



BOONE COUNTY, MISSOURI

Request for Proposal #: 34-18JUL19 – Purchase of Service Contracts – Boone County Children’s Services Fund - 2019

ADDENDUM #4 - Issued July 3, 2019

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*.

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 questions and is providing a response:

1. How do I account for the BCCSB ineligible clients served by AHF (i.e., seniors, disabled and out of county residents) in the new proposal? The reason I ask is that we are planning to expend considerable time and effort to recruit Boone County seniors and disabled clients this next year (as well as other SNAP residents not now using AHF) which means handling the AHF clients who are BCCSB eligible somewhat differently.

Response: The proposal should include all clients, regardless of eligibility for Children’s Services Fund reimbursement. This should be reflected in the demographics section and the total number of individuals served for each applicable service(s) that clients directly receive.

2. When preparing our proposal, if services are delivered to families outside of Boone County, should we include those numbers in the total number of individuals served by the service?

Response: The total number of individuals served for each service should include all individuals receiving that service, regardless of county residency.

3. On the Program Overview (V3) document under the section “Program Budget,” is this section asking us to project what the income in these fields will be starting January 2020-December 31st 2021? If we did this, it would be projecting based on our last 12 months.

Response: The budget should be a projection of expected revenues that will support the program. The time frame of the budget should cover one year of programming (January 1, 2020-December 31, 2020).

4. I looked under Shared Files and see Developing a Unit of Service Rate. Do you need our application to format a page like that? We are entering everything in Apricot, so we believe we're covering all the details, but do we also need to attach a page like that?

Response: There is no place to attach a page describing how a unit of service is developed. Development of the unit rate information should be included in the Outputs section for each service.

5. The RFP asks for a 1500 character of the description of the evidence regarding our program approach. At the end of the proposal, there is a 5000-character section in which we are asked to reproduce the documentation in APA style. My question deals with the first section: do the references cited have to be in APA format in this section or can they be modified in such a way that they can be compared to the longer list of citations? 1500 characters with full citations does not leave much room for description.

Response: We prefer that APA Style format is used throughout the proposal, unless character limitations are reached in a particular field. The Reference List does require the APA Style format.

6. Does Boone County and/or the Children's Board have any particular format they wish to have used for an audit?

Response: Audits must be performed by an independent individual or firm licensed by the Missouri State Board of Accountancy. The audit is to include complete accounting for funds, in accordance with generally accepted accounting principles. The Boone County Children's Services Board also requires that the management report of any audit be made available as part of the required audit.

7. For our proposal, one of the project partners is the University of Missouri Center for Health Policy. They are eager to participate, however because of some procedural hurdles, they cannot sign an MOU until funding is in place. The MUCHP Director is happy to provide a letter of support stating that an MOU will be signed upon funding being awarded to the project. However, there are specific instructions from Children's Services not to include letters of support.

We want to convey to the reviewers of our proposal that the partnership is ready to move forward, however the procedural hurdles at the University prevent us from providing you with an MOU. Can we upload a letter of support stating that an MOU is forthcoming? Should we explain this situation in the narrative?

Response: Letters of support will not be accepted or reviewed. This information can be included in applicable narrative field(s).

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

OFFEROR has examined **Addendum #4** to Request for Proposal# **34-18JUL19 – Purchase of Service Contracts** receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____