

25 -2014

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 14

In the County Commission of said county, on the 23rd day of January 20 14

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

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment to appropriate funds in FY2014 for Consulting Services for Community Children's Services.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2160	71101	Community Children's Services	Professional Services		20,000

Done this 23rd of January, 2013.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

BOONE COUNTY, MISSOURI
REQUEST FOR BUDGET AMENDMENT

1/1/14

EFFECTIVE DATE

FOR AUDITORS USE

(Use whole \$ amounts)

Transfer From Transfer To
Decrease Increase

Dept	Account	Fund/Dept Name	Account Name	Transfer From Decrease	Transfer To Increase
2160	71101	Community Children's Services	Professional Services		20,000

20,000

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary):

To appropriate funds in FY2014 for consulting services. An amendment was originally done in FY2013 for these services but due to the length of the RFP process the contract was not able to be finalized until after year end. As the FY2013 appropriations expired on 12/31/2013 and this appropriation could not be encumbered, this amount needs to be re-appropriated in FY2014.

Budget office (Auditor's office)
Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached
- A fund-solvency schedule is attached.
- Comments:

[Signature]
Auditor's Office
PRESIDING COMMISSIONER

[Signature]
DISTRICT I COMMISSIONER

[Signature]
DISTRICT II COMMISSIONER

BUDGET AMENDMENT PROCEDURES

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing.

Boone County Children's Services Board

Minutes for September 23, 2013 Meeting

Attending: Dewey Riehn, Nancy Mckerrow, Greg Grupe, Les Wagner, Kathy Thornburg, Jennifer Walker, Bruce Horwitz, Michele Kennett, Liaison Commissioner Karen Miller, and County Counselor CJ Dykhause

Absent: Suzette Forbes

Guests: Jack Jenson

The meeting was called to order by Chairman Les Wagner,

1. Approval of the Minutes of Meeting September 9, 2013

The motion was made and second the minutes be approved as submitted, the vote was unanimous.



2. Consultant RFP – Melinda Bobbitt, Boone County Purchasing Director:

Melinda spoke to the group regarding the RFP for Consulting Services for the Boone County Children Services Board. She explained what is involved in making this happen. Greg shared with Melinda some of the thinking about what they are trying to get done. In their discussion within the Community input committee there is consensus after much discussion that there is a need to start gathering baseline data and doing outreach quickly. This needs to happen promptly. The committee worked on a proposal with CJ's assistance to outline the parameters of what that request might look like.

CJ suggested they as a group could consolidate some of those things that are deliverables and send that over to Melinda so she can work her magic and we have learned about some of the procurement best practices that Melinda shared regarding contract milestones, etc. Melinda said, under the Scope of Work a purpose statement is usually smaller it just gives a purpose of why you are doing the RFP. She thought it looked like this purpose statement would more appropriately go under the Scope of Work. Basically you will need some structured settings to receive input from specific segments from the Community, ie, schools, law enforcement, juvenile, etc. as well as the Community at large. This would be a way to gather necessary data for later decision making.

Melinda said she would work with the sub-committee in putting the draft document together for the next meeting. The more time you give proposers the more thorough

the proposal is put together. The committee that does the interviews will be able to ask clarification questions they want answered or any additional information you want submitted. Since this is not a fixed fee document there is negotiation that is involved and a lot of correspondence goes back and forth. Once you have chosen the consulting firm, a contract must be developed and taken through two Commission meetings before approval.

The Board also discussed that an outer limit of \$20,000.00 seemed to be an appropriate "not to exceed" amount for budgetary purposes for this consultant work.

MOTION: A motion was made by Dewey that this be referred back to the Committee and that they be asked to do due diligence working with professional staff and bring back a final product to take action on at the October 7th meeting. The motion was second by Greg the vote was unanimous.

3. Superintendent Letter:

a. Develop Agenda for Meeting with School Superintendents:

A copy of the letter of invitation to the Superintendents was reviewed by the Committee and approved by consensus following a few edits.

4. Board Discussion on Prioritization of Input Groups:

They are not sure when they want to have non-profits come in to present. They want to hear from those other stakeholder groups close to the problems first.

5. Status Reports from Committees:

a. Report from Community Input Committee Greg Grupe, Chair

Met with a representative of the Housing Authority beginning to learn more about their agency and some of the projects they are involved in now and some data they could gather for us. The Housing Authority is interested in locating some Public Housing next to Schools as the District builds them.

b. Report from Match Funding Opportunities Committee, Les Wagner, Chair

No Match Funding report.

c. Report from Personnel Committee Jennifer Walker, Chair

i. Approve Recommendation on Funding of Positions in Community Services Department:

Fund Statement - Community Children's Services 216 (Major Fund)

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
FINANCIAL SOURCES:				
Revenues				
Property Taxes	\$ -	-	-	-
Assessments	-	-	-	-
Sales Taxes	-	4,650,000	4,800,000	6,560,000
Franchise Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Interest	-	-	6,600	-
Hospital Lease	-	-	-	-
Other	-	-	-	-
Total Revenues	<u>-</u>	<u>4,650,000</u>	<u>4,806,600</u>	<u>6,560,000</u>
Other Financing Sources				
Transfer In from other funds	-	-	-	-
Proceeds of Long-Term Debt	-	-	-	-
Other (Sale of Capital Assets, Insurance Proceeds, etc)	-	-	-	-
Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance Used for Operations	-	-	-	-
TOTAL FINANCIAL SOURCES	<u>\$ -</u>	<u>4,650,000</u>	<u>4,806,600</u>	<u>6,560,000</u>
FINANCIAL USES:				
Expenditures				
Personal Services	\$ -	-	-	138,397
Materials & Supplies	-	-	-	1,400
Dues Travel & Training	-	-	-	2,340
Utilities	-	-	-	4,310
Vehicle Expense	-	-	-	200
Equip & Bldg Maintenance	-	-	-	740
Contractual Services	-	20,000	-	30,450
Debt Service (Principal and Interest)	-	-	-	-
Emergency	-	-	-	-
Other	-	-	-	200
Fixed Asset Additions	-	-	802	8,710
Total Expenditures	<u>-</u>	<u>20,000</u>	<u>802</u>	<u>186,747</u>
Other Financing Uses				
Transfer Out to other funds	-	-	-	-
Early Retirement of Long-Term Debt	-	-	-	-
Total Other Financing Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL FINANCIAL USES	<u>\$ -</u>	<u>20,000</u>	<u>802</u>	<u>186,747</u>
FUND BALANCE:				
FUND BALANCE (GAAP), beginning of year	\$ -	-	-	4,805,798
Less encumbrances, beginning of year	-	-	-	-
Add encumbrances, end of year	-	-	-	-
Fund Balance Increase (Decrease) resulting from operations	-	4,630,000	4,805,798	6,373,253
FUND BALANCE (GAAP), end of year	<u>-</u>	<u>4,630,000</u>	<u>4,805,798</u>	<u>11,179,051</u>
Less: FUND BALANCE UNAVAILABLE FOR APPROPRIATION, end of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET FUND BALANCE, end of year	<u>\$ -</u>	<u>4,630,000</u>	<u>4,805,798</u>	<u>11,179,051</u>

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STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 14

In the County Commission of said county, on the 23rd day of January 20 14

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

Now on this day the County Commission of the County of Boone does hereby award bid 42-05NOV13 – Consulting Services for the Children’s Services Board to the Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri.

The terms of the bid award are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Done this 23rd day of January, 2014.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing



613 E. Ash St., Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPO, CPPB
DATE: January 7, 2014
RE: RFP Award Recommendation: *42-05NOV13 – Consulting Services for the Children's Services Board*

The Request for Proposal for *42-05NOV13 – Consulting Services for the Children's Services Board* closed on November 5, 2013. One proposal response was received.

The evaluation committee consisted of the following from the Children's Services Board:

Gregory Grupe
Nancy McKerrow
Kathy Thornburg

The evaluation committee recommends award to the Institute of Public Policy, Harry S Truman School of Public Affairs, University of Missouri of Columbia, Missouri per their attached Evaluation Report.

This contract will operate similarly to a term and supply contract in that the scope of services and terms of payment are specified in the contract, but payment is only required when the services are actually used. The contract amount is a not to exceed \$20,000 and invoices will be paid from department 2160 – Community Children's Services, account 71101 Professional Services.

ATT: Evaluation Report

cc: Proposal File

**Evaluation Report for Request for Proposal
42-05NOV13 – Consulting Services for the Boone County Children’s Services Board**

OFFEROR: Institute of Public Policy, Harry S Truman School of Public Affairs, UMC

X It has been determined that Institute of Public Policy has submitted a responsive proposal meeting the requirements set forth in the original Request for Proposal.

Method of Performance

Strengths:

The proposal indicates a good understanding of the RFP requirements and the needs and desires of the BCCSB.

All three investigators have the relevant experience in the methods required to successfully complete the requirements of the RFP.

Concerns:

Written Clarification Questions:

- Proposal response scope appears narrow in terms of looking only at children’s mental health. The scope of this project is more than just mental health. Please expand on all criteria in the enabling statutes 210 and 67 (not just mental health) and expand on the language in the ballot issue.
Clarified and acknowledged in the clarification response and also during the interview.
- Clarify and provide additional information regarding key informant interviews and other methods of collecting information in collaboration with the Community Input Committee.
Clarified in the clarification response and also during the interview.

Interview Questions:

- The Institute’s proposal response states that key informant interviews and other services will cost more. We believe there will be some extra hours left over from the required deliverables for some of these other services (i.e. key informant interviews). Maybe one representative rather than multiple can conduct the interviews.
Interview response: There are different ways to approach the key informant interviews. There is much more work involved than just the one hour interview such as key analysis with feedback. If we go down the key informant path in such a public venue, we may be asked “Why did I not get an interview?” You end up with more interviews than planned.
- Evaluation Committee suggests creating a survey that can be electronically sent to the list of people that were initially interested. The on-line survey response content will help in the selection of the individuals for follow-up interviews. That could help to provide an answer to the question “Why did I not get interviewed?”
Interview response: Acknowledged and discussed during interview

- **Reports:** The evaluation committee believes the Institute's interpretation of what is needed in the reports with the extensive proposed hours spent on the beginning reports may be over-kill. We are not seeking a highly, scientifically designed, publishable report. The feedback briefings may be one to two pages with an executive summary from that interview. The reports can be summaries/generalizations of the surveys, follow-up and the board may be provided with the recorded telephone interviews if possible. The report can then be completed within a week or so rather than the proposed four weeks. The report will be used as a historical knowledge document that will be passed on to future board members, and it will be available to the public.
Interview response: With the information that has been shared during this interview, the Institute will prepare RFP response #3 that will revise deliverable #3 and add deliverable #6 regarding survey development. Jacqueline did mention that they will need to get permission from the Institutional Review Board (IRB) to record interviews.
- The County will create a contract with a "shall not exceed" \$20,000, and the Institute will document hours and work and submit with their invoices. The amount of hours they are working on per deliverable and the amount of hours per personnel may vary, but the hourly rate will not vary.
Interview Response: That will be handled by their fiscal office.
- There were a number of typos in the proposal – attention to detail is important. It is important that the reports that are released to the public have been reviewed and proofed for errors.
Interview response: Acknowledged

Experience/Expertise of Offeror

Strengths:

All three investigators have a lot of experience doing similar work in Boone County

Concerns:

All of the investigators graduated from UMC. It would be desirable if there was some diversity in education.

