

TERM OF COMMISSION: August Session of the July Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Chambers

PRESENT WERE: Presiding Commissioner Dan Atwill
District I Commissioner Fred Parry
District II Commissioner Janet Thompson
Captain Gary German
Risk Management Specialist Angela Wehmeyer
Director Purchasing Melinda Bobbitt
Deputy County Clerk Mike Yaquinto

The meeting was called to order at 1:31 p.m.

Award Presentation

1. Boone County receives two awards for FACE Program from NACo

Commissioner Thompson said she and Community Services Director Kelly Wallis attended the annual NACo meeting in July held in Columbus, Ohio. Boone County was recognized for your work (FACE program) which is a result of ultimately, voters here, in Boone County, approving the Children's Services tax a long time ago.

What happened in Columbus was the official "passing of the torch" because we received a 2017 achievement award in the category Children in Youth from NACo because of the Family Access Center of Excellence, "FACE," program. As a recipient of the achievement award, that made us eligible to be selected as one of the "100 Brilliant Ideas at Work" and you gave us that honor here in Boone County. This designation recognizes that Boone County is creating things here that are among some of the biggest and best innovations in county government across the country.

It was really a thrill to me because when Kelly and I attended several conferences together and at each of these conferences, people turn around when Kelly says this is what we are doing in Boone County because of the Children's Services Fund, everyone's head spins because they are like, you're kidding, you can do that in Boone County. When she started talking about the FACE program here in Boone County, it was a double take. Every single person that heard of it said, Oh My Gosh, that is something that really makes a difference to children and families throughout a community.

So, we are honored by the honor that is bestowed on you and we thank all of you for your hard work on behalf of the children and families in Boone County.

Commissioner Thompson presented the FACE group with an award.

Director Erin Reynolds said if we are really going to give credit for the achievement, we have to give credit for the idea of it in its entirety. FACE was not just born overnight, there was a lot of work with the researchers, and a lot of boots on the ground, that happened before we could even open up the doors.

So, I think all of us would agree, we are grateful to be able to be part of something as phenomenal as FACE and all of us believe that the best is yet to come. We have been able to positively impact a lot of the families here in Boone County. We are excited that nationally, people are looking at what we are doing. We are trying to fine tune it and keep it going and continue to be a blessing to the families here.

The Commissioners thanked Ms. Reynolds and her staff for their work and congratulations on the award.

Human Resources

2. First reading; County Office closed for eclipse on 8/21/17 pursuant to County Policy 4.5

Angela Wehmeyer said we are asking permission to close the county offices from 1 – 2 p.m. on August 21, 2017 in response to the total solar eclipse. We are additionally asking that the county offices be closed from Noon – 1 p.m. on the same day so all the employees can have lunch together.

Commissioner Thompson said we will be closed from Noon – 1 p.m. for the lunch period and 1 – 2 p.m. will be the administrative piece of the closure. We will also be effectuating other pieces of that with security and the Public Safety campus.

There were no further comments.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

3. First reading; Adoption of Departmental Policy – County Vehicle Use

Angela Wehmeyer said this is a county vehicle use policy that was put into place in 2015 that we are just now recording. It shores up the policy for county employees that are issued vehicles that live outside of Boone County.

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

Sheriff's Department

4. First reading; Budget Amendment – 2017 State Cyber Crimes Grant

Captain German said this is a follow up to the acceptance of the Cyber Crimes grant to establish a budget for 2017 with the balance of the grant to be budgeted for 2018. This particular amendment will cover salaries, benefits, some of the software systems, and cell service. The total appropriated is \$201,122.72 with the remainder for 2018 at \$71,751.72.

Commissioner Atwill asked if the \$71,751.72 is from the county.

Captain German said that will still be part of the grant.

There were no further comments or questions.

Commissioner Atwill said a second reading will occur after the mandatory 10-day waiting period for budget amendments.

5. First reading; Budget Revision to establish a budget for the Jail Accreditation Agreement.

Captain German said that items #5 and #6 go together. This is seeking a budget revision in the amount of \$4,040 to begin work on the Jail Accreditation Program. Some history on this is that the Missouri Sheriff's Association was approached with this back in 2008 and the National Institute for Jail Operations was trying to get an accreditation program set up here. Various other counties have begun pilot programs and we would like to try as well.

We are in the middle of the CALIA program for the deputy and administrative side of things and this would complete everything. We have three years to complete the accreditation program and the \$4,040 would cover the implementation and computer

programming. The other \$5,750 will be out of the revolving fund and that's how we did the CALIA funding as well.

