



COUNTY OF BOONE - MISSOURI

REQUEST FOR PROPOSAL (RFP) #: 19-02MAY19

“Access to Services” Program

Boone County Children’s Services Fund

2019 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 deliver 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 19, 2019
Initial Written Questions Due By	mbobbitt@boonecountymo.org	March 28, 2019 5:00 p.m. Central Time
Pre-Proposal Conference - Information Session	Boone County Purchasing 613 E. Ash St, Room 110 Columbia, MO 65201	April 2, 2019 3:00 p.m. Central Time
Response Submission Deadline	Web-based funding management system	May 2, 2019 12:00 p.m. Central Time
Proposal Opening – Names of Offerors Read Aloud	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	May 2, 2019 1:30 p.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:

BID #: 19-02MAY19 – Access to Services Program for Boone County Community Children’s Services

A pre-proposal conference has been scheduled for **Tuesday, April 2, 2019, at 3:00 p.m.** Central Time in the Boone County Purchasing Department, 613 E. Ash Street, Room 110, Columbia, Missouri.

Proposals will be accepted until **12:00 p.m. Central Time on Thursday, May 2, 2019** via the web-based funding management system.

The Request for Proposal is scheduled to be **opened shortly after 1:30 p.m. Central Time on Thursday, May 2, 2019** in the Boone County Commission Chambers, 801 E. Walnut St., Columbia, Missouri.

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@boonecountymmo.org. A copy may also be downloaded from our web page at www.showmeboone.com. Select Purchasing /Bid Opportunities/ 19-02MAY19.

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: Tuesday, March 19, 2019

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 via the web-based funding management system application, Apricot by Social Solutions, 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 RFP 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 addendums if we do not have you on our Vendor list for this RFP. Addendums can be viewed at www.showmeboone.com /Purchasing /Bid Opportunities/ 19-02MAY19.
- 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 organization 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 RFP, 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 RFP 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-responsiveness.

1.4. Acceptance of Proposals:

The County will accept for evaluation all proposals that are submitted properly and are responsive to the RFP. 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 organization'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, **Thursday, May 2, 2019 at 1:30 p.m.** Central Time. RFP opening listing proposer's names will be posted on the County web page following the opening at www.showmeboone.com /Purchasing /Bid Opportunities/ 19-02MAY19 Bid Tabulation.
- c) Proposal responses are due by **Thursday, May 2, 2019 at 12:00 p.m.** 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 statutorily eligible services pursuant to RSMo §210.861, as set forth herein.

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

- 1) Instructions and General Conditions
- 2) Introduction and General Information
- 3) Program Information and Requirements
- 4) Application Information
- 5) Proposal Outline
- 6) Attachment A - Organization Assurance Sheet
- 7) Attachment B - Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- 8) Attachment C - 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 **5:00 p.m., March 28, 2019**. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPO, CPPB, 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 and register as a Vendor for this RFP.

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 **April 2, 2019 at 3:00 p.m.** Central Time in the Boone County Purchasing Department, 613 E. Ash Street, Room 110, Columbia, Missouri.
 - 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 a Purchase of Service 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 30 days prior written notice to the Contractor.

3. PROGRAM INFORMATION AND REQUIREMENTS

3.1. Program 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 advance 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. The “Access to Services” Program will advance a “no wrong door” referral system for eligible families that is conflict-free and empowers families with consumer choice.

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. Advisory Board – There must be a Board of Representatives that serves in an advisory capacity to 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. The Advisory Board will be appointed by the Boone County Children’s Services Board. The Advisory Board will serve to inform continuous quality improvement of the “Access to Services” Program.
- 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 to 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.

3.7.6. Reports:

- 3.7.6.1 Inform - The “**Access to Services**” Program shall inform the Advisory Council, the Boone County Children’s Services Board, and the Community regarding program effectiveness.
- 3.7.6.2. Outcomes – The “**Access to Services**” Program shall collect data to demonstrate measurable outcomes at the individual, family, and system levels.

3.8. Contractor Organization 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 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 \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 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 \$1,000,000.00 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 \$1,000,000.00 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 \$1,000,000.00 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 \$1,000,000.00 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 purchase of service as the contract 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. Organization Profile, Proposal Cover Sheet, and Application:

The County utilizes, Apricot by Social Solutions, a web-based funding management system through which proposals, in response to this Request for Proposals, must be submitted. For an application to be considered complete the Offeror must complete/update the Organization Profile, Proposal Cover Sheet, and upload the application (PDF) in the Proposal Cover Sheet.

To access the funding management system:

New Users: To create an account contact the Community Services Department at:

Email: communityservices@boonecountymo.org

Address: 605 E. Walnut, Columbia, MO 65203

Phone: 573-886-4298

Returning Users: Access <https://ctk.apricot.info/auth>, sign in, click on the Application Overview and click "Open – Click Here to Apply" under the application titled Children’s Services Fund – Access to Services. You will be directed to the Proposal Cover Sheet. For the Fund Source, please select Children’s Services Fund – Access to Services. Complete the Proposal Cover Sheet.

