

# CERTIFIED COPY OF ORDER



STATE OF MISSOURI }  
County of Boone } ea.


May Session of the April Adjourned Term. 20 04

In the County Commission of said county, on the 25<sup>th</sup> day of May 20 04

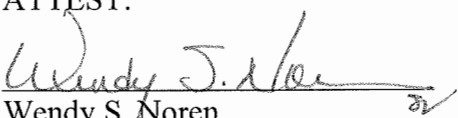
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby award bid 16-20APR04 for the Salary Plan Update to Public Sector Personnel Consultants. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract.

Done this 25<sup>th</sup> day of May, 2004.

  
Keith Schnarre  
Presiding Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

absent  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

# Boone County Purchasing

**Melinda Bobbitt, CPPB**  
Director



601 E. Walnut, Room 208  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

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## MEMORANDUM

**TO:** Boone County Commission  
**FROM:** Melinda Bobbitt, CPPB  
**DATE:** May 17, 2004  
**RE:** 16-20APR04 – Salary Plan Update

The Request for Proposal for the *Salary Plan Update* closed on April 20, 2004. Three proposal responses were received.

The evaluation committee consisted of the following:

- Betty Dickneite, Boone County Human Resources Director
- David Mink, Boone County Public Works Director
- Kay Murray, Boone County Treasurer
- Tom Schauwecker, Boone County Assessor
- Keith Schnarre, Boone County Presiding Commissioner

The evaluation committee recommends award to Public Sector Personnel Consultants per their attached evaluation report. Total contract price of \$13,500 will be paid from department 1115 -- Human Resources, account 71100 – Outside Services.

**ATT:** Evaluation Reports  
Bid Tabulation

**cc:** Evaluation Committee Members  
Proposal File

A	B	C		E	F
<b>OFFERORS</b>					
	Salary Plan Update	Consulting Services Hourly Charge	Renewals	Reclassification Charges During the First Term (historically 5/year = 2 days)	TOTAL for Initial Contract Period (B + D + E)
<b>Compensation Planning Group</b>	<b>\$16,150</b>	\$220/hr for Dr. Liccione or \$100/hr for Ms. Wall	Year 1: 10%; Year 2: 20%; Year 3: 30%; Year 4: 40% (5 reclassifications per year for the four renewal years = <b>\$10,462</b> )	\$100/hour (historically - 5/year = 2 days = <b>\$1,600</b> )	<b>\$28,212</b>
<b>Professional Human Resources Service Center</b>	<b>\$13,600</b>	\$125	0% increase (5 reclassifications per year for the four renewal years = <b>\$8,000</b> )	\$125/hour (historically - 5/year = 2 days = <b>\$2,000</b> )	<b>\$23,600</b>
<b>Public Sector Personnel Consultants</b>	<b>\$13,500</b>	\$125	Year 1: 5%; Year 2: 5%; Year 3: 5%; Year 4: 5% (5 reclassifications per year for the four renewal years = <b>\$9,052</b> )	reclassification changes are included in the first year = <b>\$0.00</b>	<b>\$22,552</b>

Note: The evaluation committee evaluated on receiving five job reclassification requests from Boone County departments. This is historically how many requests our Human Resources department receives per year. This is what column E represents.

## **Evaluation Report for Request for Proposal 16-20APR04 – Salary Plan Update**

### **I. OFFEROR #1: Public Sector Personnel Consultants**

  X   It has been determined that **Public Sector Personnel Consultants** has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

       It has been determined that **Public Sector Personnel Consultants** has submitted a **non-responsive** proposal.

### **Method of Performance:**

#### **Strengths:**

- Implementation Warranty Support – vendor will analyze, evaluate and provide a salary range recommendation for any changed or new job class for up to twelve months after the plan’s adoption. (page 5)
- Timeline for completion is reasonable.
- Overall approach to the project is very thorough. The two proposed meetings consisting of a group meeting with County officials at the outset of the study and a formal presentation at the conclusion of the study is a plus for communication purposes. The proposed “Data Collection Protocol” in Section D.1.a, specifically addresses pay elements consisting of supplemental pay for special assignments or working conditions and for advanced professional/technical certifications.
- The method of assignment of job classes to salary ranges appears fair.

#### **Concerns:**

- “We request that the County pay the invoices within thirty days of notice to proceed?” Isn’t it more customary for us to pay invoices 30 days after the work is completed and we have received a correct invoice? (page 6)
  - This was clarified in the BAFO – “within thirty days of their receipt”.
- Has lowered price from normal charges. Concern that they may want to make up the difference in cost in extra work and at renewal periods.
- The evaluation committee called Public Sector on 5/17/04, 9:30 a.m. with a clarification question: What is and is not included in your Salary Plan Implementation Support during the first contract period? Any new or changed job classifications are included but on-site interviews are excluded.

- Refer to Section 6 (Benefits to Boone County from Remaining With Our Firm) – *“Very sincere desire that Boone County remain a client of our firm, as demonstrated by our deep discounted rate for professional services from \$1,300 to \$1,000 per day, which will remain in effect throughout the subsequent four renewal years.”*

However, on page 19 (the Response/Pricing Page), the maximum percentage increase for each renewal is listed as:

“First Renewal	+5%
Second Renewal	+5%
Third Renewal	+5%
Fourth Renewal	+5%”

- Addressed in the BAFO. They will take the 5% increase each year, but will not increase to their standard rate of \$1,300 per day at the end of the initial period.

### **Experience/Expertise of Offeror:**

#### **Strengths:**

- Established over 20 years ago.
- Provide services exclusively to public sector employers including work with more than 100 counties.
- Impressive resumes of professional staff with greater than 20 years of experience each in position classification and compensation.
- The qualifications of the staff are excellent. The list of clients is extensive and includes many government agencies.
- Proposed a team approach with their staff.
- Institutional knowledge of current pay plan at the County.
- Provided an extensive list of references from both Counties in other states and entities located in Missouri who provided favorable references.