**AGREEMENT FOR
CONSULTING SERVICES
FOR THE BOONE COUNTY CHILDREN’S SERVICES BOARD**

THIS AGREEMENT dated the 23rd day of January 2014 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein “County” and the **University of Missouri, d/b/a Institute of Public Policy, Harry S. Truman School of Public Affairs**, 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 Agreement for **Consulting Services for the Boone County Children’s Services Board**, County of Boone Request for Proposal number **42-05NOV13**, Contractor’s proposal response dated November 19, 2013, Best and Final Offer Response dated November 13, 2013, all executed by Jacqueline Schumacher on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions and requirements contained in this Agreement shall prevail and control over the Contractor’s Proposal and Best and Final Offer responses.

2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to furnish Consulting Services for the Boone County Children’s Services Board, as described and in compliance with the original Request for Proposal and as presented in Contractor’s response(s). Services/deliverables shall be provided as outlined in the attached proposal response. The total allowable compensation under this agreement shall not exceed \$20,000 unless compensation for specific identified additional services is authorized and approved by County in writing in advance of rendition of such additional services for which additional compensation is requested. Final report shall be delivered to the Children’s Services Board by May 31, 2014.

Additional Services - Any additional consulting service not covered by this Agreement which are proposed by the County Commission and the Boone County Children’s Services Board for implementation after the contract date, shall be established by mutual agreement between the County and the Contractor, including agreement on the additional cost, if any, of such new consulting service. Additional consulting service and the costs thereof agreed upon by the parties shall not take effect unless expressed as an amendment to this Agreement as executed by the parties. Additional Services may be proposed at the following rates:

<u>Personnel</u>	<u>Benefits + Hourly Rate</u>
C. Arment	\$26.50
E. Pafford	\$26.03
J. Schumacher	\$24.55

3. **Contract Duration** - This agreement shall commence on the **date written above and extend through May 31, 2014** subject to the provisions for termination specified below. Contract will automatically renew annually for the *Additional Consulting Service* portion of the contract for an additional two (2) one-year periods unless canceled by the Purchasing Director in writing prior to a renewal term.

4. **Billing and Payment** - All billing shall be invoiced to the Boone County Children’s Services Board for service described in the proposal specifications. Billing shall be itemized for actual work performed and submitted monthly. The County agrees to pay all monthly statements within thirty days of receipt of a correct and valid invoice/monthly statement. In the event of a billing dispute, the County

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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 proposal 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 key personnel providing services are changed such that in the opinion of the Boone County Commission delivery of services are or will be delayed or impaired, or if services are otherwise not in conformity with proposal specifications, or if services are deficient in quality in the sole judgment of County, or
- c. County may terminate this agreement with 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, or
- d. County may terminate this agreement at will by giving at least 30 days prior written notice to the Contractor, or
- e. If appropriations are not made available and budgeted for any calendar year to fund this agreement.

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

The Curators of the
UNIVERSITY OF MISSOURI

By: Karen M. Geren 4/2/2014
Signature

By: Karen M. Geren / Submissions Specialist
Printed Name / Title

BOONE COUNTY, MISSOURI

By: Boone County Commission
Daniel K. Atwill
Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

[Signature]
County Counselor

ATTEST:

Wendy S. Noren
Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION:

In accordance with RSMo 50.660, 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.)

Jane Pittsford by jj 01/23/2014 2160/71101/shall not exceed \$20,000
Signature Date Appropriation Account

BOONE COUNTY - MISSOURI

PROPOSAL NUMBER AND DESCRIPTION: *42-05NOV13 – Consulting Services for the Boone County Children's Services Board*

CLARIFICATION FORM #1

This Clarification is issued in accordance with the Instructions to Offeror and is hereby incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this Clarification must be acknowledged and submitted on or before **4:00 p.m. November 13, 2013** by E-mail to mbohbitt@boonecountymmo.org

I. CLARIFICATION – please provide a response to the following requests.

- 1.1. Your proposal response scope appears narrow in terms of looking only at children's mental health. The scope of this project is more than just mental health. Please expand on all criteria in the enabling statutes 210 and 67 (not just mental health) and expand on the language in the ballot issue.
- 1.2. Clarify and provide additional information regarding key informant interviews and other methods of collecting information in collaboration with the Community Input Committee.

In compliance with this request, the Offeror agrees to furnish the services requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of the RFP and this clarification request and is authorized to contract on behalf of the firm. **Note:** This form must be signed. All signatures must be original and not photocopies.

Company Name: UNIVERSITY OF MISSOURI

Address: 310 JESSE HALL
COLUMBIA, MO 65211

Telephone: 573-882-1739 Fax: 573-882-3839

Federal Tax ID (or Social Security #): 43-6003859

Print Name: JACQUELINE SCHUMACHER Title: POLICY ANALYST

Signature: Jacqueline Schumacher Date: NOVEMBER 13, 2013

E-mail: SCHUMACHERJA@MISSOURI.EDU



INSTITUTE *of* PUBLIC POLICY

Harry S Truman School of Public Affairs

PROPOSAL FOR CONSULTING SERVICES FOR THE BOONE COUNTY CHILDREN'S SERVICES BOARD

Prepared for:

Ms. Melinda Bobbitt, Director

Boone County Purchasing

613 E. Ash Street, Room 110

Columbia, MO 65201

November 19, 2013

INSTITUTE *of* PUBLIC POLICY, Harry S Truman School of Public Affairs, University of Missouri

Mail: 137 Middlebush Hall / Columbia, MO 65211

Phone: (573) 882-1739 Fax (573) 884-3839

Website: ipp.missouri.edu



November 19, 2013

Ms. Melinda Bobbitt, Director
Boone County Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201

Dear Ms. Bobbitt:

I am pleased to submit the Institute of Public Policy’s proposal for Consulting Services for the Boone County Children’s Services Board. This proposal will address the needs outlined in your RFP.

This proposal and budget are valid for 120 days. If you have questions for me or a representative of the University, please use the contact information listed here:

Contact	Organization
Jacqueline Schumacher, MPA Policy Analyst Institute of Public Policy Truman School of Public Affairs 137 Middlebush Hall Columbia, Missouri 65211 Telephone: 573-882-6207 Fax: 573-884-3839 <u>SchumacherJA@Missouri.edu</u>	Curators of the University of Missouri Office of Sponsored Programs Administration 310 Jesse Hall University of Missouri Columbia, Missouri 65211 Telephone: 573-882-7560 Fax: 573-884-4078 <u>GrantsDC@Missouri.edu</u>

Sincerely,

Jacqueline Schumacher

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INTRODUCTION

The Institute of Public Policy (IPP) was founded in 2000 by the Truman School of Public Affairs (TSPA) at the University of Missouri and is designated as the research and public service arm of the university. IPP provides knowledge and understanding of issues facing the state of Missouri to decision makers, government officials, and community stakeholders. Substantial experience and expertise makes IPP highly qualified to work as the contracted consultant for the Boone County Children's Service Board.

IPP has access to a multidisciplinary team of Ph.D. researchers, policy analysts, graduate research assistants and support staff. This wide array of resources allows IPP to increase the speed, availability, and effectiveness of policy analysis, research, training, assessment, professional development, and evaluation services. IPP has experience gathering, analyzing, and disseminating community-level data, conducting needs assessments, organizing focus groups, and analyzing both qualitative and quantitative data.

PROPOSAL SUMMARY

IPP understands the Boone County Children's Services Board consultant will assist the Board to both align and operationalize their initiatives over the next six months. Deliverable tasks include creating an inventory of Boone County providers and services eligible for funding based upon governing Statutes 210 and 67. The Board wishes to have a synthesizing document which draws from multiple county and local-level reports on children's services. IPP is well positioned to perform this task thanks to (1) their authorship of some of the existing reports and (2) their substantial knowledge and expertise working with community-level data. The Board's series of six Community Input Sessions, varying by forum type and clustered by topic area, will ask invitees to inform them as to their impression of local children's services. The IPP consultant will moderate the input sessions, review audio and video recordings of each, and supply feedback briefing documents to the Board. IPP will take two steps to garner information from key informants. First, IPP will develop a survey for dissemination among children's services stakeholders and second, IPP will conduct up to six key informant interviews with selected survey respondents. Finally, IPP will supply a comprehensive report to the Board.

IPP is well positioned to take on the consultant role for the Board. The following narrative responds to each deliverable in detail and demonstrates IPP's experience and expertise. Additionally, detailed project descriptions will be provided with references. The principal consultant and key project personnel will be introduced. Finally, this proposal will detail an itemized budget.

PROPOSAL NARRATIVE

Method of Deliverables

Deliverable #1: To educate the BCCSB as to current provisions of services as described in the governing statutes RFP Reference 3.4.1

IPP will organize a comprehensive inventory of Boone County providers whose services align with Statutes 210 and 67. The inventory will be organized by applying two methods. The first will be organized by service type and will list all relevant organizations according to eligibility set forth in Statutes 210 and 67. The second method will organize the inventory by provider and will describe the services offered by each. The inventory will be collected using United Way's 211 inventory system, engaging the *Putting Kids First* coalition, and employing social service networks at schools and community partnerships. This process will identify clusters of services as well as gaps in services and providers. The inventory will be a useful tool as the Board moves into future RFP and/or funding cycles.

Deliverable #2: To inform the Board as to areas of service and/or populations in Boone County (aged 0-19) who are being over or under served by applying appropriate quantitative and qualitative metrics to data collected and providing analysis of data RFP Reference 3.4.2

IPP will synthesize the following reports and update the data where possible to create a compelling story of children's services in Boone County:

- *Putting Kids First in Boone County: Children's Mental Health Assessment*
Putting Kids First Coalition, August 2011
- *Report of the School-Based Mental Health Committee*
Columbia Public Schools, 2013
- *Heart of Missouri United Way Community Needs Assessment*
PURE/Heart of Missouri United Way, 2011
- *Boone County Issues Analysis of Mental Health Report*
City of Columbia/Boone County and Heart of Missouri United Way, 2012
- *Boone County Issues Analysis of Children, Youth and Families Report*
City of Columbia/Boone County and Heart of Missouri United Way, 2011.

