



COUNTY OF BOONE - MISSOURI

REQUEST FOR PROPOSAL (RFP) #: 29-27JUL20

School-Based Services

Boone County Children's Services Fund

2020 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	June 16, 2020
Initial Written Questions Due By	lpalazzolo@boonecountymo.org	June 24, 2020 12:00 p.m. Central Time
Pre-Proposal Conference - Information Session	Zoom Video Conference: Join Zoom Meeting https://us02web.zoom.us/j/85164973251 Meeting ID: 851 6497 3251 One tap mobile +13017158592,,85164973251# US (Germantown) 13126266799,,85164973251# US +(Chicago) Dial by your location +1 301 715 8592 US (Germantown) +1 312 626 6799 US (Chicago) +1 929 205 6099 US (New York) +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 669 900 6833 US (San Jose) Meeting ID: 851 6497 3251 Find your local number: https://us02web.zoom.us/j/85164973251	June 25, 2020 10:00 a.m. Central Time

Response Submission Deadline	Web-based funding management system	July 27, 2020 5:00 p.m. Central Time
Proposal Opening – Names of Offerors Read Aloud	Boone County Commission Chambers 801 E. Walnut (Tentative) Columbia, MO 65201	July 28, 2020 9:30 a.m. Central Time

CONTACT INFORMATION:

Boone County Purchasing

Contact

Liz Palazzolo, CPPO, C.P.M.

Senior Buyer

Phone: (573) 886-4392 Fax: (573) 886-4390

Email: lpalazzolo@boonecountymo.org

NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

BID #: 29-27JUL20 – School-Based Services

A pre-proposal conference has been scheduled for **Thursday, June 25, 2020, at 10:00 a.m.** Central Time via Zoom. Details provided below:

Zoom Video Conference Meeting Information:

Use this link: <https://us02web.zoom.us/j/85164973251>

Meeting ID: 851 6497 3251

One tap mobile

+13017158592,,85164973251# US (Germantown) 13126266799,,85164973251# US
+(Chicago)

Dial by your location

- +1 301 715 8592 US (Germantown)
- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)

Meeting ID: 851 6497 3251

Find your local number: <https://us02web.zoom.us/j/85164973251>

Proposals will be accepted until **5:00 p.m. Central Time on Monday, July 27, 2020** via the web-based funding management system.

The Request for Proposal is scheduled to be **opened shortly after 9:30 a.m. Central Time on Tuesday, July 28, 2020** in the Boone County Commission Chambers, 801 E. Walnut St., Columbia, Missouri. This meeting may be moved to conference depending on COVID-19 protocol.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4392; fax (573) 886-4390 or e-mail: lpalazzolo@boonecountymo.org. A copy may also be downloaded from our web page at <https://www.showmeboone.com/purchasing/bids/> - Select **29-27JUL20**.

Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <https://www.showmeboone.com/purchasing/bids/>.

Liz Palazzolo, CPPO, C.P.M.

Senior Buyer, Boone County Purchasing

Insertion: Tuesday, June 16, 2020
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 /Current Bids/ 29-27JUL20.
- 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 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, **Tuesday, July 28, 2018 at 9:30 a.m.** Central Time. This meeting may be moved to conference depending on COVID-19 protocol. RFP opening listing proposer's names will be posted on the County web page following the opening at www.showmeboone.com. Select "Purchasing", then "2020 Bid Tabulations".
- c) Proposal responses are due by **Monday, July 27, 2020 at 5:00 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) Project Information and Requirements
 - 4) Application Information
 - 5) Attachment A - Agency Assurance Sheet
 - 6) Attachment B - Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
 - 7) Attachment C - Work Authorization Certification
 - 8) Attachment D – Boone County Superintendent Identified Needs

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., June 24, 2020**. All questions must be mailed, faxed, or e-mailed to the attention of Liz Palazzolo (see information below). 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.

Liz Palazzolo, CPPO, C.P.M.
Senior Buyer – Boone County Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201
Phone: (573) 886-4392 Fax: (573) 886-4390
E-mail: lpalazzolo@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 **June 25, 2020 at 10:00 a.m.** Central Time via Zoom. (Information provided above.)
- 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 renewals.
- 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. PROJECT INFORMATION AND REQUIREMENTS

3.1. 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.

3.2. Purpose Statement:

BCCSB desires to address immediate crisis situations and mental health concerns in all Boone County schools with site-based trauma-informed practices for children, youth, and families who are experiencing crisis or have high risk factors for experiencing crisis.

3.2.1. Identified Needs:

The superintendents of the Boone County school districts have identified limitations of providing direct services to children due to staffing limitations and workload capacity to meet the needs of children quickly. The BCCSB encourages proposals which address needs identified by the Boone County superintendents which can be found in Attachment D.