#### **Concerns:**

- The proposal response lists the qualifications of four key personnel. Are all these individuals going to work on the project? If so, in what capacity? Who will be the project manager?
  - Addressed in the BAFO. J. Williams will be the project manager, salary survey, salary plan update; T. Bolling will backup Williams and Yermal; V. Yermal will provide salary survey assistance; H. van Adelsberg will provide quality assurance, staff coordination, salary plan update, secondary contact for the County.

- The evaluation committee called State Fair Community College for a reference on Jude Williams and talked to Jauhn Nash on 5/17/04 at 9:46 a.m. She said that Jude was wonderful and excellent to work with. Very thorough. The only weakness is that their time deadlines might have been too aggressive although this was not Jude's fault but rather the college's expectations were unrealistic.
- In the RFP, Section 3.3.1.7 (4) Proposals should also include the following information:

“A list of key personnel with their titles to be involved in the work. List the number of years they have been with your firm and attach their resume.”

The number of years with the firm is not shown in the proposal. Question – How many years have the three key personnel listed been with the firm?

- This was addressed in the BAFO. Henri van Adelsberg - 30+ years; Terry Bolling - 4 years; Jude Williams - 5 years; Vincent Yermal – 7 years.
- Three names listed are: Terry G. Bolling, Jude Williams and Vincent A. Yermal. All professional listed are Bachelor's prepared individuals. The three names listed are different than the nine individuals shown in prior proposal. Due to changes in personnel, the process of *“occupational and organizational re-familiarization, etc.”* mentioned on Page 2 of the “Project Scope and Methodology” will require additional county time and resources.
- In Section 7 (Benefits to Boone County from Remaining with our Firm) it is noted that there is a reference to the initial study *“...as all of our services to the County were the result of a team effort, and not from a single individual”*.

Observation: The only individual included in this proposal from the initial study is Henri R. van Aelsberg, President. The three individuals identified above were not in the list of nine shown in the initial study. The names of the nine individuals in the original proposal are:

Mary Kay Bonilla  
 Barton G. Gethmann  
 John S. Hall  
 Carol L. Hurst  
 Susan L. Kraul  
 David Lookingbill  
 Robert McRoy  
 Kathy Moore  
 Elizabeth J. Talamonti

**Summary of Public Sector Personnel Consultants Proposal Response:**

Public Sector Personnel Consultants has submitted an excellent proposal. The company's key personnel are very well qualified and the extensive client list speaks for itself. The proposed group meeting with County officials will increase understanding of the project and enhance acceptance of the final deliverables. The salary plan implementation support for the first year at no additional cost to the County makes this proposal very attractive. The evaluation committee believes this could affect the bottom line price of the contract. The committee believes a fresh perspective is desirable and was satisfied with the initial project provided from this firm.

**II. OFFEROR #2: Professional Human Resources Service Center**

  X   It has been determined that Professional Human Resources Service Center has submitted a responsive proposal meeting the requirements set forth in the original Request for Proposal.

       It has been determined that Professional Human Resources Service Center has submitted a non-responsive proposal.

**Method of Performance:**

**Strengths:**

- This proposal responds to the scope of services outlined in the Request for Proposal. The methodology is sound and the timeline is reasonable.
- Conducted initial market research for benchmarked positions and did job comparison analysis after receipt of pay plans from identified comparators.
- Limited catch-up needed to start work on project.
- Does not require the assistance of any other firm or individual.
- Mr. McRoy has individual first hand knowledge of our county plan since he did the original.

**Concerns:**

- The proposal only includes one on-site meeting near the completion of the project. The lack of an on-site meeting with County officials at the outset of the project could be detrimental to the understanding and acceptance of the final deliverables of the project.
  - Addressed in BAFO. One initial review meeting with department heads. Two meetings with the Job Evaluation Committee. Then a follow-up meeting with department heads, then final meeting with the Job Evaluation Committee.

- Small company that is operated and staffed by one person could be a concern if for some reason he was unable to complete the project.
- First hand knowledge may mean there would not be a fresh perspective and could potentially result in a bias that may be hard to overcome.

### **Experience/Expertise of Offeror:**

#### **Strengths:**

- Rick McRoy is qualified to do this work and his prior work with Boone County while employed by another firm was good.
- Master's Degree in Public Administration from the University of Washington.
- Extensive knowledge of Boone County's current classification and salary plan. Familiar with Boone County personnel through focus groups, employee interviews, meetings of Job Classification Committee and Personnel Advisory Committee, and presentations/discussions with County Commissioners.
- After initial implementation of the County's new pay plan, he provided ongoing classification support.
- Willing to hold prices for several years and understands how our system was put together and works.

#### **Concerns:**

- Professional Human Resources Service Center is a newly organized company and as such does not have much depth of personnel or an extensive client list. This may not be a problem since the owner is known to be a well qualified person. A leaner organization could be more responsive and effective but that was not apparent in the proposal. The dates given for some prior work seem to predate the formation of the company; although no specific formation date was stated, leading to the conclusion that the work was done by Mr. McRoy while employed by another company.
- Is there a one year guarantee?
  - Addressed in BAFO. Follow-up services on any issue related to the Salary Plan Update at no cost for the period of one year. Additional reclassification requests will be billed at \$125/hour.
- The client list is largely for the private sector.

#### **Summary of Professional Human Resources Service Center Proposal Response:**

Professional Human Resources Service Center has submitted a proposal that is responsive to the scope of services outlined in the Request for Proposal. This firm is newly formed and has limited personnel and past experience as a company but Mr. McRoy is well qualified as an individual to perform this work.



### **III. OFFEROR #3: Compensation Planning Group Inc.**

  X   It has been determined that **Compensation Planning Group Inc.** has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

       It has been determined that **Compensation Planning Group Inc.** has submitted a **non-responsive** proposal.