It should be noted that IPP is responsible for the work presented in the *Putting Kids First* assessment and has considerable groundwork in place for updating this report and communicating its findings to the board. IPP will synthesize all reports, identify common themes, and identify gaps in services and providers. IPP will apply appropriate quantitative and qualitative analyses to these existing reports in order to grasp relationships in the data.

Deliverable #3: To provide Boone County residents with the facts necessary for their understanding of the Board's investment of tax revenues and to provide transparency and assure accountability. And attend Community Input meetings when invited and BCCSB meetings when there are persons scheduled to testify or present to the Board to support the work of BCCSB. And review records of past meetings. And moderate no more than six public meetings as specified by the Board.

RFP Reference 3.4.3 –
3.4.3.3

In order to provide Boone County residents with the facts necessary for their understanding of the Board's investment of tax revenues, IPP will work with the Board to make reports and feedback briefings available to the public. IPP will supply a total of three reports and eight feedback briefings. Specific information on reporting deliverables may be found under the Deliverable #4 section of this proposal.

IPP is well positioned to serve as the consultant for the Board. Since September, two IPP staff members have been attending BCCSB bi-monthly meetings and there would be little to no delay transitioning into the consultant role. Attending Community Input Committee meetings is an opportunity for IPP to become familiar with the vision of the committee's Community Input Sessions. IPP will help the Board establish the method and forum type for each input session and will help guide Board/Committee members in developing appropriate pre-scripted questions for community attendees or invitees. IPP will assist in the recruitment efforts of community members and organizations. IPP will work with Boone County Public Relations representatives in crafting press releases.

IPP welcomes the opportunity to moderate six public meetings at the discretion of the Board. These meetings will provide residents with a platform to offer relevant information regarding their services and their service population. Participants may also express an existing need in the community. When directed, and based upon forum type, IPP will take minutes and analyze the knowledge and themes shared in the meetings. Feedback briefing documents will be provided to the Board within one week of each session. IPP will engage in discussions with the Board to determine if there is a way to disseminate summary information to forum participants.

Deliverable #4: Reporting: Describe what type of reports will be provided and how they will be delivered to the board throughout the contract period. Final report shall be delivered to the board by May 31, 2014

RFP Reference 3.4.4

IPP will have an open and communicative relationship with the Board throughout the entire contract period to ensure the satisfactory completion of all deliverables. When invited, IPP will update the Board during board and/or committee meetings. Such updates will reflect any pertinent events such as Community Input Planning Sessions.

IPP will welcome the Board’s input and guidance throughout the contract period. IPP will deliver a total of three reports and eight feedback briefings to the Board. All reports and briefings will be delivered electronically in PDF format. The following table describes in detail all deliverables:

		Delivery Timeline
Reports	#1) Inventory of providers and services aligning with Statutes 210 and 67	Within the first 6 weeks of the contract period
	#2) Synthesis of the existing children’s services reports	Within the first 8 weeks of the contract period
	#3) Final Report	Within the first 24 weeks of the contract period
Feedback Briefings	#1) Reflective of Community Input Session #1	Within one week post input session #1
	#2) Reflective of Community Input Session #2	Within one week post input session #2
	#3) Reflective of Community Input Session #3	Within one week post input session #3
	#4) Reflective of Community Input Session #4	Within one week post input session #4
	#5) Reflective of Community Input Session #5	Within one week post input session #5
	#6) Reflective of Community Input Session #6	Within one week post input session #6
	#7) Summary of key informant surveys	TBD
	#8) Summary of key informant interviews	TBD

IPP will deliver a total of three reports and eight feedback briefings to the Board. The first report will be an inventory of providers whose services align with Statutes 210 & 67. The second will be a synthesis of existing children’s services reports in order to ensure the Board has the most current data on hand. It will identify common themes, as well as identifying gaps in services and providers. The third and final report will be a compilation of all deliverables. A total of eight feedback briefings will be delivered to the Board throughout the contract period. Six will analyze the knowledge shared during the Community Input Sessions, one will summarize the key informant surveys, and one will summarize key informant interviews. All eight feedback briefing documents will be included as appendices in the final report. When appropriate, reports will be made available to the community in an electronic format at the discretion of the Board.

Deliverable #5: Software: Describe types of software the Offeror will use for data collection.

RFP Reference 3.4.5

All documents will be provided to the Board in PDF format. IPP uses Excel and other Microsoft Office Suite applications to analyze data. Survey data is collected using Qualtrics, a web-based survey administration tools.

Deliverable #6: Key informant surveys

RFP Reference 3.4.6

IPP has the capacity and experience to conduct key informant surveys. Key informant surveys have the potential to enrich the Board’s knowledge and increase the validity of the findings from the Community Input Sessions. Key informant surveys will allow children’s service providers to

participate in the Board’s process without having to attend one of the six formal Community Input Sessions. The survey will be administered through Qualtrics, a web-based survey administration tool. The survey will be quantitative in nature, its questions reflective of (1) the questions developed for the Community Input Sessions and (2) additional questions developed by the Community Input Committee. The survey will have one open-ended question which allows respondents to share any other thoughts and feelings that may not have been captured in the survey.

Deliverable #7: Key informant interviews

RFP Reference 3.4.6

IPP has the capacity and experience to conduct key informant interviews. Interviews have the potential to enrich the Board’s knowledge and supplement the findings from the key informant surveys. Based upon survey results, the Board/Community Input Committee will identify up to six respondents who will be invited to participate in one-on-one key informant interviews with the IPP consultant. The questions used in the key informant interview will be reflective of the questions developed for the Community Input Session (see Deliverable #3).

EXPERIENCE & EXPERTISE

Institute of Public Policy Statement of Qualifications

The Institute of Public Policy has designed and implemented consultation services similar in scope to the project outlined by the Boone County Children’s Services Board. The following examples of previous work demonstrate the IPP’s expertise in the areas of health and human services projects, project management, and needs assessments. The Institute of Public Policy can draw on the experience of these projects and provide the necessary project oversight and services required by the Board.

Examples of Previous Work & References

Children’s Mental Health Needs Assessment

2011

The Putting Kids First Steering Committee contracted with IPP to conduct a children’s mental health needs assessment. This project assessed (1) the mental health services being provided in the community and (2) the capacity and strength of current providers to address new and emerging needs in the community. The assessment also identified outstanding children’s mental health needs in the community and the cost associated with filling those needs. In addition, the assessment identified the total number of children and youth in the county in need of mental health services and the total cost of providing services to the population.

Funder: Putting Kids First Coalition
Reference: Christine Corcoran
Director Regional Operations
Lutheran Family and Children's Services of Missouri
Email: Christinec@lfcs.org

***City of Columbia/Boone County and Heart of Missouri United Way,
Social Service Agency Evaluation***

2010-2012

The Columbia/Boone County Public Health and Human Services Department and the Heart of Missouri United Way contracted with the Institute of Public Policy to conduct a Boone County issue analysis as a part of a three year strategic social services funding framework. This issues analysis focused on painting an objective picture of the five social services funding categories in Boone County:

- Basic Needs and Emergency Services
- Children and Family Services
- Mental Health
- Economic Opportunity
- Independent Living (including seniors)

The analysis report was used to assist the commission in developing targeted funding RFPs that strategically applied City and County resources to address social issues and at-risk populations in the community.

Funder: City of Columbia, County of Boone
Reference: Steve Hollis
Human Services Division Manager
Columbia/Boone County Public Health and Human Services
Email: SPH@gocolumbiamo.com

City of Columbia/Boone County's Social Service Agency Evaluation

2007-present

The City of Columbia and the Heart of Missouri United Way has contracted with the Institute of Public Policy to conduct evaluations of their funded social services programs. The evaluations are conducted with the agencies in a three year cycle. Individual site visits are conducted with each agency to determine the agencies capacity related to other funded programs. The evaluator utilizes information gathered from site visits to determine the agency's capacity level in seven major categories.

Evaluation categories include: Process and Delivery, Data Management, Performance Measurement, Program Budget, Systems and Infrastructure, Human Resources, and

External Relationships. The final report and presentations of the findings from the evaluation were provided to the City and the United Way following the evaluation.

Funder: City of Columbia, County of Boone
Reference: Steve Hollis
Human Services Division Manager
Columbia/Boone County Public Health and Human Services
Email: SPH@gocolumbiamo.com

Missouri Department of Corrections, Community Reentry Funding Initiative Evaluation

2009- present

The Institute of Public Policy has been contracted by the Department of Corrections to serve as the funding managers and evaluators of the Community Reentry Program. In the funding management role, IPP provides technical support to the awardees, addresses issues related to recruitment and referrals, reviews and compiles quarterly and final reports, and monitors financial reports and expenditures. In the evaluation role, IPP provides process evaluation and initiative-wide impact analysis.

The Missouri Department of Corrections launched the Community Reentry Funding Initiative in 2009 to support local offender reentry efforts in communities throughout the state. In November 2010, a second round of the initiative was completed, which had awarded approximately \$3 million to 36 agencies across the state. In August 2010, the third round of funding was distributed, and the Missouri Department of Corrections recently issued the Request for Proposals for a fourth and fifth round of Community Reentry Funding. In total, approximately \$12 million dollars have been distributed through this funding program.

The process evaluation assesses the funded organizations' achievement of their output and outcome objectives. Additionally, the Institute utilizes individual data on participating clients to illustrate the impact of the initiative on re-offense rates.

Funder: Missouri Department of Corrections
Reference: Julie Kempker
Assistant Division Director
Missouri Department of Corrections
Email: julie.kempker@doc.mo.gov

***MO Department of Health & Senior Services, Personal
Responsibility Education Program***

2011- present

The Institute of Public Policy has been contracted by the Missouri Department of Health and Senior Services (MDHSS) to evaluate their statewide Personal Responsibility Education Program (PREP) grant. The grant is a three year grant aimed at reducing teen pregnancy rates. The Institute of Public Policy developed the evaluation plan, data collection tools, and data maintenance procedures. The Institute of Public Policy will also be conducting capacity building workshops and providing evaluation technical assistance.

Funder: Missouri Department of Health and Senior Services
Reference: Andra Schmidt
State Adolescent Health Coordinator
Missouri Department of Health and Senior Services
Email: Andra.Schmidt@health.mo.gov

Principal Consultant

Jacqueline Schumacher is a Policy Analyst in the Institute of Public Policy, Harry S Truman School of Public Affairs at the University of Missouri. She received her Master's Degree in Public Affairs at the University of Missouri. Ms. Schumacher has experience in community level data analysis, survey development, pre-test survey implementation trials, developing sampling plans, and randomization methods. Ms. Schumacher's policy areas of interest include mental health services, child and maternal health, and health disparities in relation to poverty. Her project portfolio work includes the following:

- Jacqueline is the Principal Investigator for Boone County's Issues Analysis project. She is the author of Boone County community-level reports on Mental Health, Basic Needs & Emergency Services, Economic Opportunity, and Independent Living.
- As the Community Readiness and Input Coordinator for the Department of Health and Human Services' Teen Personal Responsibility Education Program, Jacqueline focuses on measuring community perceptions of and readiness to address teen health issues.
- As a member of the subcommittee for the Boone County Community Health Status Assessment, she researched county-level health issues and presented findings to a broad range of community members and organizations involved in the health assessment process.
- Centered around child and maternal health, Jacqueline established baseline health indicators, proposed community assessment, and identified five pre-test/post-test research design projects for the Ministry of Health in Bolivia, South America.