3.2.2. Definitions:

- Crisis – Crisis is identified as a time of intense difficulty, trouble, or danger and considered to be no longer than 30 days.
- Short-Term – Short-term care is between 31-90 days.
- Long-Term – Long-term care is 91+ days.

3.2.3. Desired Services:

The BCCSB desires services to be provided within each of the Boone County school districts. The BCCSB is seeking to purchase the following, but not limited to, services which is included in the *Taxonomy of Services*:

- Crisis Intervention – Access to services to resolve an immediate crisis and/or link to ongoing assistance
- Case Management – A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet an individual's health and human service's needs. It is characterized by advocacy, communication, and resource management and promotes quality and cost-effective interventions and outcomes.
- Service Coordination – Assists an individual receiving support to bridge access to resources.
 - NOTE: Service Coordination does not include an assessment or plan.
- Individual Therapy – Child – Provides therapeutic treatment for a child in an individualized format with a qualified mental health professional. There may be additional individuals present in a session, but the focus of a session remains on the individual's treatment plan.
 - NOTE: Individual Therapy, if contracted, can be provided until long-term care is established through client choice.

- Family Therapy – Provides therapeutic treatment with a qualified mental health professional to help family members improve communication and resolve conflicts.
 - NOTE: Family Therapy, if contracted, can be provided until long-term care is established through client choice.
- Group Therapy – Child – Provides therapeutic treatment for children with a related problem arranged in a group format with a qualified mental health professional. Group Therapy places focus on all group members.
 - NOTE: Group Therapy - Child, if contracted, can be provided until long-term care is established through client choice.

3.2.4. **Desired Outcomes:**

The County of Boone is developing common county-wide outcomes to demonstrate program and funding impact. The BCCSB is seeking the following, but not limited to, outcomes:

- Individuals experience fewer mental, emotional, and/or behavioral symptoms.
- Individuals develop coping, stress management skills.
- Individuals are free from law enforcement/juvenile justice involvement.
- Individuals resolve immediate crisis.
- Individuals improve functioning.
- Individuals are successfully linked with services.
- Individuals (Youth) develop positive values, social competencies, or identities.
- Individuals identify, manage, and appropriately express emotions and behaviors.
- Individuals are promoted to the next grade level.
- Individuals pass their classes.

3.3. **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
- If required, File a Federal 990 annually
- Be certified, accredited or licensed in the services for which funds are requested that is acceptable to the Boone County Children’s Services Board
- Require annual background checks, including child abuse and neglect screenings on all employees and volunteers, if in contact with children or youth
- 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

3.4. Funding Available:

There is a total of \$1,500,000.00 available dependent on contract start date through December 31, 2021. Applications for funding will be accepted for county-wide, systemic collaborative crisis prevention and intervention programs and services. Preference will be given to programs which provide an opportunity for the BCCSB to partner with other funding sources in providing match funding. Preference will also be given to organizations that demonstrate substantive and ongoing collaboration with other organizations. Proposals that do not demonstrate a county-wide, systemic, and collaborative effort will not be considered for funding.

3.5. Scope of Work, Deliverables, and BCCSB Expectations:

Offeror shall demonstrate in their proposal response how they propose to deliver and provide crisis intervention services in all Boone County schools and their families. For responses that require contemplation of a period of time, Offeror should assume that if awarded, the contract would begin Fall 2020 and end December 31, 2021, with the possibility for renewal for an additional one (1), one-year period. The online application is outlined as follows:

3.5.1. Program Overview:

Statement of Issue Being Addressed, Program Impact, Program Goal, Program Overview, Program Consumers and Demographics (information on residence, race, ethnicity, gender, income, age, and individuals trained), Program Access, Program Quality, Collaboration, Program Personnel, Program Budget (information and narrative on the revenue and expenses for this program including the personnel/non-personnel costs), and project timeline.

3.5.2. Program Service:

Development/Start Up Service Funding (if needed), Service(s) Information that includes but not limited to: Name, Definition, and Description (based on the *Boone Impact Group Taxonomy of Services*), Outputs, Service Fee, Amount Received From Other Funders, Funding Request, and the Performance Measures (information on each proposed program service that will include the outputs, outcomes, indicators, and method of measurement for each service).

3.5.3. Additional Program Services:

Additional service(s) and information may be added to this form if there are more than five services listed in the Program Service form.

3.6. Contractor Agency Requirements:

3.6.1. 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.

3.6.2. **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.

- 3.6.3. **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.
- 3.6.4. 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 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 an Organization Profile, Proposal Cover Sheet, Project Overview (V3), Program Service (V3) Information, and Additional Program Services (V3). For returning users, please make sure your Organization Profile is up to date.

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 – Crisis Intervention Programs. You will be directed to the Proposal Cover Sheet. For the Fund Source, please select Children's Services Fund – Crisis Intervention Programs RFP. To complete the Program Overview, Program Services, and, if necessary, Additional Services, click on View Folder to access the forms.

4.2. Submission of Proposal:

- 4.2.1. Proposals must be submitted by **5:00 p.m. on July 27, 2020** via the web-based funding management system.
- 4.2.2. To facilitate the evaluation process, the Offeror must complete each of the distinctive sections of the RFP 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 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. The Offeror may contact the Community Services Department for assistance with the on-line application 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.

ATTACHMENT A

2020 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:

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

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 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 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

ATTACHMENT D

BOONE COUNTY SUPERINTENDENT IDENTIFIED NEEDS

The following is a summary of needs identified by Boone County Superintendents for direct services to be provided within each school. The school districts represented in this summary include:

- Centralia R-VI
- Columbia 93 School District
- Hallsville R-IV School District
- Harrisburg R-VIII School District
- Southern Boone County R-I School District
- Sturgeon R-V School District
- Private and Parochial Schools (Our Lady of Lourdes Interparish School, Fr. Tolton Catholic High School, Christian Fellowship and Columbia Independent School)
 - Note: Information was not collected on private and parochial schools due to administrative changes. The contracted agency is expected to assess and provide services based on needs.

The Superintendents shared the following view and goals of additional direct supports offered in schools. The expressed needs may be different across the different school districts:

- Services will be to respond to immediate crises. Families will be referred to another entity for long-term needs, which offers client choice.
- Services will begin at the start of the new school year, or as soon as possible.
- The agency awarded the contract will act as the fiscal agent and contract manager. No one school district desires to fill this role. The contracted agency will track performance measures and alleviate these responsibilities from the school districts. MOUs will be developed immediately between the contracted agency and the Boone County school districts.
- A qualified professional would be available to provide immediate intervention and connect students and families to resources.
- The rural school districts prefer someone familiar with individual communities to inform responses to students and families in crisis.
- Desired outcomes of these services are to improve school attendance, discipline rates, and academic achievement.

The following information was provided by individual school districts' needs:

School District	Describe the types of services your school district is needing.
Centralia R-VI	Centralia would like direct services aimed at triaging students and connecting them with appropriate resources. Ideally, they would offer trainings to school staff to help them identify students experiencing a crisis.
Columbia 93 (CPS)	CPS needs licensed professionals to provide in-depth mental health services, including initial counseling before and after school until long-term care can be established.
Hallsville R-IV	Hallsville would like direct service provision for students and their families including therapeutic services for ongoing mental health concerns.

Harrisburg R-VIII	Due to its rural setting, Harrisburg needs help with direct resources for students in crisis. Families that are in crisis are often unable to travel to access resources in Columbia.
Southern Boone County R-I	Southern Boone would like case management, individual counseling, and liaison between schools and families to provide support to students and families with high risk needs.
Sturgeon R-V	Sturgeon would like more direct services to address mental health needs of students. On-site services could alleviate the travel barrier that exists for some families.

School District	Describe how these services and needs of students are unable to be met with your current staffing structure.
Centralia R-VI	Centralia has one counselor across multiple school buildings. Counselors take on additional duties including scheduling students or teaching which limits available time to deliver crisis services.
Columbia 93 (CPS)	CPS has numerous supports in place for students and is open to more behavior support specialists in addition to what they currently have in their buildings.
Hallsville R-IV	Counselors have limited capacity to provide additional services. Counselors take on additional duties including scheduling students or teaching which limits available time to address mental health concerns. Counselors do not always have the training to deliver ongoing therapeutic interventions to students.
Harrisburg R-VIII	Harrisburg has two counselors on staff with extensive daily responsibilities. Crisis situations are difficult to handle in the moment without extra help.
Southern Boone County R-I	Counselors have limited capacity to provide additional services for youth needing additional special supports.
Sturgeon R-V	Sturgeon identifies more mental health concerns and crises that require intensive response (i.e. severe anxiety, internalizing behaviors, etc.) Counselors are often triaging severe issues while other students are not having their needs met.

School District	How do you envision someone working within your school district?
Centralia R-VI	Centralia would prefer a consistent professional who could be on call with principals and counselors. Centralia is willing to share staff time with another school district.
Columbia 93 (CPS)	CPS is concerned with introducing professionals without school-based experience. CPS prefers consistent professionals within their buildings.
Hallsville R-IV	Hallsville prefers a consistent professional to be housed within the schools and to work with existing supports within the schools. Hallsville is willing to share staff time with another school district.
Harrisburg R-VIII	Harrisburg prefers a consistent professional within their district to build relationships and trust with students. Harrisburg is willing to share staff time with another school district.
Southern Boone County R-I	Southern Boone hopes contracted staff would work with existing supports within the school.
Sturgeon R-V	Sturgeon prefers a consistent professional within their district to build positive relationships. Sturgeon is willing to share staff time with another school district.