#### **Method of Performance:**

##### **Strengths:**

- This proposal responds to the scope of services outlined in the Request for Proposal. The methodology is sound and includes six meetings during the course of the project.

##### **Concerns:**

- Concern about the length of time proposed - 18 week time-line.
- Different methodology proposed -- "actual pay data" versus salary range midpoint comparisons.
- There were a lot of meetings with the committee, but none proposed with elected officials and department heads.
- On page 22 of this proposal, there is a statement that "its (referring to Boone County's) current plan is based upon the results of surveyed governmental entities only."

Please refer to page 87 of the RFP which contains the "External Competitiveness Comparisons". Section 3 shows the Private and Public Employers in Columbia Area information. There is a statement in that section that "The private sector data is proprietary information and is reported differently from public sector data that is public information. The private sector surveys report companies participating in the survey, but do not report which participants reported data for any given position...The public and private sector data have been weighted equally when calculating the market prevailing rate."

#### **Experience/Expertise of Offeror:**

##### **Strengths:**

- The qualifications of the principles are good.
- Consultant (William Liccione), Prior Experience (Appendix A) – Last project shows completion date of March 2003. Refer to page 18 of proposal - "Mr. Liccione has extensive experience developing and auditing strategically aligned

executive compensation, incentive compensation, salary management and performance appraisal plans for clients in both the non profit and for profit market sectors.” However, only one project (County of Nelson, VA) was shown in the Prior Experience Section with his name listed as Consultant.

- Consultant (Gloria Wall), Prior Experience, dates shown are 2002. What about more recent experience?
- Gloria Wall is listed as Project Consultant on this proposal. Gloria is shown as a Bachelor’s prepared individual.
- How many years has she been with this firm?

**Concerns:**

- There is no mention of a date of formation of this company but the list of prior experience is short leading to the conclusion that it is recent or that they have not done much of this specific type of work. The proposal calls for six meetings which might be beneficial to the process but may also explain the longer timeline for completion.
- There is some prior experience with government agencies but the list is short. There appears to be minimal experience with public entities.

**Summary of Compensation Planning Group Inc. Proposal Response:**

Compensation Planning Group, Inc. has submitted a proposal that is responsive to the scope of services outlined in the Request for Proposal. The qualifications of the principles seem good but the list of prior work is short. Six on-site meetings are proposed which may be beneficial to the process but may explain why the cost is the highest and the timeline is the longest of all proposals submitted.

Other proposals are at a lower cost and they appear to have a greater understanding of our county. The evaluation committee has decided not to offer a Best and Final Offer to this firm.

**RECOMMENDATION: Our recommendation is Public Sector Personnel Consultants.**

**SUMMARY:**

This evaluation report represents our subjective opinion of each offeror’s strengths and concerns and is based upon our analysis of the relevant facts, as contained in each offeror’s proposal. I have assigned points to each offeror for the evaluation category of Method of Performance and Experience/Expertise of the Offeror, as documented on the Evaluation Report Form.

I recommend that the County of Boone – Missouri award contract to **Public Sector Personnel Consultants** for the services of RFP 16-20APR04.

---

David Mink 5/17/04  
Evaluator's Signature - David Mink Date

Kay Murray 5/17/04  
Evaluator's Signature - Kay Murray Date

Tom Schauwecker 5/17/04  
Evaluator's Signature - Tom Schauwecker Date

Keith Schnarre 5-17-04  
Evaluator's Signature - Keith Schnarre Date

**EVALUATION REPORT FORM**  
**PURCHASING DEPARTMENT - BOONE COUNTY - MISSOURI**  
 REQUEST FOR PROPOSAL NUMBER - 16-20APR04 - Salary Plan Update  
 Melinda Bobbitt, CPPB  
 Director of Purchasing

					For Purchasing Use Only	
	NAME OF OFFEROR	Method of Performance Scope of Services (30 points)	Experience/Expertise of Contractor (20 points)	TOTAL SUBJECTIVE POINTS (50 pts.)	COST POINTS INSERTED BY PURCHASING (50 pts.)	TOTAL POINTS (Max 100 pts.)
1	Public Sector Personnel Consultants	30	20	50	50	100
2	Professional Human Resources Service Center	29	20	49	25	74
3	Compensation Planning Group Inc.	20	15	35	23	58

We hereby attest that the subjective points assigned to each offeror above were scored pursuant to the established evaluation criteria and represent our best judgement of the subjective areas of the offerors' proposals. We have attached a brief narrative which highlights some, but not necessarily all, of the reasons for our evaluation of the proposals as indicated by the scores above. Our comments represent our opinions only and do not represent the position of the Purchasing Department of Boone County, Missouri, or any other party. In addition, we understand that the cost points will be calculated and added by the Purchasing Department to arrive at the total points.

## **Evaluation Report for Request for Proposal 16-20APR04 – Salary Plan Update**

### **I. OFFEROR #1: Public Sector Personnel Consultants**

It has been determined that **Public Sector Personnel Consultants** has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

It has been determined that **Public Sector Personnel Consultants** has submitted a **non-responsive** proposal.

### **Method of Performance:**

#### **Strengths:**

#### **Concerns:**

Refer to Section 6 (Benefits to Boone County from Remaining With Our Firm) –  
*“Very sincere desire that Boone County remain a client of our firm, as demonstrated by our deep discounted rate for professional services from \$1,300 to \$1,000 per day, which will remain in effect throughout the subsequent four renewal years.”*

However, on page 19 (the Response/Pricing Page), the maximum percentage increase for each renewal is listed as:

“First Renewal	+5%
Second Renewal	+5%
Third Renewal	+5%
Fourth Renewal	+5%”

**Response from PSPC: (from letter dated 5/10/04, Section 2.1...**

**“Our deep-discounted base rate fee of \$1,000 per day is for subject project. We also offer not to raise that base rate back to our standard rate of \$1,300 per day, nor the anticipated \$1,500 for 2005, and subsequent annual increases by 10% per year.**

<b>Our offer is as follows: (regardless of when the renewal is requested)</b>	<b>First Renewal</b>	<b>\$1,050 per day</b>
	<b>Second Renewal</b>	<b>\$1,103</b>
	<b>Third Renewal</b>	<b>\$1,158</b>
	<b>Fourth Renewal</b>	<b>\$1,216</b>

**We apologize for any perceived inconsistency with the 5% increase offered per Renewal year on the Response Page, page 19. We did not intend to imply that we would not apply the renewal percentages to the base rate.”**

**Experience/Expertise of Offeror:**

**Strengths:**

**Concerns:**

In the RFP, Section 3.3.1.7 (4) Proposals should also include the following information:

“A list of key personnel with their titles to be involved in the work. List the number of years they have been with your firm and attach their resume.” The number of years with the firm is not shown in the proposal.