Key Personnel Experience

Elizabeth Pafford is a Policy Analyst in the Institute of Public Policy, Harry S Truman School of Public Affairs at the University of Missouri. She received her Master's Degree in Public Affairs at the University of Missouri with a concentration in public management and organizational dynamics. Ms. Pafford has over ten years of professional experience in program evaluation, program coordination, grant project management, and organizational development.

Ms. Pafford has recently completed projects that are directly relevant to this proposal. She was the lead consultant for the *Children's Mental Health Needs Assessment*, completed in 2011. Ms. Pafford was also a co-consultant on the Boone County Issues Analysis project, specifically the Children, Youth and Family Services report completed in 2011. This project used publicly available data to assess trends in social services topics related to academic achievement, mental health, child welfare and safety, and child and youth homelessness. Finally, Ms. Pafford has hosted and facilitated numerous stakeholder forums, strategic planning sessions, and conducted research using stakeholder surveys.

Christian Arment is a policy analyst at the Institute of Public Policy. He holds a Master's Degree in Public Affairs from the Harry S Truman School of Public Affairs at the University of Missouri, where he specialized in public policy and organizational change. Mr. Arment has experience in program management, policy research, survey design and implementation, data collection, and program evaluation.

Mr. Arment is currently working as an evaluator and project manager of a community re-entry funding program for the Missouri Department of Corrections. This project includes extensive primary data collection as well as the use of secondary data to evaluate the impact of the reentry programs. Mr. Arment also coordinates the evaluation activities of the Missouri Arthritis and Osteoporosis Program of the Missouri Department of Health and Senior Services.

Financial Stability

“At June 30, 2013, the University of Missouri’s financial position remained solid, with Total Assets of \$6.5 billion. Net Position, which represents the residual value of the University’s assets after deducting liabilities, totaled \$4.3 billion. When operating, non-operating, and other changes are included, Net Position increased by approximately \$216.3 million in fiscal year (FY) 2013, driven primarily by Investment and Endowment Income Net of Fees due to improved market conditions and increases in Patient Medical Services Revenue and Other Auxiliary Operations as compared to FY 2012.” – University of Missouri System’s 2013 Financial Report¹

¹ University of Missouri System’s 2013 Financial Report
<https://uminfopoint.umsystem.edu/media/fa/controller/Accounting%20Services/finrpt13.pdf>

BUDGET

Deliverable		Personnel	# of hours over 6 months	Benefits + Hourly Rate	Total Estimated Cost
Deliverable #1	<i>To educate the BCCSB as to current provisions of services as described in the governing statutes.</i>	C. Arment	29.5hrs	\$26.50	\$2,000
		E. Pafford	10.0hrs	\$26.03	
		J. Schumacher	39.0hrs	\$24.55	
	IPP tasks & products to be delivered within the first six weeks of the contract period: Ongoing: <ul style="list-style-type: none"> • Attend board meetings • Attend committee meetings • Assist board in developing forum types • Assist in Community Input Session recruitment • Moderate up to six public meetings • Analyze knowledge and themes expressed in the Community Input Sessions Explicit: <ul style="list-style-type: none"> • Analyze statutes for fundable services and populations • Utilize 211 to gather lists of relevant agencies • Work with Putting Kids First Coalition • Work with other social services resource networks • Deliver an inventory of Boone County providers and services 				
Deliverable #2	<i>To inform the Board as to areas of service and/or populations in Boone County (aged 0-19) who are being over or under served.</i>	C. Arment	95.5hrs	\$26.50	\$8,000
		E. Pafford	120hrs	\$26.03	
		J. Schumacher	95.5hrs	\$24.55	
	IPP tasks & products to be delivered within the first eight weeks of the contract period: Ongoing: <ul style="list-style-type: none"> • Attend board meetings • Attend committee meetings • Assist board in developing forum types • Assist in Community Input Session recruitment • Moderate up to six public meetings • Analyze knowledge and themes expressed in the Community Input Sessions Explicit: <ul style="list-style-type: none"> • Analyze existing reports • Update report data based on data availability • Deliver a synthesis of existing reports 				
<i>Continued on next page...</i>					

Deliverables	Personnel	# of hours over 6 months	Benefits + Hourly Rate	Total Estimated Cost
<i>To provide Boone County residents with the facts necessary for their understanding of the Board investment of tax revenues and to provide transparency, assure accountability...attend meetings...review records of past meetings...moderate six meetings</i>	C. Arment	69hrs.	\$26.50	
	E. Pafford	30hrs.	\$26.03	
	J. Schumacher	77hrs.	\$24.55	
Deliverable #3	IPP tasks & products to be delivered during the contract period: Ongoing: <ul style="list-style-type: none"> • Attend Board meetings • Attend committee meetings • Assist Board in developing forum types • Assist in Community Input Session recruitment • Moderate up to six public meetings • Analyze knowledge and themes expressed in the Community Input Sessions Explicit: <ul style="list-style-type: none"> • Provide briefings to the Board approximately one week after each community input session <ul style="list-style-type: none"> • Feedback briefing #1 will reflect Community Input Session #1 • Feedback briefing #2 will reflect Community Input Session #2 • Feedback briefing #3 will reflect Community Input Session #3 • Feedback briefing #4 will reflect Community Input Session #4 • Feedback briefing #5 will reflect Community Input Session #5 • Feedback briefing #6 will reflect Community Input Session #6 			
	<i>Continued on next page...</i>			

Deliverables		Personnel	# of hours over 6 months	Benefits + Hourly Rate	Total Estimated Cost
Deliverable #6	<i>To develop and conduct key informant surveys</i>	C. Arment	60hrs.	\$26.50	\$2,500
		E. Pafford	0hrs.	\$26.03	
		J. Schumacher	37hrs.	\$24.55	
	IPP tasks & products to be delivered during the contract period: Ongoing: <ul style="list-style-type: none"> • Attend Board meetings • Attend committee meetings • Assist Board in developing forum types • Assist in Community Input Session recruitment • Moderate up to six public meetings • Analyze knowledge and themes expressed in the Community Input Sessions Explicit: <ul style="list-style-type: none"> • Develop key informant survey tool and email roster • Administer key informant survey • Analyze knowledge and themes expressed in the key informant surveys • Provide briefing to the Board approximately two weeks after key informant survey is closed <ul style="list-style-type: none"> • Feedback briefing #7 will reflect the key informant surveys 				
Deliverable #7	<i>To develop and conduct key informant interviews</i>	C. Arment	50hrs.	\$26.50	\$3,000
		E. Pafford	0hrs.	\$26.03	
		J. Schumacher	68hrs.	\$24.55	
	IPP tasks & products to be delivered during the contract period: Ongoing: <ul style="list-style-type: none"> • Attend Board meetings • Attend committee meetings • Assist Board in developing forum types • Assist in Community Input Session recruitment • Moderate up to six public meetings • Analyze knowledge and themes expressed in the Community Input Sessions Explicit: <ul style="list-style-type: none"> • Develop key informant interview protocol and conduct up to six interviews • Analyze knowledge and themes expressed in the key informant interviews • Provide briefing to the Board approximately two weeks after key informant interviews are completed <ul style="list-style-type: none"> • Feedback briefing #8 will reflect the key informant interviews 				
Total* Costs for Deliverable #1, #2, #3, #6, & #7					\$20,000

*The costs associated with the reporting deliverable (Deliverable #4) are accounted for within Deliverables #1, #2 and #3. There are no costs associated with the software deliverable (Deliverable #5).

APPENDIX A

Key Personnel Curricula Vitae

Curriculum Vitae

JACQUELINE SCHUMACHER

137 Middlebush Hall
Columbia, Missouri 65211
Tel: 573-882-6204
SchumacherJA@missouri.edu

ACADEMIC PREPARATION

Master of Public Administration

Graduated with honors in 2012
Harry S. Truman School of Public Affairs
University of Missouri, Columbia, MO

Bachelor of Science in Business Administration

Graduated with honors in 2005

Bachelor of Arts in Spanish

Rockhurst University, Kansas City, MO

CERTIFICATES, COMPETENCIES, & SKILLS

- Certificate holder of the US Department of Health and Human Services for Human Subject Research Training
- Proficiency in statistical analysis with STATA
- Spanish fluency

LEGISLATIVE & POLICY EXPERIENCE

Policy Analyst

June 2012 - current

The Institute of Public Policy at the University of Missouri, Columbia, Missouri

- I evaluate evidence-based programming and analyze performance measures to make recommendations for programing success for clients ranging from state and local agencies to non-profit organizations. I conduct primary data collection including survey development and implementation. Additionally, I use secondary data sources from agencies such as the Census Bureau or Bureau of Labor Statistics in order to prepare issues analyses reports for a broad range of clients.

Congressional Intern

August 2010 – December 2010

The Office of Senator Christopher S. Bond, Missouri, Columbia, Missouri

- Assist office staff and district caseworkers, daily interaction with constituents, managing media notes and hot topics.

Congressional Intern

December 2009 – June 2010

The Office of Congressman Sam Graves, Missouri 6th District, Washington, DC

- Interact with constituents and business professionals. Duties within the office: managed periodicals, media notices and participated in briefings specific to my areas of interest and specialization.

POLICY ANALYSES

Program Evaluator

Client: Missouri Department of Health and Human Services

- I developed and administer quantitative and qualitative tools aimed to measure Missouri communities' capacity and readiness to address the issue of teen pregnancy. Program outcomes and effectiveness are measured with pre/post-test tools and include measuring implementation fidelity.

Analyses:

Schumacher J., Heflin C., & Cronin J. 2013. *Missouri Department of Health and Senior Services: Personal Responsibility Education Program's Year 2 Report*. Institute of Public Policy, University of Missouri.

Schumacher J., Heflin C., & Cronin J. 2012. *Missouri Department of Health and Senior Services: Personal Responsibility Education Program's Year 1 Report*. Institute of Public Policy, University of Missouri.

Social Services Data Analyst

Client: Boone County, City of Columbia, & Heart of Missouri United Way

- Working closely with county and local human services offices and public health officers, I compiled a series of four reports for the Community Social Services Advisory Commission centered on current social services data, population trends, sub-issues and sub-populations of interest.

Analyses:

Schumacher J. 2013. *Boone County Issues Analysis of Basic Needs & Emergency Services*. Institute of Public Policy, University of Missouri.

