



BOONE COUNTY, MISSOURI
Request for Proposal #: 42-05NOV13 – Consulting Services for the Boone County
Children’s Services Board

ADDENDUM #1 - Issued **October 21, 2013**

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s proposal response.

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. Interviews of consultants selected for short list will occur on November 14 between 1:00 – 4:00 p.m. Firms will be contacted after November 5 confirming an interview time.

II. The following questions have been received and a response is being provided:

- 1) **Reference 3.4.3.:** “To provide Boone County residents with the facts necessary for their understanding of Board investment of tax revenues and to provide transparency and assure accountability.”

Question 1: When does the Board intend on beginning the agency funding process? Understanding the Board’s timing ties into the method of knowledge dissemination for this deliverable.

Response: No final decision has been made, but it is likely that funding would begin in the summer; fall at the latest.

- 2) **Reference 3.4.3.1:** “Attend...the BCCSB meetings when there are persons scheduled to testify or present to the Board to support the work of the BCCSB...”

Question 2: Is the above mentioned regarded as one of the six meetings? If so, would it be classified as a Forum Type 1 meeting (See 3.4.3.3.)?

Response: It could be considered one of the six meetings and consultant-driven meetings will be a Type 1 forum.

- 3) **Reference 3.4.3.3.** “Moderate no more than six public meetings as specified by the Board.”

Question 3: How many of the six meetings will be Forum Type 1, 2 and 3?

Response: It is not yet determined. The person(s) who receives the award can help the committee determine the best process and type of meetings for the kind of information desired.

- 4) **Reference 3.4.3.3.** “Moderate no more than six public meetings as specified by the Board.”

Question 4: Who is responsible for inviting participants to the input sessions?

Response: The Board will have the final say on who the invitees will be, but the Consultant will be expected to make recommendations.

- 5) **Reference 3.4.4.** "Reporting: Describe what type of reports will be provided and how they will be delivered to the Board through the contract period. Final report shall be delivered to the Board by May 31, 2014."

Question 5: Understanding the Board's timeline ties into the contractor's timeline of all deliverables preceding the final report. When does the Board intend on releasing the RFP asking community agencies to submit funding requests?

Response: An interim report will be due the first of February and the final report due the end of May.

- 6) **Reference n/a:**


Question 6: Is the purpose of the contractor deliverables to help inform an RFP process? If so, will Community Input Session be completed beforehand?

Response: Yes, the interim report will help the board understand the needs for the first round of funding and the final report will be useful for future cycles of funding .

- 7) **Reference n/a:**

Question 6: Does Boone County have a policy in place which states how much (if any) grant money can be spent on indirect costs?

Response: The Consultant services contract is not going to be paid with grant money. All expected costs should be outlined in detail in the response to the RFP.

By: 
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Proposal #42-05NOV13 – **Consulting Services for the Boone County Children's Services Board** receipt of which is hereby acknowledged:

Company Name: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____