Question – How many years have the 3 key personnel listed been with the firm?

Response from PSPC (letter dated 5/10/04, Section 1.2)....

**“Following is the listing of the number of years the proposed key personnel have been with Public Sector Personnel Consultants.**

<b><u>Consultant</u></b>	<b><u>Approx. Years with PSPC</u></b>
- Henri van Adelsberg	30+
- Terry Bolling	4
- Jude Williams, SPHR	5
- Vincent Yermal	7

Section 2.2 of the 5/10/04 letter from PSPC states:

**“All four key personnel listed in our proposal will participate in the Boone County project in the following capacities.**

<u>Consultant</u>	<u>Principal Project Activities</u>
H. van Adelsberg	Quality assurance, staff coordination, salary plan update, secondary contact for the County
T. Bolling	Backup to Williams and Yermal
J. Williams, SPHR	Project Manager, salary survey, salary plan Update, primary contact for the County
V. Yermal	Salary survey assistance

Three names listed are: Terry G. Bolling, Jude Williams and Vincent A. Yermal. All professional listed are Bachelor's prepared individuals. The 3 names listed are different than the 9 individuals shown in prior proposal. Due to changes in personnel, the process of *“occupational and organizational re-familiarization, etc.”* mentioned on Page 2 of the “Project Scope and Methodology” will require additional county time and resources.

In Section 7 (Benefits to Boone County from Remaining with our Firm) it is noted that there is a reference to the initial study *“...as all of our services to the County were the result of a team effort, and not from a single individual”*.

Observation: The only individual included in this proposal from the initial study is Henri R. van Adelsberg, President. The three individuals identified above were not in the list of 9 shown in the initial study. The names of the 9 individuals in the original proposal are:

Mary Kay Bonilla  
Barton G. Gethmann  
John S. Hall  
Carol L. Hurst  
Susan L. Kraul  
David Lookingbill  
Robert McRoy  
Kathy Moore  
Elizabeth J. Talamonti

**Summary of Public Sector Personnel Consultants Proposal Response:**

**Jude Williams, SPHR is listed as Project Manager, salary survey, salary plan update, primary contact for the County. Ms. Williams was not involved in initial survey.**

**Projects listed that involved Ms. Williams in the 5/10/04 PSPC letter are:**

<u>Consultant</u>	<u>Project Participation</u>	<u>Approximate Completion Date</u>
J. Williams, SPHR	Boonville, City of Kansas City (WSD) State Fair College	2003 1999 ongoing

**During the evaluation committee meeting on 5/17/04, we were only able to verify Ms. Williams' work for State Fair Community College. The scope of that project was administrative staff only, not faculty or teaching staff. This information was provided by Jauhn Nash, HR Director, State Fair Community College. Only weakness mentioned was their timeline was too aggressive (through no fault of their own).**

**We were unable to speak to anyone with the City of Boonville about the work that was done by Ms. Williams in 2003.**

**We did not contact the Kansas City WSD (Water Services Department).**

**In the materials from PSPC, it states Ms. Williams holds a BS degree in Business Education from the University of Illinois and designation as Senior Professional in Human Resources (SPHR) from the Society for Human Resource Management. Mr. Williams has more than 20 years of experience as a human resource manager and consultant for public employers, specializing in employee development, classification, and compensation. She has served as Assistant Director for Human Resources for HS Healthcare, Regional Human Resources Manager for Manor Care Health Services, and Director of Human Resources for the City of Bettendorf, IA.**

**Summary of Public Sector Personnel Consultants Proposal Response: Due to changes in personnel, the process of "occupational and organizational refamiliarization, etc." mentioned on page 2 of the "Project Scope and Methodology" will require additional county time and resources.**

**In the current proposal, Jude Williams is listed as Project Manager, salary survey, salary plan update, primary contact for the county. Mr. Williams was not involved in the initial Boone County study and the Evaluation Committee only obtained one reference from State Fair Community College on Ms. Williams' work.**

**The only individual included in this proposal from the initial study is Henri R. van Adelsberg.**



## **II. OFFEROR #2: Professional Human Resources Service Center**

It has been determined that **Professional Human Resources Service Center** has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

It has been determined that **Professional Human Resources Service Center** has submitted a **non-responsive** proposal.

### **Method of Performance:**

#### **Strengths:**

Conducted initial market research for benchmarked positions and did job comparison analysis after receipt of pay plans from identified comparators.

Limited catch-up needed to start work on project.

Does not require the assistance of any other firm or individual.

#### **Concerns:**

Operated and staffed by one person could be a concern if for some reason he was unable to complete the project.

### **Experience/Expertise of Offeror:**

#### **Strengths:**

Familiar with Boone County personnel through focus groups, employee interviews, meetings of Job Classification Committee and Personnel Advisory Committee, and presentations/discussions with County Commissioners.

Extensive knowledge of Boone County's current classification and salary plan.

After initial implementation of the County's new pay plan provided ongoing classification support.

Master's Degree in Public Administration from the University of Washington.