Schumacher J. 2012. *Boone County Issues Analysis of Economic Opportunity*. Institute of Public Policy, University of Missouri.

Schumacher J. 2012. *Boone County Issues Analysis of Independent Living*. Institute of Public Policy, University of Missouri.

Schumacher J. 2012. *Boone County Issues Analysis of Mental Health*. Institute of Public Policy, University of Missouri.

Community Health Status Assessment Subcommittee Member

Client: Community Health Assessment & Mobilization Partners

- I analyzed data to county health status, quality of life, and risk factors. Additionally, I presented my findings to the larger committee on Health Assessment.

Analyses:

Schumacher, J. 2013. Community Health Status, a presentation to the Boone County Department of Health and Social Services Community Health Assessment & Mobilization Partners' Community Wide Assessment Meeting. August 7, 2013. Columbia, MO.

ACADEMIC RESEARCH

Graduate Research Assistant

Summer 2011- Summer 2012

University of Missouri

- I conducted research funded by the U.S. Department of Homeland Security to examine the effects of water supply disruptions in rural and urban communities. My responsibilities included survey development, pre-test survey trial, sampling planning, developing randomization methods, data analysis, onsite survey administration, and the opportunity to conduct focus groups.

Master's Capstone

Spring 2012

University of Missouri

- I analyzed existing secondary data from the Municipal Department of Health in Bolivia to help establish a baseline of health in an economically marginalized and rural community in the Cochabamba province. My work included traveling to Bolivia to conducting a basic needs assessment. I organized the data collection plan, sampling plan, and data analysis plan.

Curriculum Vitae

CHRISTIAN ARMENT

137 Middlebush Hall
Columbia, Missouri 65211
Tel: 573-882-3577
ArmentCD@missouri.edu

Education:

University of Missouri-Columbia

Master of Public Affairs, Truman School of Public Affairs

- Specializations:
 - Public Policy
 - Organizational and Community Change
- *Pi Alpha Alpha* National Honor Society

University of Missouri-Columbia

Bachelor of Arts in Psychology

Professional Experience:

University of Missouri-Columbia August 2009 to present

Policy Analyst – Institute of Public Policy

- Co-project manager and evaluator of a state-wide offender reentry program for Missouri Department of Corrections.
 - Develop surveys, reporting forms, data collection tools.
 - Manage the reporting efforts of all participating organizations.
 - Monitor the progress made on stated outputs and outcomes.
- Coordinate research design, data collection and analysis for 35 organizations involved in the offender reentry programs.
- Analyze and prepare summaries of data, including tables and graphs that describe results.
- Principle Investigator of Missouri Arthritis and Osteoporosis Program.
 - Oversee data collection efforts
 - Manage database
 - Provide data analysis and subsequent reports and other products as needed
- Create maps for a variety of projects to assist with evaluation efforts.
- Prepare policy briefs on correctional policies.

University of Missouri-Columbia August 2007 to August 2009

Graduate Research Assistant – Institute of Public Policy

- Qualitative data analysis of key informant interviews using Community Readiness Model.
- Conducted content analysis on focus group transcripts and drafted findings.
- Supplied literature reviews to support research done by policy analysts.
- Assisted in the research and writing of policy briefs.

Mid-Missouri Regional Planning Commission May 2008 to August 2008

Planning Intern

- Conducted research on regional statistics related to economic development.
- Created graphics related to collected data.
- Wrote the 2008 Community Economic Development Strategy (CEDS).
- Assisted in the design of two organization websites.
- Researched and wrote content for websites.

Technical Proficiency:

Microsoft Office: Word, Excel, PowerPoint, Access, Outlook

SPSS and STATA (Statistical Software)

ArcGIS (Mapping Software)

Technical Publications:

- 11/12 – Arment, C., Cronin, J., Johnson, E., Nicholson-Crotty, S. “Missouri Department of Corrections Community Reentry Funding 2011-2012: Round 4 Report.” Institute of Public Policy, University of Missouri.
- 12/11 – Arment, C., Cronin, J., Johnson, E., Nicholson-Crotty, S. “Missouri Department of Corrections Community Reentry Funding 2010-2011: Final Report.” Institute of Public Policy, University of Missouri.
- 6/11 – Arment, C., Costa, D., Johnson, E., Nicholson-Crotty, S. “Missouri Department of Corrections Community Reentry Funding 2009-2010: Final Report.” Institute of Public Policy, University of Missouri.
- 4/11 – Arment, D. “Is Incarceration Still the Answer? The Impact of Current Policies & Possible Alternatives.” Institute of Public Policy, University of Missouri. Website: <http://ipp.missouri.edu/Publications/249>
- 1/10 – Arment, C., Costa, D., Johnson, E. “Missouri Department of Corrections Community Reentry Funding 2009: Final Report.” Institute of Public Policy, University of Missouri.

Curriculum Vitae

ELIZABETH PAFFORD

137 Middlebush Hall
Columbia, Missouri 65211
Tel: 573-882-5835
PaffordE@missouri.edu

EDUCATION

University of Missouri, Columbia MO.

Master of Public Affairs, May 2008.

Specialized in public management and organizational dynamics.

Bethel University, St. Paul MN.

Bachelor of Arts in Sociocultural Studies, Jan 2005.

Specialized in sociology and urban planning.

PROFESSIONAL EXPERIENCE

Policy Analyst, December 2009 to present

Institute of Public Policy, Truman School of Public Affairs at the University of Missouri

- Serve as primary investigator, project manager, and key personnel for evaluation and applied research contracts funded by federal, state and local grants.
- Develop and oversee research design, data collection, database management, data analysis and reports.
- Supervise key project staff including PhD. candidates, graduate research assistants, and administrative support staff.

Project Coordinator, 2009

Columbia/Boone County Department of Public Health and Human Services

- Coordinated the implementation of Missouri Foundation for Health's Tobacco Disparities grant.
- Designed focus group, survey, and interview tools to identify cessation disparities.
- Co-supervised key project staff.

Strategic Planning Consultant, 2008

Prime Point Inc. Consulting Agency, Columbia, MO.

- Worked with the Senior Consultant and CEO of Prime Point in facilitating focus groups and strategic planning meetings.
- Collected, coded, and analyzed data to identify organizational strategic issues that would be addressed in the final strategic plan.
- Coached committee members through the steps of strategic planning and guided task groups in their understanding of assignments.

Program Assessment Coordinator, 2007-2008

Center for Leadership Development, University of Missouri, Columbia, MO.

- Developed and implemented program outcomes assessments for multiple programs within the department.
- Conducted focus groups, collected and analyzed survey data, and wrote assessment reports for program advisors and department directors.
- Reviewed individual program results with program advisors and discussed implications

ACR Inc Group Homes, Minneapolis, MN.

Assistant Residential Supervisor, 2002 – 2005

- Forty percent of the time was spent conducting on-site staff training, scheduling, compiling quarterly reports, supervising 12 staff, coordinating events, maintaining program records and conducting staff evaluations.
- Sixty percent of time was dedicated to direct nursing and personal care program implementation for adults with disabilities and severe medical care needs.

INTERNSHIPS

Project Planner, 2007

City of Jefferson Planning and Transportation Division, MO.

The Coordinated Public Transit-Human Services Transportation Plan was a federal mandate for specific transportation funds and it was my responsibility to put a draft of this plan together and bring it before the Capital Area Metropolitan Planning Organization Board for approval. Responsibilities included conducting phone interviews, focus groups, public meetings and distributing surveys to collect the necessary data. The project also required coordination efforts between identified service agencies.

Office Assistant, 2005

Office of Senator John Thune, Sioux Falls, SD.

Reported constituent case work requests and legislative positions in internal database, provided front line customer service and drafted constituent letters.

GRANTS AND CONTRACTS

- **Principal Investigator-** Program Evaluation of the Enhanced Reentry Program
Contract Partner- Phoenix Programs Inc. Columbia MO.
Federal Funder: Substance Abuse and Mental Health Service Administration- Center for Substance Abuse Treatment

- **Principal Investigator-** Program Evaluation of the Portal II Virtual Substance Abuse Treatment Program
Contract Partner- Preferred Family Healthcare, Kirksville, MO.
Federal Funder: Substance Abuse and Mental Health Service Administration- Center for Substance Abuse Treatment

- **Principal Investigator-** Program Evaluation of the Portal Plus Virtual Substance Abuse Treatment Program
Contract Partner- Preferred Family Healthcare, Kirksville, MO.
Federal Funder: Substance Abuse and Mental Health Service Administration- Center for Substance Abuse Treatment

- **Principal Investigator-** Boone County Issues Analysis
Contract Partners- City of Columbia, County of Boone and Heart of Missouri United Way
Local Funder: City of Columbia, County of Boone and Heart of Missouri United Way

- **Principal Investigator-** Children's Mental Health Services Assessment
Contract Partner- Putting Kids First in Boone County Steering Committee, Columbia MO.
Local Funder: Putting Kids First in Boone County Steering Committee

- **Principal Investigator-** Strategic Prevention Framework- State Initiative Grant
Contract Partner- Partners in Prevention, University of Missouri, Columbia, MO.
Federal Funder: Missouri Department of Mental Health

- **Principal Investigator-** Program Evaluation of the Minority Education Institution Initiative
Contract Partner- Harris-Stowe State University, St. Louis, MO.
Federal Funder: Substance Abuse and Mental Health Service Administration- Center for Substance Abuse Prevention

TRAININGS AND PRESENTATIONS

- Pafford, E., “The Difference Between Outputs and Outcomes.” Youth Community Coalition. Columbia MO., October 2013.
- Cronin, J., and Pafford, E., “Making Proud Choices Facilitator Evaluation Training.” Personal Responsibility Education Program. Columbia, MO. December 2011.
- Cronin, J., and Pafford, E., “Contractor Evaluation Orientation.” Personal Responsibility Education Program. Jefferson City, MO. December 2011.
- Pafford, E., “Developing an Action Plan for your Social Innovation.” Social Innovation Project Session, Truman School of Public Affairs, Columbia, MO. February 2011.
- Johnson, E., and Pafford, E., “Working with Poll Workers and Voters with Disabilities.” Boone County Poll Worker Training. Columbia, MO, July 2010.
- Pafford, E., “Evaluation for Prevention Programs.” Partners in Prevention Coalition. Columbia, MO. June 2010.
- Pafford, E., “Building a Logic Model,” Meeting of the Minds Conference. St. Louis, MO. April 2010.
- Pafford, E., “Developing Programs to Meet the Need of Students.” Meeting of the Minds Conference. St. Louis, MO, April 2010.
- Pafford, E., “Addressing Service Space Limitations: A Strategic Issue,” Mid-Missouri Legal Services Board of Directors. Columbia, MO, December 2010.



