



**BOONE COUNTY, MISSOURI**  
**Request for Proposal #: 28-24JUN14 – Pilot Programs that Provide Innovative Service - Boone County Community Children’s Services**

**ADDENDUM #4 - Issued June 24, 2014**

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

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

- I. The County has received the following questions and is providing a response:
1. Where it references "require annual background checks, including child abuse and neglect screenings on all employees and volunteers", we wondered if that pertained to all employees of our organization (Central Missouri Community Action) or only to those who work directly with children and families. Some of our staff, including those from our finance/IT departments, who don't interact directly with our clientele, are at this time not required to undergo annual child abuse/background screenings. In order to be eligible for funding associated with this RFP, are we required to conduct those screens on non-project related employees and volunteers?

**Response: Any position funded by the Children’s Services Fund in whole or in part, must complete an annual background check. Any volunteers associated with any programs funded by the Children’s Services Fund must also complete an annual background check.**

2. The question is in regards to measurement in both RFP’s. “Include copies of any evaluation tools you will be using”. Some of the materials we will be proposing have not been purchased, some are quite lengthy and several use multiple methods. How should we approach these issues? We can easily include why we are using these tools as opposed to others and if it would be satisfactory I would be happy to put together a description of any evaluation tool we have not purchased or is overwhelming in length. And just to verify these evaluation tools do NOT count towards are page limit, correct?

**Response: Copies of the evaluation tools do not count towards the page limit. If there are no examples of the evaluation tools, please provide a description of the evaluation tool and why it will be utilized.**

3. Regarding the Financial Information Attachment sheets. If our agency runs only one program, wouldn't the information be exactly the same for both sheets? If so, do we fill them both out?

Response: **If the agency and program budget are the same, please fill out only one worksheet and provide detailed information in the Budget Narrative.**

4. When looking at the timeline of implementation, what is the approximate date for funding? If we are looking to implement our pilot project in a school year, I am not sure if we should say our implementation would begin this fall (2014 - 15 school year) or the next school year?

Response: **The timeline will be determined during contract negotiations. For prudent planning, agencies could plan on the next school year (2015-2016) but there may be an opportunity to receive funding prior to the next school year.**

5. In both of the above referenced RFPs there is a statement "Revenues collected and deposited in the children's services fund **may not be expended** . . . or, for transportation services".

While we do not intend to propose a transportation service per se in serving youth in the County's bedroom communities there will be expenses incurred in staff reaching out to them and transporting participants to proposed services and activities. Are these costs in anyway allowable? Can expenses incurred while using existing vehicles for gas, insurance and maintenance be included in the unit cost? How about mileage reimbursement for proposed staff?

Response: **All expenses incurred by staff in providing services are allowed and should be included in the unit cost. However, the costs of transporting participants cannot be reimbursed through the Children's Services Fund.**

6. Am I correct in understanding staffing for the proposed project may not exceed 15 % of the total project request? For example, if the total project were \$1000, \$150 would be the maximum allowable for personnel.


Response: **For the Pilot Programs for Innovative Services RFP, the 15% of salary expenses is referring strictly to indirect expenses. Salary expenses include wages, payroll taxes, unemployment, and worker's comp. 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.**

7. Will the 15% administration percentage be based on the "Personnel Costs" line on the budget or strictly just the salary portion of that line?

Response: **The 15% administrative percentage or indirect expenses are based on the salary expenses (salary expenses does not include benefits) only.**

8. What is included in Personnel expenses? Wages, payroll taxes, health insurance, and retirement are included but how about unemployment, work comp, and staff training?

Response: **Personnel expenses should include wages, payroll taxes, health insurance, retirement, unemployment, worker's comp and staff training. Please provide a detailed explanation in the Budget Narrative.**

By:   
**Melinda Bobbitt, CPPO, CPPB**  
**Director of Purchasing**

OFFEROR has examined copy of Addendum #4 to Request for Proposal **28-24JUN14 – Pilot Programs that Provide Innovative Service - Boone County Community Children’s Services** receipt of which is hereby acknowledged:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_