#### **Concerns:**

**Summary of Professional Human Resources Service Center Proposal Response:**

**Recommend Professional Human Resources Service Center (Rick McRoy) be awarded this contract because of outstanding qualifications (more than thirty years experience in human resources, both as a consultant and a practitioner, his extensive knowledge of Boone County operations and excellent reference information, which is attached). Rick designed the current classification and compensation program for Boone County and has providing ongoing support with classification issues. His consulting experience includes more than four years with Public Sector Personnel Consultants and more than ten years with Hewitt Associates as a consultant and manager. Rick has a Masters of Public Administration from the University of Washington and a Bachelors of Arts from Principia College. He is a certified Faculty Member for the World at Work.**

**RECOMMENDATION: Award contract to update Salary Plan to Professional Human Resource Center (Rick McRoy).**

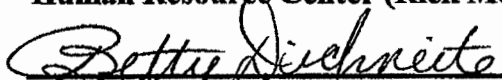
**III. OFFEROR #3: Compensation Planning Group, Inc.**

Recommendation: Unanimous decision by the Evaluation Committee not to recommend this firm. Cost was higher.

**SUMMARY:**

This evaluation report represents my subjective opinion of each offeror's strengths and concerns and is based upon my analysis of the relevant facts, as contained in each offeror's proposal. I have assigned points to each offeror for the evaluation category of Method of Performance and Experience/Expertise of the Offeror, as documented on the Evaluation Report Form.

I recommend that the County of Boone – Missouri award contract to **Professional Human Resource Center (Rick McRoy)** for the services of RFP 16-20APR04.

  
Evaluator's Signature – Betty Dickneite

  
Date

**REFERENCE CHECK - 16-20APR04 - Salary Plan Update**

**PUBLIC SECTOR PERSONNEL CONSULTANTS**

**Reference Questions for the following:**

**County of Jefferson, TX**

**Mr. Cary Erickson**

**Director of Human Resources**

**1149 Pearl Street**

**Beaumont, TX 77701**

**Phone: (409) 839-2391**

**Checked by Melinda Bobbitt - Date: 5/11/04, 10:20 a.m.**

**Project: A salary/market plan in 1997 and since then they've updated their market plan**

- 1) Were you satisfied with the completed project? Timeliness of the firm's response?**  
Yes. They did a good job with our project, and it would have been completed under the time restraints that were proposed, but was not due to the county's issues not theirs.
- 2) Would you award to this firm again?**  
Yes
- 3) Were you satisfied with this firm's ability to communicate?**  
Yes and let me give a little more information. The president of the firm, Henri van Adelsberg is a very direct, very intelligent, well informed individual that knows compensation inside and out. As a Human Resource department, we could follow him well but we found that not all our commissioners and elected officials could follow him. He may not be the one to communicate the final plan with the commissioners. We asked for someone else to be involved in the presentation that could better communicate with our governing body.
- 4) What specific problems have you encountered? Did the firm follow-up and resolve any problems/issues that you encountered?**  
No specific problems come to mind. We are in a budget crunch which is leading to our own internal problems, but the first 4-5 years the plan was in place, we think that everything went well. The only other thing I would say is be very prepared with the scope of the project and make sure that your people are ready to implement what the firm recommends. We had a problem with our elected officials thinking they knew better than the recommendation of the consultant, and we had implementation problems at the start. If you are not going to do performance appraisals then don't pay them to do performance appraisals. Make sure that everyone is on board with the scope of the project before paying a consultant to come up with a plan. The consulting firm knows so well what they are doing and the best way for the plan to work, but sometimes reality can get in the way. Sit down and have a heart to heart before hand with the key decision makers. Help them to understand that you need to decide the best way to implement this thing, which will be by the consultant's recommendation.

Follow-up was very good. We've gone back to them twice for market survey updates, and they've been very good. We don't hesitate to pick up the phone to call them with small projects, and they've been very good at helping us out.

- 5) Did the firm meet or exceed your stated deadlines for completion of project?**  
They met them.

I would either firm -- Public Sector or Rick McRoy. If both of them bid on a specific project, the deciding factor would be the expense because the quality of the work would be comparable. I would evaluate on how flexible they are, how quickly can they meet out needs. Because money is tight in our budget right now, that would weight very heavily for our County.

3) **Were you satisfied with this firm's ability to communicate?**  
Yes

4) **What specific problems have you encountered? Did the firm follow-up and resolve any problems/issues that you encountered?**  
No, I really haven't experienced any problems. Public Sector has been working with us for so long that they almost know what we want before we ask for it. I can call Henri and he gets his people right on it. You may find that Rick would do a good job for you because he's just spun out on his own so he's trying to build up a business and needs extremely satisfied customers. You may receive extra personalized attention.

5) **Did the firm meet or exceed your stated deadlines for completion of project?**  
Yes, they met our deadlines.

Whoever you pick between Public Sector and Rick McRoy, I'm sure that you will be very satisfied. They are both extremely competent.

**Reference Questions for the following:**

**City of Oak Ridge**

**Gary Eastes (Gary has taken a job with the City of Knoxville)**

**200 South Tulane Avenue**

**Oak Ridge, TN 37831-0001**

**Phone: (865) 215-2111**

**Checked by Melinda Bobbitt - Date: Could not yet reach Gary**

**Project:**

- 1) Were you satisfied with the completed project? Timeliness of the firm's response?**
- 2) Would you award to this firm again?**
- 3) Were you satisfied with this firm's ability to communicate?**
- 4) What specific problems have you encountered? Did the firm follow-up and resolve any problems/issues that you encountered?**
- 5) Did the firm meet or exceed your stated deadlines for completion of project?**
- 6) Was he working under this company's name?**

**Reference Questions for the following:**

**County of Pinal - AZ**

**Mike Arnold**

**31 N. Pinal Street**

**Florence, AZ 85232**

**Phone: (520) 886-6228 – wrong number – (I got this number from their web page - 520-866-6000)**

**Checked by Melinda Bobbitt - Date: 5/11/04, 11:15 a.m.**

**Project: (This reference was also provided as a reference for Public Sector. Mike Arnold used Rick McRoy when he was with Public Sector. He's been pleased both with Rick McRoy and also with Public Sector.)**

Pinal County uses Public Sector every year for re-classifications. Once a year they accept department requests for reclassification and bring out Public Sector for on-site interviews. Public Sector comes back and makes recommendations to accept reclassification or not. This system avoids politics. They've been doing it that way for eight years. Public Sector does a very good job. Every 2-3 years Pinal County asks them to do a salary survey for them to compare benchmarks and come back with an analysis – are they at market, below market, or above market. Public Sector has done a real good job on that as well.