BOONE COUNTY, MISSOURI
Request for Proposal #: 42-05NOV13 – Consulting Services for the Boone County
Children’s Services Board

ADDENDUM #1 - Issued October 21, 2013

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s proposal response.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

I. Interviews of consultants selected for short list will occur on November 14 between 1:00 – 4:00 p.m. Firms will be contacted after November 5 confirming an interview time.

II. The following questions have been received and a response is being provided:

- 1) **Reference 3.4.3.:** “To provide Boone County residents with the facts necessary for their understanding of Board investment of tax revenues and to provide transparency and assure accountability.”

Question 1: When does the Board intend on beginning the agency funding process? Understanding the Board’s timing ties into the method of knowledge dissemination for this deliverable.

Response: No final decision has been made, but it is likely that funding would begin in the summer; fall at the latest.

- 2) **Reference 3.4.3.1:** “Attend...the BCCSB meetings when there are persons scheduled to testify or present to the Board to support the work of the BCCSB...”

Question 2: Is the above mentioned regarded as one of the six meetings? If so, would it be classified as a Forum Type 1 meeting (See 3.4.3.3.)?

Response: It could be considered one of the six meetings and consultant-driven meetings will be a Type 1 forum.

- 3) **Reference 3.4.3.3.** “Moderate no more than six public meetings as specified by the Board.”

Question 3: How many of the six meetings will be Forum Type 1, 2 and 3?

Response: It is not yet determined. The person(s) who receives the award can help the committee determine the best process and type of meetings for the kind of information desired.

- 4) **Reference 3.4.3.3.** “Moderate no more than six public meetings as specified by the Board.”

Question 4: Who is responsible for inviting participants to the input sessions?

Response: The Board will have the final say on who the invitees will be, but the Consultant will be expected to make recommendations.

- 5) **Reference 3.4.4.** "Reporting: Describe what type of reports will be provided and how they will be delivered to the Board through the contract period. Final report shall be delivered to the Board by May 31, 2014."

Question 5: Understanding the Board's timeline ties into the contractor's timeline of all deliverables preceding the final report. When does the Board intend on releasing the RFP asking community agencies to submit funding requests?

Response: An interim report will be due the first of February and the final report due the end of May.

- 6) **Reference n/a:**


Question 6: Is the purpose of the contractor deliverables to help inform an RFP process? If so, will Community Input Session be completed beforehand?

Response: Yes, the interim report will help the board understand the needs for the first round of funding and the final report will be useful for future cycles of funding .

- 7) **Reference n/a:**

Question 6: Does Boone County have a policy in place which states how much (if any) grant money can be spent on indirect costs?

Response: The Consultant services contract is not going to be paid with grant money. All expected costs should be outlined in detail in the response to the RFP.

By: 
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Proposal #42-05NOV13 – Consulting Services for the Boone County Children's Services Board receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

COUNTY OF BOONE - MISSOURI



**REQUEST FOR PROPOSAL
FOR
CONSULTING SERVICES FOR THE BOONE
COUNTY CHILDREN'S SERVICES BOARD**

**RFP #42-05NOV13
Release Date: October 9, 2013**

**Submittal Deadline:
November 5, 2013
not later than 1:30 p.m. Central Time**

PRE-PROPOSAL CONFERENCE:
October 21, 2013, 10:30 a.m. C.T.
Boone County Annex Building
Conference Room
613 E. Ash Street
Columbia, MO 65201

Boone County Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201

Melinda Bobbitt, CPPO, Director
Phone: (573) 886-4391 / Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

BID #: 42-05NOV13 – Consulting Services for the Boone County Children’s Services Board

A pre-proposal conference has been scheduled for **Monday, October 21, 2013, at 10:30 a.m.** central time in the Boone County Purchasing Conference Room, 613 E. Ash Street, Columbia, Missouri.

Sealed proposals will be accepted until **1:30 p.m. central time on Tuesday, November 5, 2013** in the Boone County Purchasing Office, Boone County Purchasing, 613 E. Ash Street, Room 110, Columbia, MO 65201.

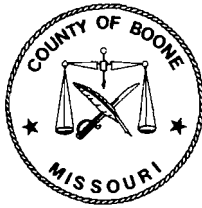
The Request for Proposal is scheduled to be **opened shortly after 1:30 p.m. on Tuesday, November 5, 2013** in the Boone County Purchasing Department Conference Room, 613 E. Ash Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: mboobbitt@boonecountymo.org. A copy may also be down loaded from our web page at www.showmeboone.com. Select Purchasing / Current Bids / 42-05NOV13

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

Melinda Bobbitt, CPPB
Director, Boone County Purchasing

Insertion: Thursday, October 10, 2013
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 at the Boone County Purchasing office 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 do not care to submit a proposal, please return the *No Bid Response Form* and note your reason. No fax or electronic transmitted proposals will be accepted, however, the *No Bid Response Form* may be returned by fax.
- b) If you have obtained this proposal 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 addenda if we do not have you on our Vendor list for this proposal.
- c) 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.
- d) 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.
- e) No negotiations, decisions, or actions shall be initiated by any firm 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 Request for Proposal, 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 Request for Proposals 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-responsibility.

1.4 Acceptance of Proposals: The County will accept all proposals that are submitted properly. 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.

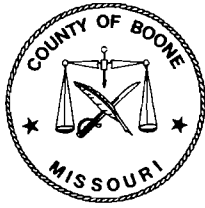
1.7 Receipt and Opening of Advertised, Sealed Proposals: The Offeror(s) and public are invited, but not required, to attend the formal opening of proposals. Offeror(s) names only will be read aloud to the public. No decisions related to an award of a contract or creation of any contractual or lease relationship, 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 firm'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. Proposals will be opened and Offeror's names read aloud during the proposal opening in the Boone County Annex Building, Conference Room, **Tuesday, November 5, 2013 at 1:30 P.M.**, Central Time located at the following address:

Boone County Purchasing
613 E. Ash Street
Columbia, Missouri 65201

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 **Consulting Services for the Boone County Children's Services Board (BCCSB)**, as set forth herein.

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

- 1) Instructions and General Conditions
 - 2) Introduction and General Information
 - 3) Scope of Services
 - 4) Proposal Submission Information
 - 5) Response/Pricing Page
- Prior Experience
Instructions for Compliance with House Bill 1549
Work Authorization Certification
Certification of Individual Bidder
Affidavit
Certification Regarding Debarment
"No Bid" Response Form

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 3:00 p.m., **Friday, October 18, 2013**. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPO, CPPB, Director of Purchasing. All such questions will be discussed at the pre-proposal conference and answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet.

- a. Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201
Phone: (573) 886-4391 Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymmo.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 **October 21, 2013, at 10:30 a.m. central time** in the Boone County Purchasing Conference Room, 613 E. Ash Street, Columbia, Missouri 65201.
- 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 Consulting Service for the Boone County Children's Services Board will upon contract award and extend through May 31, 2014. The agreement may be automatically renewed for the Additional Consulting Service (see Response Page) portion of the contract for an additional two (2), one-year periods unless canceled by the Purchasing Director in writing prior to a renewal term.
- 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 60 days prior written notice to the Contractor.



3.0 SCOPE OF SERVICES

3.1. Project Description:

The County of Boone – Missouri, hereafter referred to as *the County*, hereby solicits formal written proposals from qualified firms for the provision and delivery of **Consulting Service for the Boone County Children’s Services Board.**

3.2. Background:

The County is a first class non-charter county in central Missouri, dissected by Interstate 70 and US Highway 63. The County has a population of approximately 165,000 and contains 685 square miles. It contains 13 population centers consisting of cities, towns, villages and small communities. With a population of nearly 110,400, the City of Columbia serves as County seat.

On November 6, 2012, Boone County citizens passed a ballot issue which created the Boone County Community Children’s Services Fund to assist Boone County children nineteen years of age or less and their families. The Boone County’s Children’s Services Board (hereafter BCCSB or the Board), in partnership with the Boone County Commission, has been entrusted to oversee this fund. The Board is composed of nine Boone County residents.

This fund is created under Missouri state statutes 67.1775 and 210.861. Missouri Revised Statutes Section 210.861 specifically defines what types of services can be funded. The services are as follows:

- (1) Up to thirty days of temporary shelter for abused, neglected, runaway, homeless or emotionally disturbed youth; respite care services; and services to unwed mothers;
- (2) 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; unmarried parent services; crisis intervention services, inclusive of telephone hotlines; and prevention programs which promote healthy lifestyle among children and youth and strengthen families;
- (3) Individual, group, or family professional counseling and therapy services; psychological evaluations; and mental health screenings.

Additional information about the County of Boone – Missouri can be obtained from the following internet web site at: <http://www.showmeboone.com> and information pertaining to “Putting Kids First” can be obtained at <http://boonecountykids.org/faq/>.

3.3 Purpose Statement:

BCCSB desires some structured settings to receive relevant input regarding children’s services from various specific segments of the community, as well as the community at large. This would be a way to gather data necessary for later decision making, strengthen the board’s ability to monitor the community’s needs, as well as assess the progress toward meeting those needs.

3.4. Scope of Work and Deliverables: Offeror shall demonstrate in their proposal response how they propose to deliver each of the following criteria:

3.4.1. To educate the BCCSB as to current provision of services as described in the governing statute (substance abuse treatment, mental health counseling, emergency and long term shelter for homeless and transient students, needs of LGBT children, parenting classes, wellness screening, student counseling, provision of nursing services, at-risk programming, emergency services including fire and police, Special Education and 504 services, early childhood, wellness screening, juvenile justice, etc.).

3.4.2. To inform the Board as to areas of service and/or populations in Boone County (aged 0-19) who are being over or under served by applying appropriate quantitative and qualitative metrics to data collected and providing analysis of data.

3.4.2.1. Compile relevant data collected by local entities including but not limited to *Putting Kids First in Boone County: Children’s Mental Health Services Assessment* (August 2011); *Report of the School-Based Mental Health Committee* (Columbia Public Schools, 2013); and *Heart of Missouri United Way Community Needs Assessment* (PURE/ Heart of Missouri United Way, 2011). Prepares minutes, conducts key informant interviews, compiles data gathered, codes data, and presents findings in oral and written formats.

3.4.3. To provide Boone county residents with the facts necessary for their understanding of Board investment of tax revenues and to provide transparency and assure accountability.

3.4.3.1. Attend Community Input Committee meetings when invited and the BCCSB meetings when there are persons scheduled to testify or present to the Board to support the work of the BCCSB and to receive guidance and direction at the discretion of the Board members.

3.4.3.2. Review records of past meetings as appropriate.

3.4.3.3. Moderate no more than six public meetings as specified by the Board.

BCCSB anticipates the following format for meetings:

- a) **Forum Type 1: TOPICAL MEETINGS: Organized and moderated by BCCSB board members, with minutes taken by consultant:** Invited guests with specific areas of expertise to share their knowledge, experiences, and suggestions regarding opportunities for providing new or improved services with the BCCSB. Sessions will be audio and video taped and transcripts provided.