Commissioner Atwill asked what the benefit of being accredited would be.

Captain German said an example would be what we are going through with the CALIA accreditation. It is taking the best practices across the field either for jail operations or for enforcement. It also involves evidence and fiscal responsibility.

Commissioner Atwill asked if the National Institute for Jail Operations out of Utah is a volunteer group of Sheriffs.

Captain German said he does not know the history of the organization. Sheriff Carey did the research on that.

There were no further comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

6. First reading; Jail Accreditation Agreement – National Institute for Jail Operations

See item #5

Community Services

7. Second reading; Centralia Facility Usage Agreement with Family Access Center of Excellence of Boone County (1st read 8-8-17)

Commissioner Parry moved on this day the County Commission of the County of Boone does hereby approve the attached Centralia Facility Usage Agreement between Boone County and the Curators of the University of Missouri on behalf of Family Access Center of Excellence of Boone County.

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

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #350-2017**

Purchasing

8. First reading; Contract Amendment #1 to C315144006 – Verbal Language Interpretation Services

Melinda Bobbitt read the following memo:

Contract C315144006 – Verbal Language Interpretation Services is being assigned from Language Access Metro Project to Language Access Multicultural People and in order to accommodate MissouriBUYS, this contract number is changed from C315144006 to C315144012. The contract is extended through June 30, 2018 per the attached amendment.

The contract remains a county-wide term and supply contract.

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

9. First reading; Sole Source Approval 139-123117SS – Prime Alert Radio Systems with Locution Systems

Melinda Bobbitt read the following memo:

Attached for signature and approval is Sole Source Request Form 139-123117SS for Prime Alert Radio Systems with Locution Systems Inc. of Golden, Colorado.

This is for a specialized computer based hardware system used for dispatching emergency calls at the Emergency Communication Center. This alerting system interfaces with the Computer Aided Dispatch (CAD) and Public Safety Radio systems to provide automated human voice dispatching and tone signaling.

Cost of contract is \$179,300.00 and will be paid from department 4101 – ECC Radio & Technology, account 71231 – Owner Costs. \$8.65 million is budgeted for radio and technology equipment and services.

The intent to purchase as sole source was advertised in the Columbia Missourian and Columbia Tribune on July 26, 2017.

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

10. Second reading; Bid Award 29-13JUN17 – Simulcast Transmit/Receive Radios (1st read 8-8-17)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby award bid 29-13JUN17 – Simulcast Transmit/Receive Radios to A&W Communications, Inc. of Eolia, MO.

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

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #351-2017**

11. Second reading; Bid Award 32-03JUL17 – Towing and Recovery Services Term & Supply (1st read 8-8-17)

Commissioner Parry moved on this day the County Commission of the County of Boone does hereby award bid 32-03JUL17 – Towing and Recovery Services Term & Supply to American Truck Repair, LLC.

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

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #352-2017**

12. Second reading; Contract Amendment Number Two to 43-17OCT16 – Pest Control Services Term & Supply (1st read 8-8-17)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the attached Contract Amendment Number Two to 43-17OCT16 – Pest Control Services Term and Supply.

The terms of the amendment are stipulated in the attached Amendment. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Amendment Number Two for Pest Control Services.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #353-2017**

13. 2016 Annual Report

Melinda Bobbitt reported on the following topics in the presentation to the Commission regarding the Purchasing 2016 Annual Report:

- Management and Professional Staff within Purchasing
- Performance Measures
- Types of Contracts
- Bid Statistics
- Projects
 - Ms. Bobbitt noted that there is a survey related to contractor performance which is shared with each county department and that the survey is attached to the name of that company and scanned with the vendor profile.
- Purchasing Memberships to outside organizations

- Percentage Bid by Departments
- Purchasing Staff Training
- Purchasing Awards received
- Representation to county organizations
- Rebate check received from GovDeals
- Request for Proposals received in 2016

The Commissioners thanked Ms. Bobbitt for the Purchasing Department report.

Note: The Power Point presentation of the highlights presented to the Commission can be viewed on the County Web site under the County Clerk's Minutes for August 10th.

Commission

14. Public Comment

None

15. Commissioner Reports

Commissioner Parry said he would like to thank the voters of Boone County for approving the Road & Bridge tax with an 85.89% approval.

Commissioner Thompson said that at the MAC board meeting today, the Director of the Department of Corrections spoke on two issues. The first concerned the compensation back to the counties. The DOC is underfunded by approximately \$40 million/year by the legislature. They cannot pay the counties what they owe them.

They pay out the \$10 million per quarter in the first 10 days and it is all gone. It is grossly underfunded. At some point, there will have to be a conversation with the legislators to say,

here is where the disconnect is and you can blame all day long that the clerks are not submitting the request for compensation in a timely fashion or they are submitting incorrect requests, but the bottom line is, the DOC does not have the funding to be able to compensate for what they are doing. So, that's the roadblock we continually run into. That was interesting and an eye opener for many in the room.

Commissioner Atwill asked how much behind are they with our county.

Commissioner Thompson said \$600,000.

Commissioner Atwill said that it appears we will not get this money.

Commissioner Thompson said that if we are at the front of the bus for that period, we might get paid. DOC is constantly playing catch-up, so, for the 114 counties that have prisoners that are going to the DOC, they will never get caught up.

Commissioner Atwill asked what is the solution.

Commissioner Thompson said more money which led us to the second issue. The Governor put in place an executive order creating a Missouri State Justice Reinvestment Task Force. There will be a representative from MAC on the Task Force and the president of MAC has appointed Steve Hobbs to that position.

We have had a long discussion about what the task force might do. The additional conversations for this year will be directed by one of the organizations that has sponsored the Stepping Up Initiative along with NACo. I talked to this group of people and said for us, to do this process, to evaluate what we have and what we need in terms of resources, every single county needs to be a Stepping Up county. There is no way a state can adequately evaluate what resources we have on a local level without the local level having done the work.

Commissioner Atwill asked if we can't afford this, does that mean we don't put people in jail.

Commissioner Thompson said it means we be smarter about it like some of the things we are doing here. Instead of taking someone who has recidivated nine times because we never addressed the court issue and each time he recidivates, he does something bigger, and until we look at how we do things on the front end and divert people from the county jails, when that is appropriate, and when we can stay safe as a community. Also, get all of our officers, road and corrections, CIT trained along with the 911 telecommunicators. Having done a lot of these things, we still need to do other things, but start on that path of analyzing where our resources are and analyzing where we need to beef things up.

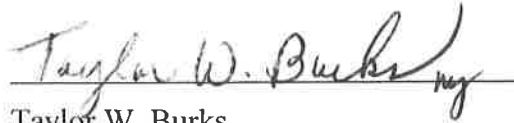
Commissioner Parry asked if MAC puts any pressure on the legislators with their lobbyists to get the counties reimbursed.

Commissioner Thompson said yes. This is constant, every year about getting the per diem. So, one guy finally says, really the question isn't to MAC about pressure and the per diem, it's about the legislature funding the DOC appropriately. One of the things they were talking about is to provide evidence based intervention to reduce recidivism and crime. We know one of the best ways to reduce recidivism is to have re-entry programs and what he did in January to Boone County is he slashed the budget of "in2Action" which is one of the major re-entry programs we have in Boone County. Those folks aren't stopping from coming into our community for DOC. They need re-entry programming, that is what works and Case Management works. If you don't have Case Management, they will recidivate.

They are cutting back everywhere and one of the things they are cutting back on, which is huge, is social service programs that actually make a difference. I'm hopeful that this group will at least tell him, that for this to work, you have to fund those programs up front, you have to give the funds to the things that make a difference.

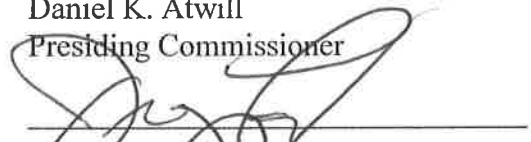
The meeting adjourned at 2:17 p.m.

Attest:


Taylor W. Burks
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner


Fred J. Parry
District I Commissioner


Janet M. Thompson
District II Commissioner



2016 Annual Report

MISSION STATEMENT

To establish formal criteria and purchasing regulations, establishing equality and protection of public interest while, at the same time, assuring that regulations are not excessive, conflicting, and do not impose undue costs. The development, content, and approval of all purchasing policies, regulations and procedures, as established by this department, shall be common among departments, where possible, and shall be consistent with commonly accepted purchasing principles. All purchasing shall acquire the benefits of competition to the maximum extent practical, through the use of formal advertising or sealed bids, where applicable, with the intent to encourage submission of bids by any and all qualified suppliers. This department shall establish and maintain ethical and impartial relations with all suppliers to enhance prestige, while achieving the goals and objectives regarding purchasing activities.

