



## BOONE COUNTY, MISSOURI

### Request for Proposal #: 30-20JUL17 – *Purchase of Service Contracts for the Boone County Children’s Services Fund*

#### **ADDENDUM #2** - Issued July 7, 2017

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 County received the following question and is providing a response:

a. You included the following requested attachments:

Attachment A 2017 Organization Assurance Sheet

Attachment B Certification Regarding Debarment, Suspension, Ineligibility, and Volunteer Exclusion

Attachment C Work Authorization Certification

I am unsure of what is being requested here. My assumption is that these are signed statements that assure that the grant requester is eligible to apply. However, the specifics of what the statements require escapes me. Is it possible for you to provide me some details of what specifically these should contain, or perhaps provide examples?

**Response: For Attachment B and Attachment C, see response to question J. in Addendum #1. Attachment A, is used to certify that the organization will follow the policies developed by the Boone County Children’s Services Board (BCCSB) and, if funded, all conditions that are outlined in the funding agreement. It also certifies that organizations follow accepted accounting procedures. The documents listed in Attachment A must be provided upon request, typically during a site-visit. All attachments must be signed by the appropriate individuals and uploaded in Apricot. The Attachment forms are attached to the RFP.**

b. We are using the worksheets provided in Apricot to work on our grant. In our previous SOAR grant we filled out the following sections Program Consumers, Consumer Demographics, Individuals Trained, Program Access, Program Quality, and Collaboration for each Program Service. Is this still the case for the new grant? The “Program Overview worksheet” doesn’t specify if these sections need to be filled out for each Program Service.

**Response: This RFP, #30-20JUL17, has been revised. The Program Overview (V3) should reflect information for all the services. The Program Service (V3) requires information for each separate service.**

- c. Just to clarify the ADA accessibility issue. In accordance with federal guidelines, an agency with fewer than 15 employees is not accountable for ADA accommodation, so an agency this small would be exempt from that requirement, correct?

**Response: If an organization's administrative and program facilities are not accessible to persons with disabilities per the Americans with Disability Act of 1990, then an organization must upload, in Apricot, an ADA Plan of Accommodation, and a Transition Plan. We expect that all services funded by Children's Services Funds are accessible to individuals with disabilities.**

- d. We are planning for part of our project to begin in the 2018-19 school year. This means that in our Year 1 Total Request is only for 6 months of full funding, but our Year 2 Total Request would be for 12 months of full funding. What is the best way to enter this into the Program Revenue and Program Expenses sections? Since the budget is an annual budget, should we enter Year 1, which is only half funding, or Year 2 which would be a full program year?

**Response: Enter the year one budget information in the Program Budget section even if it is only for six months. In the Yearly Amount Request section provide the total requests for year one and year two. Then enter an explanation in the Program Expenses Narrative section.**

- e. Question regarding Section r. Service Output, question e (Total Number of Unduplicated Individuals): Three of my services are broken down by type (Individual therapy – Adult, Individual therapy – Child & Family therapy). Do I need to estimate on how many clients will receive this type of services or can I say that 125 unduplicated clients will be served in the program?

**Response: Each separate service must have their own number of unduplicated individuals entered in "e" in the Service Output section.**

- f. Just to clarify is it 15% of salaries or 15% of salaries and fringe.

**Response: When developing a Unit of Service Rate, indirect expenses can be 15% of salaries which would include state and federal taxes. No other benefits or fringe should be included. Here is the link to the Boone County Funding Board Funding Policy:**

**<https://www.showmeboone.com/CommunityServices/common/pdf/BCSSBFundingPolicy.pdf>**

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

OFFEROR has examined **Addendum #2** to Request for Proposal# **30-20JUL17 – Purchase of Service Contracts for the Boone County Children’s Services Fund**, receipt of which is hereby acknowledged:

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

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

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

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

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

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