- b) **Forum Type 2: VARIED FORMAT MEETINGS: Organized and moderated by consultant, with minutes taken by consultant:** In this format, Board members would not participate directly but instead observe and learn from interactions between invited guests with the consultant. One example might be a “fishbowl” format, while other formats may also be appropriate for different topics. Sessions will be audio and video taped and transcripts provided.

- c) **Forum Type 3: OPEN MEETINGS: Organized by consultant, moderated by BCCSB Chair, with minutes taken by consultant:** Open meetings with public input encouraged through media outreach (KOMU, KFRU, KOPN, Missourian, Tribune, etc.) and activation of local networks that are already in place to advocate for children.

3.4.4. **Reporting:** Describe what type of reports will be provided and how they will be delivered to the board throughout the contract period. Final report shall be delivered to the board by May 31, 2014.

3.4.5. **Software:** Describe types of software the Offeror will use for data collection.

3.4.6. Describe any other scope of work / deliverables Offeror believes should have been included with this project and that can be offered to the board.

3.5. **Contractor Requirements:**

3.5.1. **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 of 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 \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 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 \$2,000,000.00 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 \$2,000,000.00 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 \$2,000,000.00 and naming Boone County as additional insured.

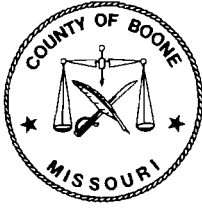
Commercial Automobile Liability – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to 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.

3.5.2. 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.

3.5.3. **Subcontracts** - The Contractor may enter into subcontracts for components of the consulting service 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.

3.5.4. In performing all services under the resulting contract agreement, the Contractor shall comply with all local, state and federal laws.



4. PROPOSAL SUBMISSION INFORMATION

4.1. RESPONSE TO PROPOSAL

4.1.1. Submission of Proposals:

4.1.1.1. When submitting a proposal, the Offeror should include the **original and seven (7) additional copies (total of 8)**.

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPO, CPPB, Director of Purchasing
613 E. Ash Street, Room 110
Columbia, MO 65201

b. The proposal response must be delivered no later than **1:30 p.m. on November 5, 2013**. Proposals will not be accepted after this date and time and the County will return such late proposals to the Offeror.

4.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal.

c. The Proposal must, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required at the County to access the service.

4.1.1.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, 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.

4.1.1.4. 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. 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.

4.1.2. 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:

- 4.1.2.1. Negotiations may be conducted in person, in writing, or by telephone.
- 4.1.2.2. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.
- 4.1.2.3. 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.
- 4.1.2.4. 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.

4.1.3. Evaluation and Award Process:

4.1.3.1. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. **Method of Performance**
- b. **Experience/Expertise of Offeror**
- c. **Cost**

- 4.1.3.2. The evaluation committee may score all proposals based upon the evaluation factors detailed herein. Upon completion of the scoring, the committee may recommend short listing the proposals that are potentially acceptable.
- 4.2.3.3. At this point, 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.
- 4.2.3.4. The County reserves the right to contact any and all references to obtain without limitation, information regarding the Offeror's performance on previous projects. A uniform sample of references may be checked for each short-listed Offeror.

4.1.4. Evaluation:

- 4.1.4.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 4.1.4.2. Provide a listing of all government agencies for which work was performed within the preceding two years and nature of services. In the event your firm has not provided **children's services consulting services** for governmental entities, then provide a listing of institutional or business clients for whom work has been performed in the preceding two years. If references are unavailable, provide a detailed explanation of why references are not available.

The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP (This information may be shown on the form attached as Attachment B to this RFP or in a similar manner):

- a. Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
 - b. Dates and locations of the service/contract; and
 - c. A brief, written description of the specific prior services performed and requirements thereof.
- 4.1.4.3. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County

reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

- 4.1.4.3. Resumes of proposed consulting staff or description of criteria to be used in hiring consulting staff must be included in the response.
- 4.1.4.4. Information which demonstrates the Offeror's financial stability and ability to perform the required services. Audited financial statements may be required of those qualified as a result of this RFP.
- 4.1.4.5. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.
- 4.1.4.5. Where the words "shall" or "must" are used, they signify a required minimum function of system capacity that will heavily impact the Bidder's final response rating.
- 4.1.4.6. Where the words "should", "may" or "desired" are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Bidder's final response rating.
- 4.1.4.7. The method by which the proposed method of performance is written will be left to the discretion of the Offeror. However, the Offeror should address each specific paragraph and subparagraph of the Specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.



5. Response/Pricing Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-Mail Address: _____

5.1. Pricing Proposal

County funding of this project is limited (not to exceed \$20,000). Each proposal must include the following:

1. An estimation of consultant staff, rates and hours for all staff working on this assignment for each task / deliverable.
2. An estimate of cost for each objective / deliverable and other charges associated with completion of this assignment.
3. An estimated total cost for the entire project.
4. An agreement on a "Not to Exceed" amount for the entire project. The County will not pay any charges exceeding this amount without a written amendment to the contract.

5.2. Additional Consulting Service:

Any additional consulting service not covered by this Agreement which are proposed by the County Commission and BCCSB for implementation after the contract date, shall be established by mutual agreement between the County and the Contractor, including agreement on the additional cost, if any, of such new consulting service. Additional consulting service and the costs thereof agreed upon by the parties shall not take effect unless expressed as an amendment to this Agreement as executed by the parties.

Additional Consulting Service that might be identified at a later date:

Describe your proposed fee structure for assigned individuals for additional consulting service that may be identified as a need at a later date:

Name of Individual	Title	Hourly Rate

5.3. Renewal Option:

The County shall have the sole option to renew the contract for the **Additional Consulting Service** in one year increments for a total accumulated period of two additional years. If the options are exercised, the Contractor shall charge the County the same prices as quoted originally except as modified in the paragraph below. Offerors are to state if prices are firm for these renewal periods.

Yes _____ No _____

If no, please indicate the maximum percentage of increase or decrease off hourly professional rate pricing for each renewal:

First Renewal (6/1/14 - 5/31/15): + _____% - _____%

Second Renewal (6/1/15 - 5/31/16): + _____% - _____%

Note: These renewal options will be used in the evaluation.

5.4. The Offeror **MUST** state the number of days required before the services described herein could begin, with an anticipated completion date of May 31, 2014. Services will begin to be provided _____ days after receipt of Notice to Proceed.



PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred)

1. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

2. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

3. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling for proof of enrollment.**

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- _____1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- _____2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.

- _____3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

AFFIDAVIT
(Only Required for Certification of Individual Bidder (Option #2))

State of Missouri)
)SS.
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Notary Public

My Commission Expires:

(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



Boone County Purchasing
613 E. Ash Street, Room 110
Columbia, MO 65201

“No Bid” Response Form

Melinda Bobbitt, CPPO, CPPB, Director
(573) 886-4391 – Fax: (573) 886-4390

“NO BID RESPONSE FORM”

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO SUBMIT A PROPOSAL RESPONSE

If you do not wish to respond to this proposal request, but would like to remain on the Boone County vendor list **for this service**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.

Proposal: 42-05NOV13 – Consulting Service for the Boone County Children’s Services Board

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reasons for not submitting a proposal response:

(Please complete and return with Bid)

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.

Keren Geron, Submissions Specialist
Sponsored Programs Administration

Name and Title of Authorized Representative

Keren Geron
Signature

1/2/2014
Date



1/2/2014

Boone County, Missouri
801 E. Walnut, Ste. 211
Columbia, Missouri 65201

RE: University of Missouri Self-Funded Auto/General Liability -
Consulting Services for Boone county Children's Services Board #42-
05NOV13

To Whom It May Concern:

The Curators of the University of Missouri has a self-funded retention program for its auto and general liability losses. The self-funded retention program is used to provide payment for exposures and claims arising from the negligence of the University, its officers, agents and employees and for which the University, its officers, agents and employees are found to be liable.

The self-funded auto/general liability retention program has a limit of \$1,000,000 per occurrence and \$3,000,000 annual aggregate. Reserves for the program are determined annually and set aside by the University for the Self-funded Program.

The Curators of the University of Missouri is an approved Missouri self-insurer for Workers' Compensation coverage. All employees, including some student employees, part-time employees and some volunteers are covered by Worker's Compensation. A specific fund is maintained, based on actuarial determination, to cover obligations arising from the Workers' Compensation Exposure.

Should you require additional information, please advise.

Sincerely,
Ed Knollmeyer

Ed Knollmeyer
Director, Risk & Insurance Management

EK

INSURANCE REQUIREMENTS

a) 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, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. 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. Insurance limits indicated below may be lowered at the discretion of the County.

Delete

b) 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 of 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 \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.

c) 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 and any subcontractor performing work covered by this contract, 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 for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

The Contractor has the option to provide Owner's Contingent or Protective Liability and Property Damage instead of the Comprehensive General Liability Insurance- The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named 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 amounts of such insurance will be \$2,000,000.00 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.

d) COMMERCIAL Automobile Liability – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 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.

e) Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed, and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

~~End Delete~~

f) INDEMNITY AGREEMENT: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor 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.

MU KMS
Boone Cty _____

ADD LANGUAGE



The Curators of the University of Missouri has a self- funded program for its auto and general liability losses. The self- funded program is used to provide coverage for exposures and claims arising from the negligence of the University, its officers, agents and employees.

The auto and general liability program has a limit of \$1,000,000 per occurrence and \$3,000,000 annual aggregate. Reserves for the program are determined annually through actuarial study. The program is "occurrence" based, versus "claims-made".

The Curators of the University of Missouri are an approved Missouri self-insurer for Workers' Compensation coverage. All employees, including some student employees, part-time employees and some volunteers are covered by Worker's Compensation. A specific fund is maintained, based on actuarial determination, to cover obligations arising from the Workers' Compensation Exposure.

The University is required to maintain coverages as stated and notify the Party of a carrier change.