- 1) Were you satisfied with the completed project? Timeliness of the firm's response?**  
I've known Rick for a long time. When he was the Apache County Manager. That's where I first got to know him seven years ago. I found him to be very knowledgeable. He's done a real good job for us. I've been very satisfied with his projects for us.

We've been satisfied with their timeliness. We lay out what we want done and when they are to get things back, and they've met our expectations every time. I have used 5-6 of Public Sector's various consultants at various times, and have been very satisfied and pleased with anyone that they've sent out.

- 2) Would you award to this firm again?**

## Professional Human Resources Service Center

**Reference Questions for the following:**

**County of Hamilton, TN**

**Peggy Curtis**

**117 E. 7<sup>th</sup> Street**

**Chattanooga, TN 37402**

**Phone: (423) 209-6120**

**Checked by Melinda Bobbitt - Date:** (Public Sector also used them as a reference and his contact was John Miller).

**Project:** Pubic Sector/Rick McRoy as lead consultant – complete revamping of our classification and compensation. That included new job descriptions, new salary schedule, which led into a new evaluation system. We've had extensive dealings with him.

- 1) **Were you satisfied with the completed project? Timeliness of the firm's response?**  
Yes. Rick was absolutely responsive and timely. Rick was willing to go that extra mile – via phone, e-mail or any other media that we had questions through. We never had a problem getting him on the telephone. I've never had better service then what Rick provided. We have a three hour time difference from him and I could call him at 8:00 a.m. my time which is 6:00 a.m. his time, and I could reach him. That means a lot.
- 2) **Would you award to this firm again?**  
Definitely would award to Rick again. I'd rank Rick higher then Public Sector overall due to the individualized attention that he gave us. I like the first name basis. I like them to know who they are dealing with. I want them to anticipate our needs. Rick was extremely receptive to any answers and explanations that he had to give an individual. They may not agree, but they got to a comfort level with the information. Turn around time would be under 24 hours regardless of who the employee was that asked him a question. His timeliness helped the moral and helped the reception of the changes that we were making.
- 3) **Were you satisfied with this firm's ability to communicate?**  
Oh, definitely.
- 4) **What specific problems have you encountered? Did the firm follow-up and resolve any problems/issues that you encountered?**  
We really did not experience any problems. We built on it and tweaked it since, but no problems.
- 5) **Did the firm meet or exceed your stated deadlines for completion of project?**  
Rick always exceeded the deadlines, and he gave us enough room and time to go over the draft with key personnel at our County.

**Reference Questions for the following:**

**County of Pinal, AZ**

**Mr. Michael Arnold**

**Human Resources Director**

**31 N. Pinal Street**

**Florence, AZ 85232**

**Los Alamos, NM 88260-4030**

**Phone: (520) 868-6245** – number has been disconnected (Professional Human Resources Service Center also used him as a reference and gave his phone number as 520-886-6228).

Mike Arnold provided a reference and comments regarding both Rick McRoy and Public Sector – see comments under this reference under Professional Human Resource Service Center.

**Reference Questions for the following:**

**City of Gladstone**

**Ms. Dianna Wright**

**Assistant to the City Manager**

**7010 North Holmes**

**Gladstone, MO 64118-2646**

**Phone: (816) 380-8900**

**Checked by Melinda Bobbitt - Date: 5/11/04, 11:25 a.m.**

**Project: A pay plan and pay for performance evaluation system.**

**1) Were you satisfied with the completed project? Timeliness of the firm's response?**

I am no longer at Gladstone County, but I was the lead at the County at that time on this project.

Yes, I think we were satisfied with the project at the time that we did it, but it did become cost prohibitive over time and the County has had to make some changes to it. Over seven years ago was the original project. David Lookingbill was the Consultant that we worked with. He had a good rapport with the employees. I don't know if he is still with them.

**2) Would you award to this firm again?**

It would depend upon who they proposed for the project. From a cost standpoint I think they were reasonable. We were happy with the people that were on our project.

**3) Were you satisfied with this firm's ability to communicate?**

Yes. I thought they did a good job. They did a good job presenting to the council. They had all the on-site meetings that we requested.

**4) What specific problems have you encountered? Did the firm follow-up and resolve any problems/issues that you encountered?**

Gladstone's plan got out of date over time. After I left, the City ran into problems with failed tax became stagnant and started going in the negative, no growth and losing sales tax, and that's how they are supported. It was a very rich plan when it was adopted and could not be supported later on. Public Sector did implement based upon Gladstone's goals at the time.

**5) Did the firm meet or exceed your stated deadlines for completion of project?**

They were pretty responsive. We committed a lot of fast, direct time to it. We were timely in the material we gave to them upon their request, and they were timely in their responses to us. It was a two-way street.

**Reference Questions for the following:**

**County of Los Alamos, NM**

**Mr. Tim Bell**

**Compensation & Benefits Coordinator**

**2300 Trinity Drive**

**Los Alamos, NM 88260-4030**

**Phone: (505) 667-8657**

**Checked by Melinda Bobbitt - Date: 5/11/04, 10:00 a.m.**

**Project:** I used to work at the County of Alamos, and they were our consultant on anything related to compensation. They assisted us with desk audits. I worked with only one person from the firm with Rick McRoy.

