	

Additional Information

TAX SALE CERTIFICATE OF PURCHASE RECORDED 08/28/2013 IN BOOK 4210 PAGE 40

Date
Address



True Line Title Company
110 E Ash Street
Columbia, MO 65203

Case #

Warranty Deed

Filed for record on August 24 1973 at 2:02 o'clock P.M. in Boone County, Mo.
Document No. 7889 recorded in Book 411 page 795 BETTY BAUNDERS, Recorder of Deeds.

THIS DEED, Made and entered into this 23rd day of August A.D. One Thousand Nine Hundred and Seventy-three, by and between John D. Westlund, Janet J. Westlund, Ronald D. Westenhaver, Karen E. Westenhaver, James W. Sanderson and Geraldine Sanderson party or parties of the first part, and Estil L. West, Jr. party or parties of the second part, of Boone County, State of Missouri (Grantor's mailing address is: 2508 South Dr. Columbia, Missouri) of Boone County, State of Missouri

WITNESSETH That the said party or parties of the First Part for and in consideration of the sum of ten dollars and other valuable considerations paid by the said party or parties of the Second Part the receipt of which is hereby acknowledged, does or do by these presents Grant, Bargain and Sell, Convey and Confirm unto the said party or parties of the Second Part the following described real estate situated in the County of Boone, in the State of Missouri to-wit:

Lot Twenty-one (21) of OAKLAND PARK SUBDIVISION, Boone County, Missouri, being a part of the Northwest Quarter of Section Five (5), Township Forty-eight (48), Range Twelve (12).

Subject to easements and restrictions of record.

TO HAVE AND TO HOLD the same together with all the rights, immunities, privileges and appurtenances to the same belonging unto the said party or parties of the Second Part, and to their heirs and assigns forever; the said party or parties of the first part hereby covenanting that said party or parties and the heirs, executors, and administrators of such party or parties shall and will warrant and defend the title to the premises unto the said party or parties of the Second Part, and to their heirs and assigns of such party or parties forever, against the lawful claims of all persons whomsoever.

Except for taxes for 1973 and thereafter.

IN WITNESS WHEREOF, the said party or parties of the First Part has or have hereunto set their hand or hands the day and year first above written.

John D. Westlund, Janet J. Westlund, Ronald D. Westenhaver, Karen E. Westenhaver, James W. Sanderson, Geraldine Sanderson

STATE OF MISSOURI
County of Boone
On this 23rd day of August, 1973
before me, Notary Public, John D. Westlund, Janet J. Westlund, Ronald D. Westenhaver, Karen E. Westenhaver, James W. Sanderson and Geraldine Sanderson to me known to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed the same for the purposes and uses therein expressed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at my office in Columbia, Missouri the day and year first above written.
My term expires July 1975
William E. Bice, Jr. Notary Public

STATE OF MISSOURI
County of Boone
I, Betty Baunders, Recorder of Boone County, do hereby certify that the within instrument of writing was at 2 o'clock 08 minutes P.M. on the 24th day of August A.D. 1973, duly filed for record in this Recorder's Office and recorded in Book 411 Page 795.
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Columbia, Missouri, on the day and year first above written.
Betty Baunders Recorder

Property Information

Property Location (Situs Address)	2508 SOUTH DR
-----------------------------------	---------------

Legal Description	OAKLAND PARK LOT 21 2710 OAKLAND PARK SD LOT 21	RECEIVED MAY 15 2015 BOONE COUNTY COLLECTOR
<u>FB</u> Initial if legal description matches description on delinquent statements. If not, explain discrepancies in Additional Info.		

Vesting Deed

Name of Owner(s)	WEST ESTIL L JR	<i>4150 Bethel St Apt 301</i>
Address	5149 STONY ST, COLUMBIA MO 65203-7108	<i>6816</i>
Title Taken By	WARRANTY DEED	
Date of Deed	08/23/1973	
Date Recorded	08/24/1973	
Book/Page	411/795	
Address Correction		

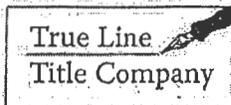
Open Deed(s) of Trust

First Deed of Trust	CITY OF COLUMBIA
Lender's Address	NONE SHOWN ON DEED
Deed of Trust Date	11/30/1983
Date Recorded	12/15/1983
Book/ Page	446/685
Loan Amount	\$8,000.00
Assigned To	
Date Assigned	

Second Deed of Trust	BANK OF AMERICA
Lender's Address	14 WEST 10 TH , KANSAS CITY, MO 64105
Deed of Trust Date	5/27/2003
Date Recorded	1/20/2004 11:48:23 AM
Book/ Page	2428/23
Loan Amount	\$57,000.00
Assigned To	
Date Assigned	

Lien Search Company

Signature of Searcher	<i>Carrie Bellinhausen</i>
Searcher (print)	CARRIE BELLINGHAUSEN
Date Searched	05/12/2015



True Line Title Company
110 E Ash Street
Columbia, MO 65203

Additional Liens

Special Assessments	CITY OF COLUMBIA
Tax Bill #	17174
Address	701 E BROADWAY, PO BOX 6015, COLUMBIA, MO 65205

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

TAX SALE CERTIFICATE OF PURCHASE RECORDED 08/28/2013 IN BOOK 4210 PAGE 40



True Line Title Company
110 E Ash Street
Columbia, MO 65203

http://maps.showmeboone.com/viewer/AS.ParcelMapping.v1/ Boone County Real Estate Su Parcel Inform... Boone County R

File Edit View Favorites Tools Help

ECPa... Bing Boon... ECPa... ECPa... Sugg... Pers... Boon... Free... Google Miss... Page Safety Tools

Parcel Information Viewer

Zoom to Neighborhood... Zoom to Location...

Search: Enter Parcel Number, Owner's Name, or Property Address.

Print Link Map Legend Help

-1710700010210001

Owner WEST ESTIL LJR
Address 4150 BETHEL ST APT 301
City, State, Zip COLUMBIA, MO 65203
School COLUMBIA (C1)
Legal Description OAKLAND PARK LOT 21
 2710 OAKLAND PARK SD LOT 21
Lot Size 173.5 x 170.7
Irregular Shape Y
Parcel 17-107-00-01-021.00 01

Full Real Estate Summary

Location Information
Property Address 2508 SOUTH DR.
Section/Township/Range Sec. 5 48 12

Taxing Entities
City COLUMBIA (01)
Fire
Library COL LIBRARY
Road COMMON ROAD DISTRICT (CO)
School COLUMBIA (C1)

Recorded Documents
Deed Book/Page 04110795

Subdivision Plat Book/Page 00850021

Current Appraised			
Type	Land	Bldgs	Total
RI	\$20,000	\$63,100	\$83,100
Total	\$20,000	\$63,100	\$83,100

Boone County Assessor's Office

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Recorded in Boone County, Missouri

Date and Time: 08/26/2015 at 04:19:10 PM
Instrument #: 2015018446 Book: 4489 Page: 94

Instrument Type: CERT
Recording Fee: \$27.00 S
No. of Pages: 2

Nora Dietzel
Nora Dietzel, Recorder of Deeds



TAX SALE CERTIFICATE OF PURCHASE

For Indexing Purposes:

Grantor(s): Brian McCollum, Boone County Collector of Revenue and Estil L West Jr

Grantee(s): Karanbir Sandhu

State of Missouri }
County of Boone } ss

No: 2015-13

Now, on this 26th day of August, 2015, I, Brian McCollum, Collector of Revenue in and for Boone County, Missouri, do hereby certify that Karanbir Sandhu of 2303 Cherry Ridge Ln, Columbia MO 65203, on the day hereinafter set forth, between the hours of 10:00 A.M. and 4:00 P.M. of the respective day, purchase at public auction, at the Boone County Courthouse in Columbia, Missouri, the lands and town lots below described, situated in the said County of Boone for the taxes, interest, penalties and costs due and unpaid thereon for the years listed below, and paid as purchase money on each tract or lot the total amount of taxes, interest, penalties and costs thereon as stated herein below the description of each tract or lot.

<u>Date of Sale</u>	<u>Owner or To Whom Assessed</u>	<u>Purchaser</u>
August 24, 2015	West Estil L Jr 4150 Bethel St Apt 301 Columbia MO 65203-6816	Karanbir Sandhu 2303 Cherry Ridge Ln Columbia MO 65203

Description: Parcel # 17-107-00-01-021.00 Sec 5 T48 R12 Parcel Address 2508 South Dr

L21 Oakland Park SD as shown in Plat Book/Page 5/21

Year Delinquent/Assessed Value: 2013/ \$ 15,789 2014/ \$ 15,789

TAX SALE COSTS						
	2013R043356	2014R043495				
Tax Amount	\$ 1,055.76	\$ 1,065.68	\$	\$	\$	\$
Penalty	\$ 359.04	\$ 170.48	\$	\$	\$	\$
Fees	\$ 111.52	\$ 86.55	\$	\$	\$	\$
Clerk Fee	\$.25	\$.25	\$	\$	\$	\$
Ret Check Fee	\$.00	\$	\$	\$	\$	\$
Lien Search	\$ 48.85	\$	\$	\$	\$	\$
Surveyor Fee	\$.00	\$	\$	\$	\$	\$
Postage	\$ 39.20	\$	\$	\$	\$	\$
Advertising	\$ 63.00	\$	\$	\$	\$	\$
Recording Fee	\$ 27.00	\$	\$	\$	\$	\$
Prior Payments	\$	\$	\$	\$	\$	\$
Total	\$ 1,704.62	\$ 1,322.96	\$	\$	\$	\$
Total Due \$ 3,027.58		Bid Amount \$ 10,000.00		Surplus \$ 6,972.42		
(To bear interest at 10% rate per annum)						

COPY

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

January Session of the January Adjourned

Term. 20 16

County of Boone

In the County Commission of said county, on the

28th

day of

January

20

16

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

Now on this day the County Commission of the County of Boone does hereby approve the request by the Information Technology Department to purchase one (1) HP 600PD Personal Computer and two (2) HP P22va Monitors for the Sheriff's Department as described in the attached Memorandum.

Done this 28th day of January, 2016.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner



BOONE COUNTY
Department of Information Technology
ROGER B. WILSON GOVERNMENT CENTER
801 E. Walnut, Room 221
Columbia, MO 65201-4890
573-886-4319

Aron Gish

Director

DATE: January 21, 2016

TO: Dan Atwill, Presiding Commissioner
Karen Miller, District I Commissioner
Janet Thompson, District II Commissioner

FROM: Aron Gish, IT Director

SUBJECT: Request to purchase one HP 600PD PC and two HP P222va monitors – Sheriff's Department

cc: June Pitchford, County Auditor
Caryn Ginter, Budget Analyst

The purpose of this request is to seek approval to purchase one HP 600PD PC and two HP P222va monitors for the Sheriff's Department. This PC and monitors were not identified in the budget process for 2016. The department reorganized and Captain German's position was basically split into 2 Lieutenant positions. The lieutenants currently share an office and a pc workstation. This presents an issue on shifts where they are both working. This aspect was not accounted for in the re-structuring.

I am requesting Commission approval to move forward as soon as possible to allow IT to stay on track with the current work plan for FY2016.

I have been in communication with the Auditor's Office about this request and would ask that we use Department 1170 (Information Technology) and account 91301 (Computer Hardware) to fund this additional request for 2016. If there is no cost savings in 91301 for 2016, a budget revision will be created using 1170 (Information Technology) and account 92301 (line item Unanticipated Emergency Hardware).

Total Purchase: \$851.76

Thank you for your consideration.



World Wide Technology, Inc.

Sales Quotation

Submitted By

Submitted To

Quote Number: 4118598.1
Customer: Boone County, MO -
Information Technology
Quote Date: 01/12/2016
Contract: SOM - PVC - ST
C211034001

Herbert, Brian L
P: (314) 212-1712
Brian.Herbert@wwt.com

Ryan Irish
P: 573-886-4445
rirish@boonecountymmo.org

Line	Mfr Part # Mfr Name	Lead Time	Qty	Cust Price	Ext Price
1	K8A92US HP INC.	Call	1	\$616.72	\$616.72
Description: HP 600PD SFF i54590 500G 8.0G 46 PC					
2	K7X30AA#ABA HP INC.	Call	2	\$117.52	\$235.04
Description: HP Business P222va 21.5" LED LCD Monitor - 16:9 - 8 ms					

Totals

Product Total	\$851.76
Maintenance Total	\$0.00
Customer Total	\$851.76
Estimated Shipping	\$0.00
Estimated Tax	\$0.00
Total Price:	\$851.76

This quote is WWT Confidential Information.

Seller provides all products and services to Buyer only in accordance with any applicable third party terms and conditions within the applicable end user license agreement, terms of service, or similar legal instrument.

Unless expressly stated herein, price quotes are valid for 30 days and are subject to change thereafter.

Unless expressly stated herein, prices do not include, and Buyer is responsible for, any and all taxes, handling, shipping, transportation, duties or other charges or fees relating to the sale and delivery of products.

Products may only be returned in accordance with the original manufacturer's RMA policy.

Items returned after 30 days of receipt may not be returnable due to vendor restrictions.

All delivery dates are approximate and not guaranteed.

Products will be shipped in accordance with FCA WWT's shipping point (Incoterms 2010), unless otherwise stated herein or agreed to by both parties in writing in a contract.

Title and risk of loss will transfer to Buyer at WWT's shipping point.

Payment terms are net 30, unless otherwise agreed to by both parties in writing.

All products and services are provided to Buyer in accordance with Seller's terms of sale:

<https://www.wwt.com/TermsAndConditions/TermsAndConditions.doc>

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

January Session of the January Adjourned

Term. 20 16

County of Boone

} ea.

In the County Commission of said county, on the

28th

day of

January

20

16

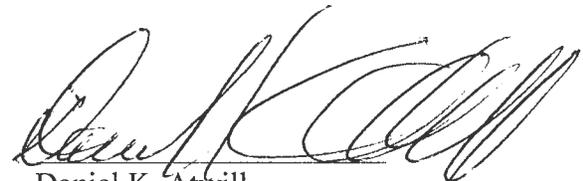
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the request by the Public Works Department to purchase one (1) Fujitsu SnapScan iX500 Scanner to expedite the work order entry of outside equipment/truck/auto repair invoices as described in the attached Memorandum.

Done this 28th day of January, 2016.

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

Boone County Public Works

Gregory P. Edington
Assistant Manager
Maintenance Operations Division



5551 Tom Bass Road
Columbia, Missouri 65201-9711
(573) 449-8515 ext (226)
FAX (573) 875-1602
EMAIL: gedington@boonecountymo.org

Date: January 8, 2016
To: Aron Gish
From: Greg Edington
Subject: Scanner Purchase

The Public Works Department wishes to purchase a scanner to expedite the work order entry of outside equipment/truck/auto repair invoices. In addition, other paperwork such as warranties, recalls, inspection documents, etc can be scanned and saved to the appropriate asset in the Collective Data application. The IT department researched and found that they could support a Fujitsu SnapScan scanner at a cost of approximately \$411.

The Department did not budget specifically for the item in 2040-91301 but may have some cost savings from purchases in that account and anticipate cost savings from purchases in other Class 9 accounts. In the event that there are no cost savings in 91301, Public Works will initiate a budget revision to cover the cost of the purchase.



World Wide Technology, Inc.

Sales Quotation	Submitted By	Submitted To
Quote Number: 4111122.1 Customer: Boone County, MO - Information Technology Quote Date: 12/21/2015 Quote Name: Fujitsu scansnap iX500 scanner Contract: SOM - PVC - ST C211034001	ISR: Herbert, Brian L P: (314) 212-1712 Brian.Herbert@wwt.com AM: Uthoff, Douglas V. P: (314) 301-2683 F: (800) 775-5475 Douglas.Uthoff@wwt.com	Ryan Irish P: 573-886-4445 rirish@boonecountymmo.org

Line	Mfr Part # Mfr Name	Lead Time	Qty	Cust Price	Ext Price
1	PA03656-B005 FUJITSU COMMUNICATIONS	Call	1	\$411.88	\$411.88
Description: ScanSnap iX500 Desktop Scanner for PC and Mac USB3.0 WL IOS/ANDROID PC&MAC					

Totals

Product Total	\$411.88
Maintenance Total	\$0.00
Customer Total	\$411.88
Estimated Shipping	\$0.00
Estimated Tax	\$0.00
Total Price:	\$411.88

This quote is WWT Confidential Information.

Seller provides all products and services to Buyer only in accordance with any applicable third party terms and conditions within the applicable end user license agreement, terms of service, or similar legal instrument.

Unless expressly stated herein, price quotes are valid for 30 days and are subject to change thereafter.

Unless expressly stated herein, prices do not include, and Buyer is responsible for, any and all taxes, handling, shipping, transportation, duties or other charges or fees relating to the sale and delivery of products.

Products may only be returned in accordance with the original manufacturer's RMA policy.

Items returned after 30 days of receipt may not be returnable due to vendor restrictions.

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Payment terms are net 30, unless otherwise agreed to by both parties in writing.

All products and services are provided to Buyer in accordance with Seller's terms of sale:

<https://www.wwt.com/TermsAndConditions/TermsAndConditions.doc>

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 16

In the County Commission of said county, on the 28th day of January 20 16

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 Courthouse Plaza by the Columbia Track Club for March 12, 2016 from 6:00 a.m. to 11:00 a.m.

Done this 26th day of January, 2016.

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

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



Roger B. Wilson
Boone County Government Center
801 East Walnut, Room 333
Columbia, MO 65201-7732
573-886-4305 • FAX 573-886-4311

Boone County Commission

APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE PLAZA

The undersigned organization hereby applies for a use permit to use the Boone County Courthouse Plaza as follows:

Organization: Columbia Track Club

Address: PO Box 1872

City: Columbia State: MO ZIP Code 65205

Phone: 573-291-4391 Website: www.columbiatrackclub.com

Individual Requesting Use: Beth Luebbering

Position in Organization: President

Address: 20 N Sunshine Drive Apt A

City: Columbia State: MO ZIP Code 65201

Phone: 573-291-4391 Email: baldrun@hotmail.com

Event: St Patricks Day 5K

Description of Use (ex. Concert, speaker, 5K): 5K

Date(s) of Use: March 12, 2016

Start Time of Setup: 6:00 AM PM

Start Time of Event: 8:00 AM PM (If start times vary for multiple day events, please specify)

End Time of Event: 10:00 AM PM (If end times vary for multiple day events, please specify)

End Time of Cleanup: 11:00 AM PM

Emergency Contact During Event: Beth Luebbering Phone: 573-291-4391

Will this event be open to the public? Yes No

If yes, please explain the publicity that will be used to promote the event, including names and contact information of any promoters: emails, fliers, KFRU, Facebook

How many attendees (including volunteers) do you anticipate being at your event? 250

If you anticipate more than 50 attendees (including volunteers) at your event, please detail your safety plan in the event of an emergency. If you have a separate Fire Safety, Public Safety and Evacuation Plan, please submit with application.

We are hiring 2 off duty police officers to help navigate traffic at intersections during the race. If medical attention is needed for any participant or volunteer will plan to use Boone Hospital

If you anticipate more than 1000 attendees (including volunteers), please provide the names and contact information of your crowd managers (1 per every 250 attendees):

Will the majority of attendees be under the age of 18? Yes No

If yes, please note the number of adult supervisors in attendance: _____ # adults per _____ #minors

Will you need access to electricity? Yes No

Will you be using amplifiers? Yes No

Will you be serving food and/or non-alcoholic drinks? Yes No

If yes, will you be selling food and/or non-alcoholic drinks? Yes No

If yes, please provide the following with copies of licenses attached to application:

Missouri Department of Revenue Sales Tax Number: _____

County Merchant's License Number: _____

City Temporary Business License Number: _____

Will you be serving alcoholic beverages? Yes No

If yes, will you be selling alcoholic beverages? Yes No

If yes, please provide the following with copies of licenses attached to application:

State Liquor License Number: _____

County Liquor License Number: _____

City Liquor License Number: _____

Will you be selling non-food items? Yes No

If yes, please provide the following with copies of licenses attached to application:

Missouri Department of Revenue Sales Tax Number: _____

County Merchant's License Number: _____

City Temporary Business License Number: _____

Will outside vendors be selling food, beverages or non-food items at this event? Yes No

If yes, please provide the following information (use separate sheet if necessary):

Vendor	Type of Sales	Contact Information	License Number(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Will you be requesting a road and/or sidewalk closure? Yes No

If yes, what road(s) and/or sidewalk(s)? _____

Please attach to application a copy of the order showing City of Columbia City Council approval.

Does your event include cooking or use of open flames? Yes No

If yes, please provide the Columbia Fire Department Special Events Permit Number: _____

Please attach to application a copy of the approved Columbia Fire Department Special Events Permit

Events that may pose increased responsibilities to the local law enforcement may be required to enlist the services of a professional security company. This will be determined by the Boone County Sheriff's Department and Boone County Commission. If necessary, have you hired a security company to handle security arrangements for this event?

Yes No

If yes, please provide the following:

Security Company: _____

Contact Person Name and Position: _____

Phone: _____ Email: _____

Will you be using portable toilets for your event? Yes No

**Please note: portable toilets are not permitted on the Boone County Courthouse Plaza grounds. Please contact the City of Columbia for options.

If your event is such that requires insurance per the Boone County Courthouse Plaza Rules and Regulations, please provide a copy of acquired insurance plan.

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 Plaza grounds.
2. To abide by all rules and regulations as set forth in the Boone County Courthouse Plaza Rules and Regulations document updated July 11, 2013 and attached to this document.
3. 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.
4. 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.
5. To conduct its use of Courthouse Plaza grounds in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building functions.
6. 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.

Organization Representative/Title: Columbia Track Club/President Beth Webbering

Address: PO Box 1872 Columbia MO 65205

Phone Number: 573-291-4391 Date of Application: 12/14/15

Email Address: baldrun@hotmail.com

Signature: Beth Webbering

Applications may be submitted in person or by mail to the Boone County Commission, 801 E. Walnut, Room 333, Columbia, MO 65201 or by email to commission@boonecountymo.org.

PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE PLAZA

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. Noren
County Clerk

BOONE COUNTY, MISSOURI
[Signature]
County Commissioner

DATE: 1-28-16

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 16

In the County Commission of said county, on the 28th day of January 20 16

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 Baha'i Faith Community for March 20, 2016 from 1:00 p.m. to 8:30 p.m.

Done this 26th day of January, 2016.

ATTEST:

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

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Karen M. Miller

Karen M. Miller
District I Commissioner

Janet M. Thompson

Janet M. Thompson
District II Commissioner



Boone County Commission

APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY CONFERENCE ROOMS

The undersigned organization hereby applies for a use permit to use Boone County Government conference rooms as follows:

Organization: Baha'i Faith Community

Address: 3916 Faurot Drive
City: Columbia State: MO ZIP Code 65203

Phone: 573 445 6853 Website: www.columbiamobahai.org

Individual Requesting Use: Farah Nieuwenhuizen and Rachel Willenberg Position in Organization: Secretary, and assistant

Facility requested: Chambers Room 301 Room 311 Room 332 Centralia Clinic

Event: celebrating the nineteen day feast

Description of Use (ex. Speaker, meeting, reception): Baha'i community gathering, celebrating the Bahai New Year

Date(s) of Use: Sunday March 20th, 2016

Start Time of Setup: 1:00 pm AM/PM Start Time of Event: 1:00 pm AM/PM

End Time of Event: 8:00 pm AM/PM End Time of Cleanup: 8:30pm AM/PM

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To abide by all applicable laws, ordinances and county policies in using Boone County Government conference rooms.
2. To remove all trash or other debris that may be deposited (by participants) in rooms by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including carpet and furnishings in rooms.
4. To conduct its use in such a manner as to not unreasonably interfere with 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 of rooms as specified in this application.

Organization Representative/Title: Rachel Willenberg, Secretary

Phone Number: 573-445-6853 cell 573-673-1626 Date of Application: 1-26-16

Email Address: rachelwillenberg@hotmail.com

Applications may be submitted in person or by mail to the Boone County Commission, 801 E. Walnut, Room 333, Columbia, MO 65201 or by email to commission@boonecountymmo.org.

PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY GOVERNMENT CONFERENCE ROOMS

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. Noren
County Clerk

BOONE COUNTY, MISSOURI

[Signature]
County Commissioner

DATE: 1-28-16