An Affirmative Action/Equal Opportunity Institution

UNIVERSITY OF MISSOURI SYSTEM
DUNS: 010989619 CAGE Code: 1DT80
Status: Active

5100 Rockhill Rd
Kansas City, MO, 64110-2446 ,
UNITED STATES

Entity Overview

Entity Information

Name: UNIVERSITY OF MISSOURI SYSTEM
Doing Business As: Office Of Research Administration
Business Type: Business or Organization
POC Name: Linda Daugherty
Registration Status: Active
Expiration Date:09/27/2014

Exclusions

Active Exclusion Records? No

SAM | System for Award Management 1.0

IBM v1.1278.20131018-1401

WWW2

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



27 -2014

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 14

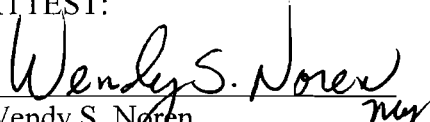
In the County Commission of said county, on the 23rd day of January 20 14

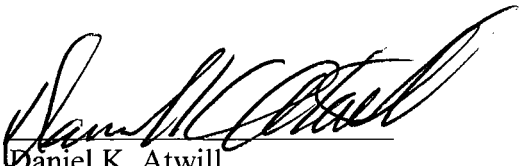
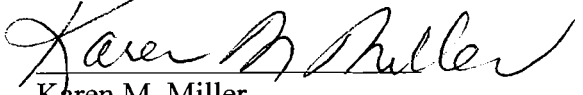
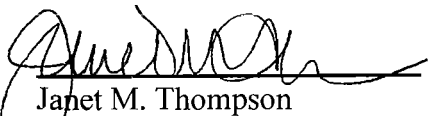
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the Agreement between the County of Boone and the Curators of the University of Missouri on behalf of the University of Missouri Health Sciences Center, Department of Pathology & Anatomical Sciences for services of physicians to perform the duties of County Medical Examiner. The terms of this agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Done this 23rd day of January, 2014.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
District I Commissioner

Janet M. Thompson
District II Commissioner

AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of January 2014, by and between THE CURATORS OF THE UNIVERSITY OF MISSOURI, a public corporation of the State of Missouri, for and on behalf of the University of Missouri Health Sciences Center, Department of Pathology & Anatomical Sciences (hereinafter referred to as the "University") and BOONE COUNTY, MISSOURI, a political subdivision of the State of Missouri (hereinafter referred to as the "County".)

WITNESSETH

WHEREAS the County requires the services of physicians to perform the duties of County Medical Examiner for Boone County, and support services for the office of Medical Examiner; and

WHEREAS the University has available the services of a physician licensed in the State of Missouri and board certified in forensic pathology, and capability to provide support services:

NOW THEREFORE, it is mutually agreed as follows:

1. The University will make a physician licensed as above available to the County to perform the services of County Medical Examiner. This service shall be provided by Dr. Chris Stacy, M.D.
2. The University shall provide support services per Addendum A attached.
3. The term of this agreement shall be for a period of 12 months commencing on the 1st day of January 2014 and ending on the 31st day of December, 2014.
4. Either the University or the County may terminate this agreement by giving 30 days prior written notice.
5. The County shall pay the University at the rate detailed in Addendum B for the services provided. The sum shall be paid in equal monthly installments of \$16,731.33.
6. The County shall provide Medical Examiner Coverage under it's Public Official Errors and Omissions insurance policy; however, the County does not warrant that such policy will provide medical malpractice coverage or agree to indemnify for such claims.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives as of the day and year stated above.

THE CURATORS OF THE
UNIVERSITY OF MISSOURI

BOONE COUNTY, MISSOURI

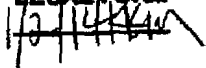


Dave Smarr
Asst. Vice Chancellor
Administrative Services


By: _____

By: _____

APPROVED
AS TO
LEGAL FORM






9100746A


BOONE CTY

MED EXAMINER SVCS

CERTIFICATION:

I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.


Auditor Date

APPROVED AS TO LEGAL FORM

DATE: 01/10/2014

BUSINESS SERVICES
MU  2013

ADDENDUM A

This addendum defines the Medical Examiner Support Services that provide a Chief Death Investigator to supervise services for Boone County and the duly appointed Boone County Medical Examiner in the performance of duties of such office as prescribed by law.

1. Provision and supervision of adequate qualified personnel to provide death investigation services in Boone County under the direction of the Medical Examiner 365 days per year, 24 hours per day.
2. Death investigation services including, but not limited to, taking telephone reports of deaths, scene investigations and arrangement for body transport conducted under policies and procedures established by the Medical Examiner; handling and maintaining bodies and personal effects before and after external examination or autopsy under policies and procedures established by the Medical Examiner; assisting the Medical Examiner in the conduct of autopsies as directed by the Medical Examiner, preparation of required regulatory reports in connection with deaths as required by the Medical Examiner, and performing such other duties as the Death Investigator shall be authorized, or required to perform by the Medical Examiner in the performance of his/her duties in office.
3. Supply office materials and supplies, utilities, training, telephones, cell phones, pagers, and answering service.
4. Calls/pages for body removal shall be answered within fifteen (15) minutes, at which time arrangements will be made regarding location and removal of the body.
5. Provide direction and arrangements for the proper transportation.
6. Ensure that all bodies transported pursuant to this agreement shall be properly identified with the deceased person's name, if known.
7. Comply with all applicable standards and requirements adopted by the Board of Health.
8. Dispose of all disposable supplies and bio-hazardous materials used in, or remaining from, transporting deceased individuals in a manner consistent with OSHA guidelines and all other applicable environmental codes, statutes, resolutions and ordinances of the United States, The State of Missouri, Boone County, Missouri, and the City of Columbia, Missouri.
9. Provide morgue facilities and equipment suitable for the performance and conduct of autopsies and for the refrigerated storage of bodies necessary for the satisfactory performance of the duties of the office of Medical Examiner.
10. Provide administrative and office support for the office of the Medical Examiner, including maintenance and administration of the Medical Examiner's annual budget, maintenance and preparation of statistics, reports and such other secretarial and clerical services, as are required by and budgeted for the Medical Examiner.

- 11. The University shall be responsible for all expenses and overhead necessary in performing the obligations of Medical Examiner Support Services, including all office and administrative expenses, payroll, employee benefits, and employer required taxes and contributions for employees hired by the Contractor**
- 12. The University, under the direction of the Medical Examiner, shall keep all official records as required by law and subject to any lawful privilege of confidentiality or other lawful privilege, make such records available to the Boone County Commission, Boone County Auditor, any independent outside auditor appointed by the County for internal audit purposes and to the general public under applicable open meetings and records law.**
- 13. The University shall provide quarterly reports to the county in order to track services provided.**

Addendum B

14. The University will bill Boone County, the annual sum of \$200,776 for all services performed by the Medical Examiner's office.
- i. This shall include services of licensed physician described in section one to serve as Medical Examiner; Medical Examiner Office Support services (Death Investigator, Forensic technician, clerical staff, etc..) \$175,776.
 - ii. All related testing & services, i.e. x-rays, toxicology, etc. \$25,000.00
- b. Monthly billing will be \$16,731.33

1/13/14

**REQUEST
DATE**

PURCHASE REQUISITION BOONE COUNTY, MISSOURI

1006

VENDOR NO.

University of Mo- Columbia AR

VENDOR NAME

BID NUMBER

Ship to Department #1280

Bill to Department #1280

Department	Account	Item Description	Qty	Unit Price	Amount
1280	71101	Jan 2014 Medical Examiner			\$14,648.00
		Professional Services			
1280	86300	Jan 2014 Medical Examiner Testing			\$2,083.33
1280	71101	Feb 2014 Medical Examiner			\$14,648.00
		Professional Services			
1280	86300	Feb 2014 Medical Examiner Testing			\$2,083.33
1280	71101	March 2014 Medical Examiner			\$14,648.00
		Professional Services			
1280	86300	March 2014 Medical Examiner Testing			\$2,083.33
1280	71101	April 2014 Medical Examiner			\$14,648.00
		Professional Services			
1280	86300	April 2014 Medical Examiner Testing			\$2,083.33
1280	71101	May 2014 Medical Examiner			\$14,648.00
		Professional Services			
1280	86300	May 2014 Medical Examiner Testing			\$2,083.00
1280	71101	June 2014 Medical Examiner			\$14,648.00
		Professional Services			\$0.00

GRAND TOTAL:

98,304.32

I certify that the goods, services or charges above specified are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.

Approving Official

*See last page
1 of 3*

Prepared By

1/13/14

**REQUEST
DATE**

**PURCHASE REQUISITION
BOONE COUNTY, MISSOURI**

1006

University of Mo- Columbia AR

VENDOR NO.

VENDOR NAME

BID NUMBER

Ship to Department #1280

Bill to Department #1280

Department	Account	Item Description	Qty	Unit Price	Amount
1280	86300	June 2014 Medical Examiner Testing			\$2,083.33
1280	71101	July 2014 Medical Examiner			\$14,648.00
		Professional Services			
1280	86300	July 2014 Medical Examiner Testing			\$2,083.33
1280	71101	Aug 2014 Medical Exmainer			\$14,648.00
		Professional Services			
1280	86300	Aug 2014 Medical Exmainer Testing			\$2,083.33
1280	71101	Sep 2014 Medical Examiner			\$14,648.00
		Professional Services			
1280	86300	Sep 2014 Medical Examiner Testing			\$2,083.33
1280	71101	Oct 2014 Medical Examiner			\$14,648.00
		Professional Services			
1280	86300	Oct 2014 Medical Examiner Testing			\$2,083.33
1280	71101	Nov 2014 Medical Exmainer			\$14,648.00
		Professional Services			
1280	86300	Nov 2014 Medical Exmainer Testing			\$2,083.33
					\$0.00
GRAND TOTAL:					85,739.98

I certify that the goods, services or charges above specified are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.

Approving Official

2 of 3

Prepared By

Year	<u>2014</u>	Original Appropriation	<u>175,776.00</u>
Dept	<u>1280 MEDICAL EXAMINER</u>	Revisions	
Acct	<u>71101 PROFESSIONAL SERVICES</u>	Original + Revisions	<u>175,776.00</u>
Fund	<u>100 GENERAL FUND</u>	Expenditures	
		Encumbrances	
Class/Account	<u>A ACCOUNT</u>	Actual To Date	
Account Type	<u>E EXPENSE</u>	Remaining Balance	<u>175,776.00</u>
Normal Balance	<u>D DEBIT</u>	Shadow Balance	<u>175,776.00</u>

Expenditures by Period

January	_____	July	_____
February	_____	August	_____
March	_____	September	_____
April	_____	October	_____
May	_____	November	_____
June	_____	December	_____

F2=Key Scr F3=Exit F5=Ledger Transactions F7=Transactions

Year	2014	Original Appropriation	25,000.00
Dept	1280 MEDICAL EXAMINER	Revisions	
Acct	86300 TESTING	Original + Revisions	25,000.00
Fund	100 GENERAL FUND	Expenditures	
		Encumbrances	
Class/Account	A ACCOUNT	Actual To Date	
Account Type	E EXPENSE	Remaining Balance	25,000.00
Normal Balance	D DEBIT	Shadow Balance	25,000.00

Expenditures by Period

January	_____	July	_____
February	_____	August	_____
March	_____	September	_____
April	_____	October	_____
May	_____	November	_____
June	_____	December	_____

F2=Key Scr F3=Exit F5=Ledger Transactions F7=Transactions

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 14

In the County Commission of said county, on the

23rd

day of

January

20 14

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

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Tuesday, January 28, 2014, at 2:00 p.m. The meeting will be held in Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(1), to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Done this 23rd of January, 2014.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission *ney*

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner