



BOONE COUNTY, MISSOURI
Request for Proposal #: 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services – 2014 Application

ADDENDUM #1 - Issued May 23, 2014

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

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- I. If any Offeror is interested in obtaining a copy of the RFP in Word format and the Budget Worksheets in Excel, please e-mail request to mbobbitt@boonecountymo.org.
- II. The County has received the following questions and is providing a response:
 1. What is the timeline of the funding? Is it one year? Has a definitive start date and end date of the funding been established yet?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.**

2. How many times can organizations re-apply? Annual basis? If you receive funding one year, can you submit renewals annually or is there a limit?

Response: **The renewal periods will be negotiated as part of the RFP process.**

3. Can an organization apply for the pilot program and the purchase for services contracts? Or are you only allowed to submit to one?

Response: **Organizations may apply for both the pilot program and purchase of services contracts.**

4. Can an organization submit more than one pilot program?

Response: **Yes.**

5. What is the funding cap request per proposal for the pilot program? What is the funding cap request for the purchase for services contract? Is it a set amount or is it variable?

Response: **There is no funding cap established at this time for either the pilot program or purchase of services contracts.**

6. If a new non-profit organization has applied for their 501(3)(c) designation but it is still pending by the deadline date of the grant, will some consideration be given to the non-profits as long as they can document their application for 501(3)(c)?

Response: **Consideration may be given to a non-profit organization that has not yet obtained a 501(c)(3) designations; however, an organization must have obtained the 501(c)(3) designations prior to entering into a contract.**

7. Does the general liability insurance requirement and worker's compensation insurance requirement need to be in place before applying for the grant? Can this be an allowed expenditure in the budget of the request for funding proposal or is this at the expense of the organization? Do applicants need to provide an indemnity clause with their application, or only if selected for an award?

Response: **Insurance certificate does not have to be provided to submit a proposal response. It will be required at contract execution. The Offeror has discretion as to whether to itemize this expense or include it in their overall unit pricing. Indemnity clause may be provided with application or after selected for award.**

8. Is there a list of "allowable expenditures" of what can be requested for the proposal? Or a list of things that are "not allowable"? That would be helpful to have if it is available.

Response: **There is not currently a list of "allowable" or "not allowable" expenditures.**

9. For the pilot program, can participants/subjects in the research pilot be paid for their participation for completing surveys, classes, etc. as part of the funding? For example, "each participant who completes the pre- and post surveys and the classes on advocacy will have their name entered into a drawing to win a \$100.00 gift card to _____."

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the Boone County Community Services Board's (BCCSB) Funding Policy.**

10. If a new non-profit has just been certified the state and Jason Kander's office sent a letter stating that their independent audit is not due to the state until August of 2015, is this letter allowable to present in lieu of doing an independent audit prior to submission as required by the grant?

Response: **Yes.**

11. Are there stipulations about minimum wage and paying employees in the pilot program hourly? Or can a stipend be paid to them per 3 month intervals?

Response: **All applicable state and federal labor laws must be followed.**

12. Will we be allowed to ask questions at the conference on Friday, May 23?

Response: **Yes.**

13. Can our organization apply as a lead organization with community collaborations as long as MOU's are in place?

Response: Preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies. The contracting agency must comply with terms for entering into subcontracts with other agencies.

14. Is there a limit on the number of programs our organizations can apply for contracts?

- a. If the answer is more than one program, does our organization need to submit a separate application for each program or can we submit one set of standard uniform information and then separate sections for each individual program?

Response: There is no limit on the submission of applications. Please submit a separate application for each proposed service your agency is requesting funding, including the standard uniform information.

- b. If our organization can apply for multiple service contracts for separate programs, are there funding restrictions for each program? Ceiling on how much the organization can ask for total?

Response: Parameters around level of funding have not been established at this time.

15. Will evidence-based program training be funded under both of the RFP's?

Response: Evidence-based program training may be considered for funding, provided the program training complies with the BCCSB's Funding Policy and the parameters established for funding by the Request For Proposal.

- a. Are there any restrictions on the % of training costs?