**1) Were you satisfied with the completed project? Timeliness of the firm's response?**

I only worked with one individual from this firm and his name was Rick McRoy. Yes, I was very satisfied with the work that Rick McRoy did with us. There was a little bit of problem with the timeliness but a lot of that was the County's problems too. I am no longer with this County, but when I was, I found the County to be disorganized. We had a big back log of work at the County, and we couldn't really expect the consultant to drop all their work to come work with us at our demand. It was hard to get it coordinated. We did experience some problems but I can't say it was all Public Sector's fault. And they seemed to be willing to work with us on that. Fairly flexible.

**2) Would you award to this firm again?**

Yes

**3) Were you satisfied with this firm's ability to communicate?**

Yes. I thought they did ok.

**4) What specific problems have you encountered? Did the firm follow-up and resolve any problems/issues that you encountered?**

I can't really think of any particular problems. I know there were other people at the County that were not as satisfied working with them as I was. I was actually the only one that worked with Rick on an intense basis. The compensation program was such a disorganized thing in the beginning that I think that what this firm did for us was to help us take a giant leap forward to get some kind of structure in it. And of course it wasn't going to be perfect at the first pass. I think some of the key County personnel had unrealistic expectations for this original project. Rick McRoy held our hands and guided us through the whole process. We made a giant leap forward in getting some structure in our program. I couldn't have done it without them.

**5) Did the firm meet or exceed your stated deadlines for completion of project?**

They met them. They met the deadlines. It was always kind of nip and tuck because they had a lot of other clients and we never gave them a whole lot of time in our deadlines and notices. We'd tell them we'd need this part done in two weeks or three weeks - we were the ones that were unstructured and disorganized. They did every thing they could to help us meet our deadlines. I was able to call Rick at home on the weekends. Not many consultants will do that.



**EVALUATION REPORT FORM**  
**PURCHASING DEPARTMENT - BOONE COUNTY - MISSOURI**  
**REQUEST FOR PROPOSAL NUMBER - 16-20APR04 - Salary Plan Update**  
 Melinda Bobbitt, CPPB  
 Director of Purchasing

					For Purchasing Use Only	
	NAME OF OFFEROR	Method of Performance Scope of Services (30 points)	Experience/Expertise of Contractor (20 points)	TOTAL SUBJECTIVE POINTS (50 pts.)	COST POINTS INSERTED BY PURCHASING (50 pts.)	TOTAL POINTS (Max 100 pts.)
1	Public Sector Personnel Consultants	22	15	40	50	90
2	Professional Human Resources Service Center	28	20	50	25	75
3	Compensation Planning Group Inc.	15	10	20	23	43

I hereby attest that the subjective points assigned to each offeror above were scored pursuant to the established evaluation criteria and represent my best judgement of the subjective areas of the offerors' proposals. I have attached a brief narrative which highlights some, but not necessarily all, of the reasons for my evaluation of the proposals as indicated by the scores above. My comments represent my opinion only and do not represent the position of the Purchasing Department of Boone County, Missouri, or any other party. In addition, I understand that the cost points will be calculated and added by the Purchasing Department to arrive at the total points.



## PURCHASE AGREEMENT FOR SALARY PLAN UPDATE

THIS AGREEMENT dated the 25 day of MAY 2004 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Public Sector Personnel Consultants, Inc.**, herein "Contractor."

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for a **Salary Plan Update**, County of Boone Request for Proposal for a Salary Plan Update, proposal number **16-20APR04** including Instructions and General Conditions, Introduction and General Information, Scope of Services, Proposal Submission Information, the unexecuted Response Page, Attachments A – E, Best and Final Offer Number One, as well as the Contractor's proposal response dated April 16, 2004, executed by Henri van Adelsberg, on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with proposal response may be permanently maintained in the County Purchasing Office proposal file for this proposal if not attached. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions and requirements contained in the proposal specifications including Instructions and General Conditions, Introduction and General Information, Scope of Services, Proposal Submission Information, Attachments A-E, the Best and Final Offer Number One, and the unexecuted Response Page shall prevail and control over the Contractor's proposal response.

2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to furnish and deliver to Boone County, a Salary Plan Update as identified and responded to in the Contractor's Response Page. The Salary Plan Update will be provided as required in the proposal specifications and in conformity with the contract documents for the prices set forth in the Contractor's proposal response for a purchase price of **\$13,500.00**.

3. **Delivery** – The Contractor agrees the completion date to furnish and deliver the Salary Plan Update, shall be within 90 days of the initial on-site project planning and meeting with the County Job Classification Committee.

4. **Billing and Payment** - All billing shall be invoiced to the Boone County Human Resources Department, and may only include the prices listed in the Contractor's proposal response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's proposal response to the specifications. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if County makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

6. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

7. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

**IN WITNESS WHEREOF** the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

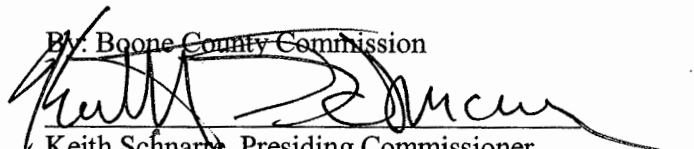
**PUBLIC SECTOR PERSONNEL  
CONSULTANTS, INC.**

**BOONE COUNTY, MISSOURI**

By: \_\_\_\_\_

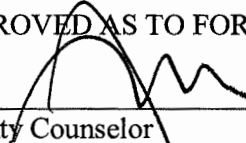
By: Boone County Commission

Title: \_\_\_\_\_

  
Keith Schnarre, Presiding Commissioner

APPROVED AS TO FORM:

ATTEST:

  
\_\_\_\_\_  
County Counselor

  
\_\_\_\_\_  
Wendy S. Nofen, County Clerk 22

**AUDITOR CERTIFICATION**

In accordance with RSMo 55.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

	1115-71100 - \$13,500.00	
Signature <u>June Patchford by KF</u>	Date <u>5/19/2004</u>	Appropriation Account

# CERTIFIED COPY OF ORDER



STATE OF MISSOURI }  
County of Boone } ea.


May Session of the April Adjourned Term. 20 04

In the County Commission of said county, on the 25<sup>th</sup> day of May 20 04

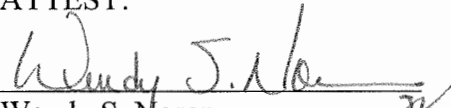
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby cancel bid 51-09JUL02 for Painting Services Term and Supply with Ken Hensel Painting for non-compliance of contract section 2.7 (failure to provide proof of insurance). Said cancellation will be effective immediately.

Done this 25<sup>th</sup> day of May, 2004.

  
Keith Schnarre  
Presiding Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

absent  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

# Boone County Purchasing

Melinda Bobbitt, CPPB  
Director



601 E. Walnut, Room 208  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

190-2004

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## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPB  
DATE: May 18, 2004  
RE: 51-09JUL02 – Painting Services Term and Supply

Purchasing requests approval from the commission to cancel the contract for Painting Services Term and Supply effective immediately for failure to provide proof of insurance for the renewal term. We have been in contact with Ken Hensel Painting, and he has informed us he will not be able to provide insurance until the end of July.

cc: Ken Roberts, Facilities  
David Mink, Public Works  
Bid File



# Purchasing Department



**Melinda Bobbitt, CPPB**  
**Director**

601 E. Walnut, Room 208  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390  
E-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)

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May 26, 2004

Ken Hensel Painting  
2605 Oak Gate Court  
Columbia, MO 65203

RE: *51-09JUL02 – Painting Services Term and Supply*

Dear Mr. Hensel:

The purpose of this letter is to inform you the County is going to exercise our option to cancel the contract per paragraph 7a of the Contract Agreement for failure to provide proof of insurance as detailed per section 2.7. of the original bid.

The last effective date of this contract is May 26, 2004.

Sincerely,

Melinda Bobbitt, CPPB  
Director of Purchasing

cc: Ken Roberts, Facilities Maintenance  
David Mink, Public Works  
Bid File

# CERTIFIED COPY OF ORDER



STATE OF MISSOURI }  
County of Boone } ea.

May Session of the April Adjourned Term. 20 04

In the County Commission of said county, on the 25<sup>th</sup> day of May 20 04

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the Certificate of Indirect Costs – A Cost Allocation Plan with Maximus.

Done this 25<sup>th</sup> day of May, 2004.

Keith Schnarre  
Presiding Commissioner

ATTEST:

Wendy S. Noren  
Clerk of the County Commission

absent

Karen M. Miller  
District I Commissioner

Skip Elkin  
District II Commissioner



**CERTIFICATE OF INDIRECT COSTS**

This is to certify that I have reviewed the indirect cost rate plan submitted herewith and to the best of my knowledge and belief.

(1) All costs included in this plan dated \_\_\_\_\_ to establish cost allocations or billings for the period from January 1, 2003 to December 31, 2003, are allowable in accordance with the requirements of the Federal awards(s) to which they apply and OMB Circular A-87, "Cost Principles for State and Local Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Government Unit: BOONE COUNTY

Signature: Keith Schwarre

Name of Official: KEITH SCHWARRE

Title: PRESIDING COMMISSIONER

Date of Execution: 25 MAY 2004

# CERTIFIED COPY OF ORDER



STATE OF MISSOURI }  
County of Boone } ea.

May Session of the April Adjourned Term. 20 04

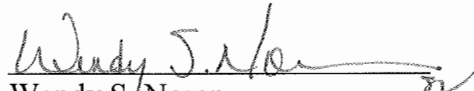
In the County Commission of said county, on the 25<sup>th</sup> day of May 20 04  
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby appoint the Health Department Liaison Commissioner and the Boone County Public Works Director to the Management Committee and the Condominium Executive Committee of the Sanford-Kimpton Health Facility.

Done this 25<sup>th</sup> day of May, 2004.

  
Keith Schnarre  
Presiding Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

absent  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

# CERTIFIED COPY OF ORDER




STATE OF MISSOURI }  
County of Boone } ea.

May Session of the April Adjourned Term. 20 04


In the County Commission of said county, on the 25<sup>th</sup> day of May 20 04  
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the use of the Courthouse Grounds on June 6, 2004 from 2:00 to 3:00 p.m. for a Memorial Service sponsored by the Sons of Confederate Veterans. It is further ordered that the Presiding Commissioner be hereby authorized to sign said application.

Done this 25<sup>th</sup> day of May, 2004.

  
Keith Schnarre  
Presiding Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

absent  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner



# Boone County Commission

193-2004

## APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The undersigned organization hereby applies for a permit to use the Boone County Courthouse Grounds and/or Government Center as follows:

Description of Use: MEMORIAL SERVICE

Date(s) of Use: JUNE 6, 2004

Time of Use: From: 2:00 a.m./p.m. thru 3:00 a.m./p.m.

Facility requested: Courthouse Grounds  - Courtyard Square  - Chambers  - Chambers Atrium  - Rm220  - Rm208  - Rm139

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and date of use and abide by all applicable laws, ordinances and county policies in using Courthouse grounds or designated rooms.
2. To remove all trash or other debris that may be deposited (by participants) on the courthouse grounds and/or in rooms by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds and/or carpet and furnishings in rooms.
4. To conduct its use of courthouse grounds and/or rooms in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds and/or use of rooms as specified in this application.

Name of Organization/Person: JAMES J. SEARCY CAMP - WILLIAM F. BERRY,

Organization Representative/Title: SONS OF CONGREGATE VETERANS

Address/Phone Number: 442-3751 503 W BROADWAY, COLUMBIA 65203

Date of Application: MAY 18, 2004

### PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

BOONE COUNTY, MISSOURI

Wendy S. No  
County Clerk

Keith Schnarre  
County Commissioner

DATE: 25 MAY 2004