

COUNTY OF BOONE - MISSOURI

REQUEST FOR PROPOSAL (RFP): # 28-29JUN22

Purchase of Service Contracts

Boone County Children's Services Fund

2022 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 18, 2022
Initial Written Questions Due By	Send questions to Melinda Bobbitt - mbobbitt@boonecountymo.org	May 20, 2022 5:00 p.m. Central Time
Pre-Proposal Conference - Information Session	Boone County Government Center Commission Chambers 801 E. Walnut Columbia, MO 65201	May 24, 2022 10:00-11:30 a.m. Central Time
Final Written Questions Due By	Send questions to Melinda Bobbitt – mbobbitt@boonecountymo.org	June 24, 2022 12:00 p.m. Central Time
Response Submission Deadline	Web-based funding management system	June 29, 2022 3:00 p.m. Central Time
Proposal Response Acknowledgement Opening – Names of Offerors Read Aloud	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201 In-Person or Phone Attendance: Phone: 425-585-6224, code: 802-162-168	June 30, 2022 1:30 p.m. Central Time

CONTACT INFORMATION:

Boone County Purchasing

Contact

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 #: 28-29JUN22 – Purchase of Service Contracts for Boone County Children’s Services Fund

A pre-proposal conference has been scheduled for **Tuesday, May 24, 2022, at 10:00 a.m.** Central Time in the Boone County Commission Chambers, 801 E. Walnut, Columbia, Missouri.

Proposals will be accepted until **3:00 p.m. Central Time on Wednesday, June 29, 2022** via the web-based funding management system.

The list of Offerors submitting proposal responses will be read in a Boone County Commission meeting **shortly after 1:30 p.m. Central Time on Thursday, June 30, 2022** in the Boone County Commission Chambers, 801 E. Walnut St., Columbia, Missouri. This meeting may be attended in person or by phone at 425-585-6224, code: 802-162-168.

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 <https://www.showmeboone.com/purchasing/bids/> - Select **29-23AUG21**.

Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <https://www.showmeboone.com/purchasing/current bid opportunities/>.

Melinda Bobbitt, CPPO, CPPB

Director, Boone County Purchasing

Insertion: Wednesday, May 18, 2022
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 web-based funding management system application, Apricot by Social Solutions, 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. Addendums can be viewed at [www.showmeboone.com /Purchasing /Current Bid Opportunities/28-29JUN22](http://www.showmeboone.com/Purchasing/Current%20Bid%20Opportunities/28-29JUN22).
- 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 addendum and will post the addendum at [www.showmeboone.com/purchasing/current bid opportunities/28-29JUN22](http://www.showmeboone.com/purchasing/current%20bid%20opportunities/28-29JUN22).
- 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 acknowledgement of receipt of proposal responses. 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 part of public record after contract execution and acceptance by the County Commission or rejection of proposal. 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, **Thursday, June 30, 2022 shortly after 1:30 p.m.** Central Time. This meeting may be attended in-person or by telephone 425-585-6224, code: 802-162-168. RFP opening listing offeror's names will be posted on the County web page following the opening at www.showmeboone.com. Select "Purchasing", then "Bid Tabulations".
- c) Proposal responses are due by **Wednesday, June 29, 2022, at 3:00 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) Attachment A - Agency Assurance Sheet
 - 6) Attachment B - Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
 - 7) Attachment C - Work Authorization Certification
 - 8) Attachment D – Identified Needs

2.2. Guideline for Written Questions:

- 2.2.1. Initial questions regarding this Request for Proposal should be submitted in writing, prior to the pre-proposal conference, no later than **May 20, 2022**. All questions must be mailed, faxed, or e-mailed to the attention of Melinda Bobbitt (see information below). 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@boonecountymmo.org

Questions following the pre-proposal conference will be allowed until the final question due date of 12:00 p.m. on June 24, 2022.

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 24, 2022 at 10:00 a.m.** Central Time in the Boone County Commission Chambers, 801 E. Walnut, 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 renewals. It is anticipated that the initial term will be January 1, 2023 through December 31, 2023. The negotiated contract may have an option for an additional one (1), one-year 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. Proposal Solicitation:

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. 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.

3.3. Purpose Statement and Proposal Expectations:

BCCSB desires to invest in meaningful programs which promote the well-being of children, youth, and strengthens families. The BCCSB believes that it should invest in meaningful services to children, youth, and families in a way that utilizes multiple effective strategies. Proposals will be considered for any statutorily eligible service area.

3.3.1. Identified Needs

The BCCSB encourages proposals which address needs identified in Attachment D of the RFP.

3.3.2. Boone Indicators Dashboard

The BCCSB also requires proposals which address needs identified in the Boone Indicators Dashboard (BID), <http://booneindicators.org/Default.aspx>, developed by the Boone Impact Group (BIG) in cooperation with the University of Missouri Institute of Public Policy.

3.3.3. Collaboration

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 and collective impact projects.

3.3.4. Desired Outcomes:

The County of Boone developed common outcomes that is shared with other local funders. Offerors must only select outcomes from the *Boone Impact Group Common Outcomes*.

3.4. 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
- If required, File a Federal 990 annually
- Be certified, accredited or licensed in the services for which funds are requested that is acceptable to the Boone County Children's Services Board
- Require annual background checks, including child abuse and neglect screenings on all employees and volunteers, if in contact with children or youth
- 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

3.5. Funding Available:

There is a total of \$10,000,000.00 available dependent on contract start date through December 31, 2023. Applications for funding will be considered if the proposed program provides services to children, youth (nineteen years of age or less), and/or their families in areas fundable pursuant to statute. Preference will be given to organizations that demonstrate substantive and ongoing collaboration with other organizations. Proposals should demonstrate a county-wide, systemic, and collaborative effort to be considered for funding.

3.6. Online Application Outline:

Offeror shall demonstrate in their proposal response how they propose to deliver and provide services in Boone County. Offeror should assume that if awarded, the contract would begin January 1, 2023 and end December 31, 2023, with the possibility for renewal for an additional one (1), one-year period. The BCCSB desires programs that include efforts to advance equity in our community. The online application is outlined as follows:

3.6.1. Program Overview:

Statement of Issue Being Addressed, Program Goal and Overview, Program Access, Program Consumers and Demographics (information on residence, race, ethnicity, gender, income, age, and individuals trained), Program Quality, Program Partnerships and Collaboration, and references.

3.6.2. Program Personnel and Budget:

Program Personnel and Program Budget (information and narrative on the revenue and expenses for this program including the personnel/non-personnel costs).

3.6.3. Program Outcomes and Services:

Development/Start Up Service Funding (if needed), Program Outcomes and Performance Measures

(that will include, outcomes (based on the *Boone Impact Group Common Outcomes*), indicators, method of measurement, and contributing services to each outcome). Detailed service information is only required for services that the organization is requesting funding for that includes: Name, Description, Outputs, Funding Request, and information regarding other funding sources.

3.7. Contractor Agency Requirements:

3.7.1. 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 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: 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 \$1,000,000.00 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 \$1,000,000.00 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.

Professional Liability Insurance: The Contractor is required to carry Professional Liability Insurance with a limit of no less than \$1,000,000.00 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 \$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; and both on and off the site of work.

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. 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 County. 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.

- 3.7.2. **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.

Nothing in these requirements shall be construed as a waiver of any governmental immunity of the County, its officials nor any of its employees in the course of their official duties. Nothing in the insurance procured as required herein shall be interpreted so as to waive any sovereign immunity, official immunity, or other immunity defense available to County as a political subdivision in the State of Missouri. It is not the County's intent or desire to procure insurance that would operate as a waiver of any such immunity defense.

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.

Certificate Holder address:

County of Boone, Missouri
C/O Purchasing Department
613 E. Ash Street
Columbia, MO 65201

- 3.7.3. **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.

- 3.7.4. 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 County utilizes, Apricot by Social Solutions, a web-based funding management system through which proposals in response to this Request for Proposals must be submitted. For an application to be considered complete the Offeror must complete an Organization Profile, Proposal Cover Sheet, Program Overview (V4.1), Program Personnel and Budget (V4.1) and Program Outcomes and Services (V4). For returning users, please make sure your Organization Profile is up to date.

To access the funding management system:

New Users: To create an account contact the Community Services Department at:

Email: communityservices@boonecountymo.org

Address: 605 E. Walnut, Columbia, MO 65203

Phone: 573-886-4298

Returning Users: Access <https://apricot.socialsolutions.com/auth>, sign in, click on the Application Overview and click "Open – Click Here to Apply" under the application titled Children's Services Fund – POS 2022. You will be directed to the Proposal Cover Sheet. For the Fund Source, please select Children's Services Fund – POS 2022. To complete the Program Overview, Program Personnel and Budget, and Program Outcomes and Services, click on View Folder to access the forms.

4.2. Submission of Proposal:

- 4.2.1. Proposals must be submitted by **3:00 p.m. on June 29, 2022** via the web-based funding management system.
- 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.

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

2022 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 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

ATTACHMENT C

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

County of _____)
) ss
State of _____)

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

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

_____)
Affiant

_____)
Date

Printed Name

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

Notary Public

Attach to this form the *E-Verify Memorandum of Understanding* that you completed when enrolling.

ATTACHMENT D

Identified Needs

Overview

The Boone County Children's Services Board (BCCSB) encourages proposals which address needs identified through recent community projects and reports. Information has been compiled from the following sources: Mobility metric data for Boone County, unmet consumer requests, youth focus groups, and the *Voices for Collective Impact: Youth Violence Prevention* conference. Not all needs can be funded through the Children's Services Fund but could be offered through additional funding streams, if available.

Mobility Metric Data for Boone County

Boone County has been selected as one of eight counties or municipalities into the Upward Mobility Cohort. Initial priorities for Boone County were set during the Upward Mobility Kickoff event, a data walk, held on August 11, 2021. Data was presented based on the Mobility Metrics and include drivers of upward mobility of Strong and Healthy Families, Opportunities to Learn and Earn, and Supportive Communities. Each Driver of upward mobility contains data for Boone County along with additional data and analysis from local sources. More information on the Upward Mobility project and mobility metric data can be viewed here: <https://www.showmeboone.com/community-services/upward-mobility.asp>

Unmet Consumer Requests

Organizations currently contracted with the Boone County Community Services Department (BCCSD) are required to submit year-end reports. A question in the report asks if there were any consumer requests for services which the organization was unable to provide or make a successful referral to another provider. The BCCSD has compiled responses from the 2021 year-end report and has identified some themes. **Access to services** was a common theme across organizations. Organizations described the need for additional mental health services and youth programs. Key factors included lack of providers, wait times for services, and COVID-19 barriers. Stakeholders in rural Boone County have expressed the lack of access to services being directly provided in their community. In addition to access, the following themes were identified and sorted by the service categories in the *Taxonomy of Services*:

- **Basic Needs** – Transportation is a common theme and impacts program access. Unfortunately, the Children's Services Fund is unable to purchase transportation services. Car seats and infant formula was also noted as a service being unmet.
- **Education** – A lack of childcare, available slots, and a shortage of staff.
- **Health and Medical** – Need for medical and dental services. More specialized services regarding mental health were also noted. This could include trauma treatment, Multisystemic Therapy (MST), Dialectical Behavioral Therapy (DBT), mental assessments, family support groups, psychosocial groups, and address toxic stress.
- **Housing** – Homelessness and a lack of shelters, affordable housing, utility assistance, and funding for hotel stays.
- **Organizational Capacity** – Issues in retaining and hiring staff.

- **Social Development and Enrichment** - Need for parenting skills training and educational classes (leisure/skills, cooking, etc.)

Youth Focus Groups

The BCCSB engaged in a research study in January 2020 aimed at gaining understanding from youth about their perceptions of strengths, needs, and violence within the community. The BCCSB held six focus group sessions across Boone County with youth ages 12-18 in January 2020. Participants completed demographic questionnaires and a survey of block/neighborhood conditions following each focus group session. Youth were asked about strengths and weaknesses of the community, what they would like to see done about these concerns, and to prioritize these concerns. Youth shared their experiences with educational systems, mental illness, identity-based experiences, community level issues, and their ideas for solutions to some identified problems and concerns within the community. Youth expressed the desire to be heard, valued, and included in decision-making about things which directly affect them (Boone County Community Services Department [BCCSD], 2020).

Thematic recommendations from the research study focus on policy, programs, and community planning domains in Boone County. These recommendations have been identified from reviewing survey data and themes identified from focus groups.

Youth Focus Groups Programmatic Recommendations

- Expand training for all school personnel on diversity, inclusion, and equity issues
- Expand training for educators regarding mental health
- Expand workforce development programming for youth to participate in trade jobs

Youth Focus Groups Policy Recommendations

- Invest in community-based interventions to interrupt and prevent violence within the community
- Promote equity initiatives which seek to erase disparities among groups within Boone County
- Identify and implement local gun control initiatives within Boone County
- Expand community policing across Boone County to facilitate positive relationships between youth and law enforcement personnel
- Community Planning Recommendations
- Prioritize the contributions of youth in community planning processes
- Increase accessibility for youth to engage in planning events

The full report of the youth focus groups is titled, *Voices for Collective Impact: Honoring Youth Perspectives* and can be viewed at: <https://www.showmeboone.com/community-services/common/pdf/Voices%20for%20Collective%20Impact%20-%20Honoring%20Youth%20Perspectives%20-%20Report%20-%20Oct%202020.pdf>

Voices for Collective Impact: Youth Violence Prevention Conference

The BCCSB held a conference in June 2021 with a mission to develop a community action plan to address youth violence. Participants from a previous forum identified four major goals for our community:

1. Improved access to mental health services and positive, productive activities for youth and families.
2. Parents/guardians develop healthy relationships with youth and provide safe environments.
3. Our community feels safe, entities collaborate effectively, and provides crisis response based on best practices.
4. Youth achieve their full potential academically, are healthy, and have economic opportunities.

Conference participants identified and prioritized strategies to address youth violence. The top potential strategies identified include:

- Directory of all mental health resources in the community
- Increase knowledge of mental health among educators and professionals
- Increase access to workforce development for youth
- Improve employment and income level for parents/guardians
- Address trauma and mental health for parents/guardians
- Allow youth opportunities to communicate their concerns and lead initiatives
- Implement a crisis response team following gun related violence to reduce likelihood of a retaliatory event
- Mentoring for middle and high school youth
- Increase trauma-informed conversations between school and community settings
- Pro-social activities for youth where they feel safe

A full report of the *Voices for Collective Impact: Youth Violence Prevention* conference can be accessed here: <https://www.showmeboone.com/community-services/common/pdf/Voices%20for%20Collective%20Impact%20conference%20summary.pdf>