Response: No restrictions have been established at this time.

- b. Are there any restrictions on the % of administration costs?

Response: For the Purchase of Service Contract there is not a restriction on the percentage of administrative costs, however, the administrative costs should be included in the overall unit cost to provide the proposed service.

19. Can funding be used for rent or the purchase of a physical building (i.e. a community center) in either RFP?

Response: All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy. For Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.

20. Can you clarify what specifically you are seeking in the anticipated outcomes, outcomes, indicators, and measurement sections (or how these differ)? Some of this information seems repetitive – is that okay?

Response: **There are excellent resources available on-line that provide detailed explanations of these terms. One resource to find this information is <http://www.cdc.gov/eval/resources/index.htm>.**

21. May we submit letters of support with our proposals?

Response: **Letters of support are not required. Letters of support will be considered as part of the application narrative. Consideration should be given to page limitations outlined in the Request for Proposals.**

22. Are the awarded contracts going to be fee for services (we get reimbursed for the services we provide) or cost-based? If they are fee for service, how are the rates determined?

Response: **Agencies will be reimbursed based on the unit cost provided in the Output section of the Application and detailed in the Budget Narratives.**

23. Attachment B - Our fiscal year runs from July to June. With that in mind, here is how I feel the years should run: Prior Year- July 2012- June 2013, Current Year July 2013-June 2014, and Proposed Year July 2014-June 2015. Is this correct? If so, our July 2013- June 2014 information will be incomplete (missing May and June numbers), should we project those numbers to show 12 months? Our agency wide budget is not completed for the upcoming year (July 2014-June 2015). Should we provide a preliminary budget?

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

24. Attachment B - In regards to Attachment B; is this full agency budget or Boone County specific? (we cover 8 counties and our funding isn't designated by County)

Response: **Agencies may use their full agency budget for Attachment B. The Budget Narrative should provide a detailed explanation of the parameters and assumptions used to complete the Budget Worksheets.**

25. Attachment C - Where do we include the funding we are requesting from the Children's Service Funds?

Response: **The amount requested from the Children's Services Fund should not be included on Attachment C.**

26. Attachment C - In the bottom box, what is the difference between "Actual" and "Current"?

Response: **The bottom box should read from left to right, “Prior Actual Year”, “Current Year”, and “Proposed Year”. An amended Attachment C is attached.**

27. Attachment C - I could not find any comments related to administrative or indirect cost. Are such costs allowable costs in the regular services RFP? If so, are there limitations?

Response: **Administrative and indirect costs are allowable, however, for Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

28. Under this funding, can a provider provide contracted services to adult clients if deemed beneficial to their child/ren? For example, when a family starts receiving services from Children’s Division if a mental health screening or assessment were completed quickly it may help the child maintain placement in their biological home or return sooner. We often cannot provide services for biological parents of children in care because they lack insurance and funds. We have tried accepting CTS funds but that has not been successful.

Response: **All requests for funds will be considered, provided the request follows statutory guidelines and complies with the BCCSB’s Funding Policy. The BCCSB’s Funding Policy outlines who the beneficiaries of the fund are and addresses maximization of funding. The BCCSB’s Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.**

29. If a provider submits a proposal that addresses two of the identified needs on page 2 of the RFP, can the applicant combine both identified service needs in one proposal and are two proposals required?

Response: **Separate applications are required for each proposed service your agency is requesting funding. The proposed service may address one or more statutorily eligible service areas as outlined on page 2 of the Purchase of Service Request for Proposal.**

30. Can funding be used toward offsetting the family’s cost of obtaining services? For example, if a family has health insurance with a large deductible (\$2500). If they want us to provide services that cost \$1000, the family will still pay the entire fee out of pocket, due to the high deductible, which is a significant barrier to services for many families. Can funding be used to pay for the services we deliver in this case?

Response: **Please review the section titled “Maximization of Funding,” in the BCCSB’s Funding Policy.**

31. Attachment D, Agency Assurance Sheet: MU has a different governance structure than most nonprofits. Our authorized research signer always signs assurances on behalf of The Curators of the University of Missouri. We plan to have her sign on the CEO line. Should we just draw through the Agency Board chair line since it does not apply?

Response: **Yes.**

32. Attachment B Agency Financial Information: MU is a large institution with hundreds of different funding streams, departments, and programs. Should we fill out this form at the department or program levels?

Response: **For the University of Missouri, Attachment B should be filled out at the Department level and Attachment C should be filled out at the program level.**

33. Do we receive funding up front or reimbursement?

Response: **Agencies will receive funding through reimbursement.**

34. Reporting requirements, how often and include what? Quantitative vs. Qualitative?

Response: **Reporting requirements will be established during contract negotiation. It is anticipated that reporting terms will be at the most on a quarterly basis and at a minimum a biannual basis. Reporting requirements will include both quantitative and qualitative information depending on how agency outcomes and indicators are measured.**

35. We have a federally negotiated indirect rate. How do we account for this in the application?

Response: **Administrative and indirect costs are allowable, however, for Purchase of Service proposals expenses will be evaluated by the overall unit cost. Budget narratives should provide a detailed explanation of the overall unit cost for service.**

36. Can you elaborate on the local match and preferences given to those offerors?

Response: **Further information regarding match funding may be found in the BCCSB's Funding Policy. Offerors that provide the Board with an opportunity to match funds will be given preference.**

37. What is the maximum amount of funds that can be requested for each RFP?

Response: **There is no funding cap established at this time for either the pilot program or purchase of services contracts.**

38. Can funding be used to support services, or supportive services/wrap-around services to children and youth who are currently enrolled in a residential chemical dependency program?

Response: **All requests for funds will be considered, provided they follow statutory guidelines and comply with the BCCSB's Funding Policy.**

39. Should all proposals be for a twelve month period? I see that there is the option for negotiation to renew funded proposals, but in our original design for programming, should we limit programming to twelve months?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. Agencies should define proposed program terms in the application and budget narratives.**

40. What will technically be considered a "Collaborative Program"

Response: **"Collaborative Program" is not a term used in the Requests for Proposals. Preference will be given to agencies that demonstrate substantive and ongoing collaboration with other agencies.**

- Will "Collaborative Programs" mentioned be required to provide authentic proof/memorandum of collaborative or partnership agreements with proposal submission.

Response: **Substantive and ongoing collaboration with other agencies must be demonstrated.**

41. Can "match funding" requirements be furthered clarified.

Response: **Further information regarding match funding may be found in the BCCSB's Funding Policy. The BCCSB's Funding Policy may be found at <http://www.showmeboone.com/communityservices/policies.asp>.**

- Which funding sources/agencies will be deemed appropriate for fund matching?

Response: **Consideration will be given to all match funding opportunities.**

- Is there a (minimum or maximum) in which match funds will be restricted.

Response: **No.**

42. Define "healthy lifestyles" and what is expected of prevention programs that fall within this effort.

Response: **The Board will evaluate proposals for prevention programs which promote healthy lifestyles based on the information and description of the Offeror. It is expected that agencies provide meaningful services to children, youth and families.**

- What will be considered "Health"?

Response: **The offeror should define what they consider health to be in their proposal.**

- Will preference be given to single-focused/targeted programs (ex. obesity prevention for children)

Response: **No.**

- Will proposals that focus on multi-faceted prevention efforts be considered as viable candidates?

Response: **Yes.**

43. How many times can organizations re-apply? Is it on an Annual basis? If you receive funding one year, can you submit renewals annually or is there a limit?

Response: **The contract term will be negotiated as part of the RFP process. It is anticipated that contract terms will extend at least 6 months or as long as 3 years after anticipated renewal periods. All contracts will contain a termination for convenience clause in favor of Boone County that allows contracts to terminate upon 30 days written notice.**

44. Section I - Overview:

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

Response: **Please reference the “Beneficiaries and Outcomes” section of the BCCSB’s Funding Policy.**


45. Attachment C Program Budget Worksheet

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

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

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

Response: **See above.**

By: 
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

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

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____