4.2. Submission of Proposal:

- 4.2.1. Proposals must be submitted by 12:00 p.m. on May 2, 2019 via the web-based funding management system. The Offeror must upload the finalized proposal, in a PDF format, to the Access to Services section in the Proposal Cover Sheet.
- 4.2.2. To facilitate the evaluation process, the Offeror must complete each of the distinctive sections of the Proposal Outline described herein.
- 4.2.3. The Offeror is cautioned that it is the Offeror’s sole responsibility to submit information related to the RFP sections, 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.

4.2.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all 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. The Offeror may contact the Community Services Department for technical assistance with the Apricot system. 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.

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 references to obtain without limitation, information regarding the Offeror's performance on previous projects.

5. PROPOSAL OUTLINE

Describe how the "Access to Services" Program will advance 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 through a "no wrong door" referral system for eligible families that is conflict-free and empowers families with consumer choice. The response should include the following:

I. PROGRAM OVERVIEW

- a. Statement of Issue Being Addressed;
 - i. Provide a brief statement of the issue(s) being addressed by the program.
 - ii. Provide community level data regarding the issue(s) being addressed by the program.
- b. Target Population
 - i. Describe the population served by the program, including a description of characteristics and demographics.
 - ii. Describe any impediments or challenges to serving the described population, include how the program will strive to overcome the impediments and challenges.
- c. Terms of Participation
 - i. Explain any eligibility criteria used to determine eligibility for the program.
 - ii. Describe how the program will maintain voluntary participation in the program while also assuring children, youth, and families identified as needing services will be engaged and motivated to participate in services.
 - iii. Describe how families will be enabled to make informed, consumer-driven choices in selecting service providers.
- d. Description of Program
 - i. Describe the goals of the program.
 - ii. Provide detailed information regarding the services provided through the program.
 - iii. Describe the evidence-based practices and/or best practices that will be used to deliver the program.
 - iv. Describe the organizational structure of the program.
 - v. Describe the staffing guidelines for the program, include qualifications of staff and training provided to staff.
 - vi. Describe partnerships and collaborations that enhance access to and/or the quality and effectiveness of the program. Please describe any MOUs or agreements that are in place and attach them to the proposal.
 - vii. Describe where the program will be physically located and the hours of operation.
 - viii. Describe how the program will be responsive and provide program access to schools, law enforcement, the juvenile office, and other stakeholders throughout Boone County. Include how referrals to the program will be accepted.
 - ix. Describe how the program will be made well-known and accessible to all Boone County children, youth, and families.
- e. Program Administration
 - i. Describe how the Advisory Board appointed by the Boone County Children's Services Board will be utilized to inform continuous quality improvement of the program.
 - ii. Describe how the program will pursue other funding opportunities beyond Boone County Children's Services Funding.
 - iii. Describe how program challenges will be communicated to the Advisory Council and the Boone County Children's Services Board.
 - iv. Describe the process the program will utilize to request approval from the Boone County Children's Services Board to deviate from the agreement for the program, if necessary.

- v. Describe the clinical expertise and capacity of the organization to deliver the program.

II. PROGRAM OUTCOMES

- a. Integrated Information and Management System
 - i. Describe how the consent procedures the program will utilize to enable information sharing across stakeholders to streamline a responsive service plan for children, youth, and families.
 - ii. Describe how the program will use data to evaluate effectiveness and improvement in access to services, the success of service usage patterns, and identify gaps in services.
- b. Reports
 - i. Describe what information and data will be provided to the Advisory Council, the Boone County Children's Services Board and the Community regarding the program. Information and data should include, program outputs, client demographics, and measurable program outcomes.

III. PROGRAM BUDGET

- a. Provide a detailed, line-item program budget for a one-year time period. Indicate whether any changes are anticipated to a yearly program budget over a five-year time period.

IV. TRANSITION PLAN

- a. An operational transition plan should be submitted.
- b. The transition plan should describe how the program will be maintained in the community, including staffing transitions, service delivery transitions, information and data preservation, and collaborations with stakeholders.

ATTACHMENT A

2019 ORGANIZATION ASSURANCE SHEET

(Please complete and upload on the Proposal Cover Sheet in the Apricot System)

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:

- Certificate of Corporate Good Standing
- Organization Policy of Non-Discrimination
- Organization Policy for Screening of Staff and Volunteers for Child Abuse and Neglect
- Organization Statement of Confidentiality

Printed Name - Organization Executive Director/President/CEO

Date

Signature - Organization Executive Director/President/CEO

Date

Printed Name - Organization Board Chair

Date

Signature - Organization Board Chair

Date

ATTACHMENT B

(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 Organization.

- (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

