



## BOONE COUNTY, MISSOURI

### Request for Proposal #: 26-15JUN15 – Purchase of Service and Pilot Program Contracts for the Community Health Fund

#### ADDENDUM #1 - Issued May 21, 2015

This addendum is issued in accordance with the RFP Response Page in 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 *Response Form*. Signed addendums should be uploaded in the Required Documents section of the Proposal Cover Sheet.

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. The deadline for further questions regarding this RFP is 5:00 p.m. central time, June 3, 2015.
- II. Sign-In Sheets from the pre-proposal conference on May 18 are attached for informational purpose.
- III. Clarification: Delete 2.1.2.6, an Organizational Budget is no longer required.
- IV. Clarification: Add to paragraph 3.5, bullet point six – Child abuse and neglect screenings on employees and volunteers are only required if the target population of the program includes children and youth.
- V. The County received the following questions and is providing a response:
  - a. Please define the differences between a Purchase of Service Contract and a Pilot Program Contract.

**Response:** The Pilot Program application is intended for new programs which do not yet have a defined unit rate or measurement for program services. Pilot programs will not be funded for longer than two years under a pilot program contract. It is expected that as pilot programs are implemented, unit rates and measurements will also be established for program services.

- b. Help me understand the indirect expenses explanation in section 3.6 of PFP #:26-15UN15. In a program with a 100,000 budget, does that mean 15,000 could go for salary? There could be additional indirect expenses (items listed in the 3.6 and that is where benefits fall?

**Response:** Indirect expenses will be considered up to a maximum of 15% of salary expense only. Salary expenses do not include benefits. For example, if a program has a budget of \$50,000.00 and \$15,000.00 of the budget is personnel costs (\$10,000.00 salary expense plus \$5,000.00 benefit cost) then \$1,500.00 will be considered for indirect expenses (\$10,000 salary expense x 15%). Indirect expenses are defined in section 3.6 of RFP #26-15JUN15.

- c. How do you print the Apricot form so you can view the whole proposal at once.

**Response:** Each section of the proposal needs to be printed off separately. Instructions for printing are contained within the User Guide for Apricot which may be found at: [http://www.showmeboone.com/communityservices/common/pdf/Apricot\\_User\\_Guide.pdf](http://www.showmeboone.com/communityservices/common/pdf/Apricot_User_Guide.pdf)

- d. If two or more organizations are collaborating on a program, should each organization submit a proposal?

**Response:** No, only one proposal per program should be submitted.

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

OFFEROR has examined **Addendum #1** to Request for Proposal# **26-15JUN15 – Purchase of Service and Pilot Program Contracts for the Community Health Fund**, receipt of which is hereby acknowledged:

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

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

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

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

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

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

**PRE-PROPOSAL CONFERENCE – INFORMATION  
SESSION - RFP – 25-15JUN15 – PURCHASE OF SERVICE  
CONTRACTS FOR BOONE COUNTY CHILDREN’S  
SERVICES FUND, 2015 APPLICATION**

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Heather Wall	Lutheran Family Children's Services	815-9955
3.	Mable J. Grimes	Nora Stewart	449-5981
4.	Michael Trapp	Phoenix Health Programs	777-3000
5.	Stephanie Browning	Cd/Boone Public Health Human Services	874-7343
6.	Michelle Swales	ColBoone PIHS	874-6331
7.	Meg Bartlett	Maryland Jordan Community Learning	449-5600
8.	Kim Harvey	Harrisburg Early Learning Center	875-5959
9.	Steve Hollis	City/County PIHS	774-7489
10.	Robert Gregling	Presbyterian Children's Home, Inc.	314-581-1727
11.	Christine Corcoran	Lutheran Family Children's Services	314-754-2731
12.	Cheryl Howard	Nora Stewart ELC	449-5981
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**PROPOSAL OPENING  
RFP – 25-15JUN15 – PURCHASE OF SERVICE CONTRACTS  
FOR BOONE COUNTY CHILDREN’S SERVICES FUND,  
2015 APPLICATION**

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Brian Martin	Putnam Community Health	573-480-4781
3.	Consuela Johnson	Fun City Youth Academy	573-256-1436
4.	Jason Wilcox	Columbia Boone PHHS	573-874-7224
5.	Andrea Warner	Columbia Boone PHHS	573-874-7632
6.	Nindy Ell	Univ. of MO - Dept. of Psychiatry	573 673-4057
7.	Melody Boling	Univ. of MO Dept of Psychiatry	573- <del>230-11</del>
8.	CYNTHIA CHAPMAN	The Salvation Army	573-442-3229 X222
9.	Shelly Lock	Child Care Assoc of MO	573-4455437
10.	Nicole Elliott	BECC	573 874 1690
11.	Nicole Elliott	Central Missouri Foster Care Adoption Assoc.	573 894 0655
12.	Dan Reilly	MO Wellness Project	573 884-7534
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	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Nora Kelleher	Epworth McMillan & Grady <sup>Emm</sup>	314-918-3321
3.	Alan Saunders	Columbia Center for Urban Agriculture	573-356-9392
4.	Kathy Becker	Missouri Ends Town	573-642-5345
5.	Nick Foster	Voluntary Action Center	573-874-2273
6.	PAM LEYHE	PREFERRED FAMILY HC	573 680 1905
7.	Nancy Lane	Narrow House	573-474-6600
8.	Nicole Thomas	Great Circle	573-442-9331
9.	Jack Jensen	First Chance for Children	513-777-1815
10.	Carolyn Minter	Deep 4 Girls Club	573-234-8334
11.	KEVIN DRUNKER	EPWORTH	314-918-3308
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SERVICES FUND, 2015 APPLICATION**

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Whitney Jones	Youth Empowerment Zone	(573) 627-2215
3.	Tara Jones	Youth Empowerment Zone	(573) 250-1896
4.	Tara Jones	HOPE OF MISSOURI NFA	(573) 442-4670
5.	Becky Markt	CITA Low-Income Services	573 443-2586
6.	Cathy O Richards	boone county Public Admin	573-886-4190
7.	Claire Slama	Rainbow House	573-474-6600
8.	Janie Bakuta	Rainbow House	573 474 6600
9.	Scott Clardy	Columbia/Boone Co. Pub. Health + Human Svcs	573-441-5560
10.	Rebecca Kressler	Col/Boone Co Public Health	578-424-4757
11.	Carolee Schatz	mu Bridge	573-268-4129
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