



COUNTY OF BOONE - MISSOURI

REQUEST FOR PROPOSAL (RFP) #: 17-18MAY15

"Access to Services" Program

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 delivers 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	March 5, 2015
Written Questions Due By	mbobbitt@boonecountymo.org	March 18, 2015 12:00 p.m. Central Time
Pre-Proposal Conference - Information Session	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	March 20, 2015 9:30 a.m. Central Time
Response Submission Deadline	Boone County Purchasing 613 E. Ash St, Room 110 Columbia, MO 65201	May 18, 2015 5:00 p.m. Central Time
Proposal Opening – Names of Offerors Read Aloud	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	May 19, 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:

RFP # 17-18MAY15 – Access to Services Program for the Boone County Children’s Services Fund

A pre-proposal conference has been scheduled for **Friday, March 20, 2015, at 9:30 a.m.** central time in the Boone County Commission Chambers, 801 E. Walnut Street, Columbia, Missouri.

Sealed proposals will be accepted until **5:00 p.m. central time on Monday, May 18, 2015** in the Boone County Purchasing Office, Boone County Purchasing, 613 E. Ash Street, Room 110, Columbia, MO 65201.

The Request for Proposal is scheduled to be **opened shortly after 9:30 a.m. on Tuesday, May 19, 2015** in the Boone County Commission Chambers, 801 E. Ash Street, Columbia, MO 65201.

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 / 17-18MAY15.

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 Date: Sunday, March 8, 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 at the Boone County Purchasing office 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 proposal 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 addenda if we do not have you on our Vendor list for this proposal.
- 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 Request for Proposal, 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 Request for Proposals 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-responsibility.

1.4. Acceptance of Proposals:

The County will accept for evaluation all proposals that are submitted properly. 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 firm'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, May 19, 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, May 18, 2015 at 5:00 p.m.** central time. 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 “**Access to Services**” program for the **Boone County Children’s Services Board (BCCSB)**, as set forth herein.

2.1.2. Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- 1) Instructions and General Conditions
- 2) Introduction and General Information
- 3) Project Information and Requirements
- 4) Application Information
- 5) Application Outline for Funding
- 6) Attachment A - Program Performance Measures Information Sheet
- 7) Attachment B – Organization Financial Information
- 8) Attachment C – Program Budget Worksheet
- 9) Attachment D – 2015 Agency Assurance Sheet
- 10) Attachment E – Certification Regarding Debarment
- 11) Attachment F - 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., March 18, 2015. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPO, CPPB, and 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.

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 **March 20, 2015 at 9:30 a.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 an “**Access to Services**” 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 60 days prior written notice to the Contractor.

3. PROJECT INFORMATION AND REQUIREMENTS

3.1. **Project Description:**

The Boone County Children's Services Board, hereby solicits formal written proposals from qualified, non-conflicted organizations for the provision and delivery of an "Access to Services" program.

3.2. **Purpose Statement:**

BCCSB desires to create a system/structural change for families and children in Boone County to access services which promote the well-being and safety of children, 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:**

This RFP seeks "Access to Services" Program proposal applications. This RFP seeks to address the issues identified by the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri, *Community Input Report* (July 2014), particularly the issues of Access and Systems/Structures. Applicants should detail in their proposal how the issues of Access and System/Structures will be addressed by their "Access to Services" Program.

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 fund an “**Access to Services**” program for children and youth nineteen years of age or less and their families. 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 program 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.

The Board will consider indirect expenses 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, Deliverables, and BCCSB Expectations:**

Offeror shall demonstrate in their proposal response how they propose to deliver and provide an “**Access to Services**” program. The proposal must include information on the following BCCSB expectations listed below:

3.7.1. **Program Administration:**

3.7.1.1. Board Representation – There must be a Board of Representatives that has oversight of the “**Access to Services**” Program including representatives from law enforcement, schools, city, county, and state government offices, juvenile office, judiciary and any other non-conflicted agencies deemed appropriate for this type of program as determined by the BCCSB and the “**Access to Services**” Program Administration.

3.7.1.2. Memorandums of Understanding/Intergovernmental Agreements - The “**Access to Services**” Program must develop and maintain MOUs and Agreements to ensure continued

collaborations and cooperation between entities. There must be coordination among sectors not just agencies to provide change at the system/structure level.

- 3.7.1.3. Multi-funding of “**Access to Services**” Program - The “**Access to Services**” Program must pursue other funding opportunities beyond the Boone County Children’s Service Funding. Such funding must be pursued at the Federal, State, and Local (schools, law enforcement, and court) levels, from private foundations, and other funding opportunities that become available.
- 3.7.2. **Target Population:**
 - 3.7.2.1. Children and Youth 19 Years of Age or Less and Their Families - The “**Access to Services**” Program will provide access to services which promote the well-being and safety of children and strengthen families through evidence-based assessments and non-conflicted referrals to appropriate providers and service coordination for children and youth birth to 19 years.
 - 3.7.2.2. Focus on Prevention and Intervention - The “**Access to Services**” Program will create a trauma informed community through prevention and intervention efforts. Facilitate supportive and caring homes, child cares, schools and community climates. Recognize early signs and symptoms of mental health concerns and effectively respond to children, youth, and families at risk for behavioral and mental health conditions.
- 3.7.3. **Informed Choice Access:**
 - 3.7.3.1. Non-Conflicted Assessment, Referral, and Case Management - The “**Access to Services**” Program must be made well-known and accessible to all Boone County children, youth, and families. Assessments are provided by non-law enforcement and non-conflicted professionals. Professionals should be trained in evidence-based case management, interviewing/engagement strategies and use reliable, evidence-based assessment tools. A centralized assessment/referral facility reduces duplication, facilitates coordination and reduces lag time between intake and services.
 - 3.7.3.2. More Right Doors – Referrals accepted from law enforcement, juvenile office and schools (with established protocols in place), parents/guardians, self-referrals and stakeholders.
- 3.7.4. **Integrated Information and Management System:**
 - 3.7.4.1. Coordination - The “**Access to Services**” Program will utilize consent procedures to enable information sharing across stakeholders (through MOU/inter-governmental agreement). Streamline a responsive service plan for multi-problem youth, allowing for ongoing monitoring of children, youth, and family service plans and detect newly trending problems.
 - 3.7.4.2. Evaluation - The “**Access to Services**” Program will use data to evaluate effectiveness and improvement to access to services, the success of service usage patterns, guide funding decisions to address gaps in service and determine the impact of the BCCSB’s policies and funding decisions.
- 3.7.5. **Terms of Participation:**
 - 3.7.5.1. Voluntary - The “**Access to Services**” Program will be a voluntary program with provision of children, youth, and family-centered, strength-based approach services. This program will not act as a detention facility. There will be coordination with law enforcement and the juvenile office to ensure that children, youth, and families referred to the program that choose not access services are followed-up with appropriately.
 - 3.7.5.2. Consumer Choice - The choice of a service provider will be that of the child, youth and family. Assistance by an “**Access to Services**” Program professional will enable families to make informed choices. A system of customer feedback regarding provider services referrals must

also be in place to determine effectiveness of referrals and satisfaction of children, youth, and families.

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 \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 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 consulting service 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 Outline for Funding must be submitted on standard white paper, with at least 12-point font and one-inch margins.

4.2. Submission of Proposal

4.2.1. Please submit five original copies to:

Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
Boone County Annex
613 E. Ash, Rm. 110
Columbia, MO 65201

4.2.2. Paper copies must be sealed in an envelope with RFP # and name of Offeror on the outside of the envelope. Please include, in the sealed envelope, an electronic copy (Microsoft Word or PDF) on a USB flash drive/thumb drive/jump drive or CD. Proposals, both written and electronic, **MUST** be delivered no later than **5:00 p.m. central time, May 18, 2015**. Proposals will not be accepted after this date and time and the County will return such late proposals to the Offeror.

4.2.3. To facilitate the evaluation process, the Offeror must organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

- a) Each distinctive section should be titled with each individual evaluation category and all the material related to that category should be included therein.
- b) The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal.
- c) The proposal must, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be implemented.

4.2.4. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, 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.

4.2.5. 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. 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 and all references to obtain without limitation, information regarding the Offeror's performance on previous projects. A uniform sample of references may be checked for each short-listed Offeror.

5. APPLICATION OUTLINE FOR FUNDING

**BOONE COUNTY CHILDREN'S SERVICES FUND
2015 "Access to Services" Program**

1. ORGANIZATIONAL PROFILE

- a. Organization Name (the official name of the organization that enters into the contract):
- b. DBA (if any):
- c. Physical Address:
- d. Mailing Address:
- e. Phone: Fax:
- f. Website:
- g. Head of Organization (Executive Director, President, CEO):
- h. Name:
- i. Title:
- j. Phone: Email Address:
- k. Federal Tax ID (or Social Security #):
- l. If there is a local office, please provide the local contact information below:
- m. Local Organization Name:
- n. Local Contact Name/Title:
- o. Local Physical Address:
- p. Local Mailing Address:
- q. Local Contact Email Address:
- r. Local Contact Phone: Local Contact Fax:

2. ORGANIZATION INFORMATION

- a. Organization Type: (choose one)
 tax-exempt/not-for-profit for-profit governmental
- b. Organization Mission Statement (Purpose):
 Provide your organization's mission statement.
- c. Organization History:
 Provide a brief history of your organization including the number of years the agency has been in operation.
- d. Brief Statement of Organization's Major Goals:
 Provide a brief statement of the ultimate goals toward which your agency is committed to working.
- e. Organization Governing Board: Please include information for **all** board members.

Name	Board Position	Address	Phone Number	Email	Employer	Total Years Served on Board	Compensation

- f. Organization Advisory Board (if applicable): Please include information for **all** advisory board members.

Name	Board Position	Address	Phone Number	Email	Employer	Total Years Served on Board	Compensation

- g. Funding Request:

Total Amount Requested for Program Services: _____

Total Amount Requested for Indirect Services: _____

Limited to maximum of 15% of salary expense only (salary expense does not include benefits). These expenses include general organizational expenses such as management time, finance, human resources or other support services effort, liability insurance, facility rent/lease, postage, telephone, utilities, etc.

Program Services + Indirect = Total Amount Requested for This Proposal: _____

Signature: _____

Date: _____

3. **BACKGROUND INFORMATION**

- a. Provide the name of the proposed program.
- b. Describe your interest in implementing an “**Access to Services**” program to provide services to children, youth, and families in Boone County.

4. **PROGRAM OVERVIEW SECTION**

a. Statement of Issue Being Addressed:

- i. Provide a brief statement of the issue(s) being addressed by this program.
- ii. Provide documentation of the issue(s) to be addressed by the proposed program utilizing objective, relevant, information and data, from outside sources.
- iii. Describe the population affected by the issue(s) to be addressed by the proposed program including demographics and characteristics.
- iv. Describe how Boone County is affected by the issue(s) to be addressed by the proposed program.

b. Target Population:

- i. Describe who will be served by this proposed program including a description of the characteristics and demographics.
- ii. Why will this population be served?
- iii. Describe any impediments in serving this target population.
- iv. Within the target population, is there a segment of the population the program will be unable or challenged to serve?

c. Description of Program Service(s):

- i. What are the goals of the proposed program?
- ii. Provide detailed information about the services to be provided in the proposed program.
- iii. Provide detailed information about the location(s) in which services will be provided and the hours of operation (e.g. Monday – Friday, 8:00 am – 5:00 pm).
- iv. Provide detailed information about the program requirements (e.g. accreditation, licensing, minimum standards, etc.).
- v. Identify and describe the evidence-based practice(s) and/or best practice(s) that will be used and any relevant evidence supporting the efficacy of proposed program. In doing so, please use proper citations. If there is no evidence to support efficacy of the proposed program, please provide rationale for utilizing the service(s).
- vi. Describe unique or innovative service technique(s) and/or special staff training initiative(s) that will enhance access to and/or the quality effectiveness of the program service.
- vii. Describe partnerships or collaborations that enhance access to and/or the quality and effectiveness of the proposed program.
- viii. If MOUs, contracts, and/or agreements are in place please attach at the end of the proposal.
- ix. Explain if there will be an eligibility criteria (e.g. income, age, etc.) utilized for

determining eligibility for the proposed program.

- x. Will program consumers be charged a fee for the proposed program services? If yes, please provide the unit rate and the justification for the rate utilizing an established public funding rate. If no, please provide rational why no fee will be charged for this service(s).
- xi. Will any of these service(s) provided be billable to any third party payer? (e.g. health insurance, state subsidy) If yes, indicate the third party payer(s) to be billed, the services for which they will be billed. If no, explain why service(s) will not be billed to a third party payer.
- xii. Will the proposed program utilize any type of sliding fee schedule? If yes, describe a rationale for use and structure of the fee schedule. If no, describe a rationale why no fee schedule will be utilized.
- xiii. What option will a child/family have if they are underinsured (e.g. high deductible) or if they are uninsured?

d. Description of Program Service(s) Need:

- i. State the reason why the proposed program is needed in the community?
- ii. Is this program service(s) provided by other organizations in the County? If yes, state the reason(s) why your program service is not duplicative in nature.
- iii. Describe how funding from the County's Children's Services Fund will fill a gap in funding from other funding sources, expand program service capacity, and/or enable the organization to access other funding sources.

5. ACCESS TO SERVICES PROGRAM CONCEPTS NARRATIVE

Please provide descriptions to the following concept ideas to be developed in an “**Access to Service**” Program (refer back to 3.7. Scope of Work, Deliverables, and BCCSB Expectations) If this information was covered previously, please indicate such and only address the concepts that have not been previously covered in this application:

- a. Program Administration - Board Representation, Memorandums of Understanding/Inter-Governmental Agreements, Multi-Funding of Access to Services Program
- b. Target Population - Children and Youth 19 years of Age or Less and Their Families, Focus on Prevention and Intervention
- c. Informed Choice Access - Non-Conflicted Assessment and Referral, More Right Doors
- d. Integrated Information Management System - Coordination, Evaluation, Software
- e. Terms of Participation - Voluntary, Consumer Choice

6. IMPLEMENTATION

- a. Describe the approach that will be used to evaluate the effectiveness of the program.

- b. Discuss the plan for the implementation of the program including how the requested funds will be used for the program in the implementation process.
- c. Describe how and with what organizations you will collaborate with to implement the program. Are there any community collaborations that enhance the quality and effectiveness of the program service(s)? If so, please describe. Discuss what other agencies you have collaborated with in the development of the idea of an innovative service(s).
- d. Outline the timeline for key steps in the implementation process.
- e. Input – Clinical Expertise:
 - i. Discuss the capacity to execute the proposed program.
 - ii. Provide a list of staff positions for this program and their responsibility for implementing the program.
 - iii. Provide the information for the staff qualification chart like the one below.

POSITION OR TITLE (DO NOT USE NAMES)	QUALIFICATION (BA, BS, LICENSED, ETC.)	FTE*	SALARY RANGE (WAGES, SOCIAL SECURITY, MEDICARE)	BENEFITS	OTHER COMPENSATION FROM ORGANIZATION

*FTE = Full Time Equivalent (i.e. = 1.0 FTE, Half-Time = 0.5 FTE, etc) FTE = number of direct program service hours worked by employee per /2080 hours (e.g. 1040/2080 = .5 FTE)

7. EVALUATION

Program Performance Measures Worksheet to be attached (see Attachment A)

- a. Services/Activity: Describe each service that will be offered to the consumer.
- b. Output:
 - i. List how much service/activity will be offered, and
 - ii. Number of individuals to be served.
- c. Outcomes:
 - i. Describe the beneficial change in consumers.
 - ii. Identify a timeline for each outcome.
- d. Indicators:
 - i. Identify and describe the item(s) of information by which the program’s level of success is measured.
 - ii. Identify the performance target of these indicators and why this indicator was chosen.
- e. Method of Measurement:
 - i. Describe instrument or technique used for each service/activity to gather the information needed to measure the program’s success.
 - ii. Describe why this specific instrument or technique was chosen over others.

8. BUDGET

- a. Budget Worksheets to be attached:
 - i. Organization Financial Worksheet (see Attachment B).
 - ii. Program Budget Worksheet (see Attachment C).

- b. Budget Narrative - Please explain each line of the budget worksheets from Attachments B/C.

9. SUSTAINABILITY

Please describe the sustainability plan for the “**Access to Services**” program.

10. AGENCY ASSURANCE, CERTIFICATION, AND WORK AUTHORIZATION SHEETS

Please review, sign, and return the Agency Assurance Sheet (see Attachment D), the Certification Sheet (See Attachment E), and the Work Authorization Sheet (see Attachment F) with the proposal. The sheets outline the expectations and requirements for any agencies requesting and/or receiving funds through the Boone County Children’s Services Fund.

ATTACHMENT A

Program Performance Measures Information Worksheet

The following synonyms, definitions, and examples may help you completing the required program performance measures information:

	Service	Output	Outcome	Indicator	Method of Measurement
Synonyms	<i>Service = Activity</i>	<i>Output = Product</i>	<i>Outcome = Change</i>	<i>Indicator = Measure</i>	<i>Method of Measurement = Information gathering instrument or technique</i>
Definitions	A <i>Service</i> is the program activity or sub activity being provided	An <i>Output</i> is expressed as the NUMBER of things produced by a service and the number people for whom it is provided	An <i>Outcome</i> describes a beneficial CHANGE in people	An <i>Indicator</i> is the specific item of information by which a program's LEVEL OF SUCCESS is measured	A <i>Method Of Measurement</i> is the instrument or technique used to gather the information needed to measure the program's success.
Example	Service = Before/after school youth enrichment programming Sub-Service =Tutoring	150 hours of tutoring sessions for 30 children	Child's academic performance improves	Number and percent of participants who receive better grades following participation in program as compared to period prior to participation	Utilize school report card data pre and post participation in the program.

ATTACHMENT A

Program Name: _____

Service	Output(s)	Outcome(s)	Indicator(s)	Method of Measurement

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ATTACHMENT D

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:

- Proof of 501(c)(3)
- Certificate of Corporate Good Standing
- Articles of Incorporation
- Organizational Chart
- Most Recent 990 Federal Form
- Agency Strategic Plan
- Copies of Agency Accreditations
- Most Recent Agency Independent Audit
- Agency Policy of Non-Discrimination
- Agency Policy for Screening of Staff and Volunteers for Child Abuse and Neglect
- Agency Statement of Confidentiality
- Memorandums of Understanding (not currently needed for Contingency Funds Request)

Certifications:

Please indicate that the above named organization:

- a. Is a registered corporation in good standing with the State of Missouri. yes no

- b. Agrees to comply with all 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 Americans 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 no

- c. If deemed a religious or denomination 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 not discriminate against any persons seeking services on the basis of religion and will not limit such services or give preference to persons on the basis or religion; and 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 no

d. Prohibits discrimination in employment and the delivery of services on the basis of marital status, gender identity, and sexual orientation.

yes no

e. Prohibits discrimination in employment and the delivery of services on the basis of genetic information.

yes no

f. Has administrative and program facilities that are accessible to persons with disabilities per the Americans with Disabilities Act of 1990.

yes no

REQUIRED if the answer was no - upload an ADA Plan of Accommodation and Transition Plan.

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 E

(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

If you did not receive the Excel version of *Attachment B – Organization Financial Information and Budget Narrative* and *Attachment C – Program Budget Worksheet and Narrative*, please contact Melinda Bobbitt by e-mail:

Melinda Bobbitt, CPPO
Director of Purchasing
Boone County
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Columbia, MO 65201

E-mail: mbobbitt@boonecountymo.org

Phone: (573) 886-4391