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
July 2016

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Boone County Purchasing

Melinda Bobbitt, CPPO
Director of Purchasing



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TO: Boone County Commission
Daniel K. Atwill, Presiding Commissioner
Fred J. Parry, District I Commissioner
Janet M. Thompson, District II Commissioner

FROM: Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

DATE: April 15, 2017

RE: 2016 Annual Report

The Boone County Purchasing Department respectfully submits our Annual Report which includes graphs depicting the quantity of work accomplished, additional projects and accomplishments for fiscal year 2016.

In addition to the information listed in the following pages, our department manages surplus storage and disposal for the County, which accounts for a great deal of our time. We consistently seek how to maximize the value of surplus materials and equipment during the disposition process. We look in our toolbox for the best way to dispose of the surplus which may be trade-in, an on-line auction through GovDeals, an Invitation for Bid, or donation to another public agency. We have had great success with on-line auctions. The surplus is offered to a broader network of potential buyers, and through increased competition comes better prices.

Our Purchasing team members for 2016 consisted of Melinda Bobbitt, Director, Cheli Haley, Buyer, Jacob Garrett, Buyer, Phil Fichter, Buyer, Dave Eagle, Purchasing Assistant. As a team, we were successful in helping our department continue to grow and to continue to improve the efficiency, effectiveness and equity of procurement operations for the County.

Management and Professional Staff

Commission



Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
(2/20/01-Present)



Cheli Haley
Buyer
(2/26/15 - 2/29/16)



Phil Fichter
Buyer
(3/29/16-7/21/17)



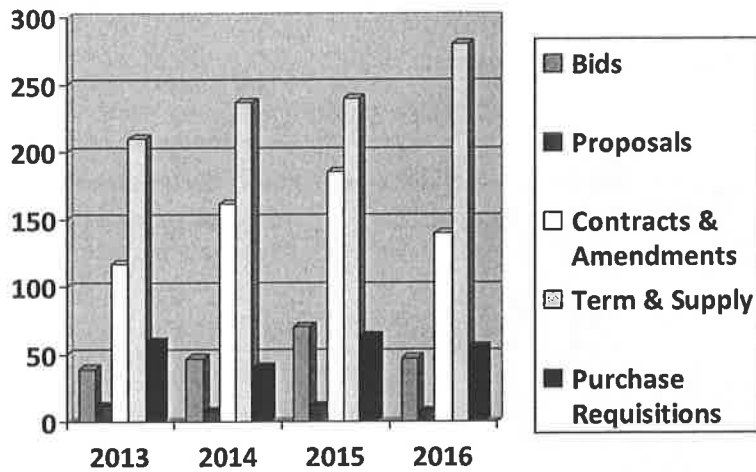
Jacob Garrett
Buyer
(8/3/15 - 5/11/17)



David A. Eagle
Purchasing Assistant
(2/25/08 - Present)

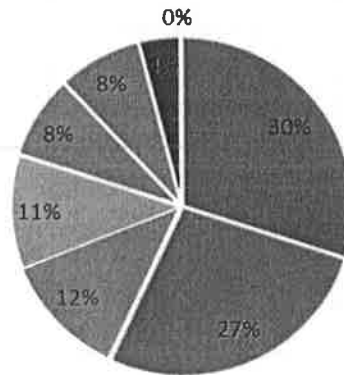
PERFORMANCE MEASURES

Performance Measures	2008	2009	2010	2011	2012	2013	2014	2015	2016
Bids Prepared	63	70	56	54	52	39	47	70	47
Proposals Prepared	7	5	8	7	7	12	8	12	8
Contracts & Amendments Completed	95	119	118	149	108	117	161	185	140
Number of Term & Supply Contracts Issued/Renewed	113	88	134	161	189	210	237	240	280
Purchase Requisitions Processed	65	47	52	62	57	59	40	63	55



Type of Contract	Dollars	% of Total Purchases
Construction Contracts	\$4,282,888.61	30%
Request for Proposals	\$3,868,669.97	27%
Professional Service, Sole Source and Informal Quote Contracts Routed Through Purchasing	\$1,642,843.34	12%
Amendments	\$1,635,497.93	11%
Acquisition Contracts	\$1,092,889.88	8%
Cooperative Contracts	\$1,078,736.26	8%
Term and Supply Contracts	\$614,667.37	4%
Emergency Purchases	\$0.00	0%
TOTAL	\$14,216,193.36	100%

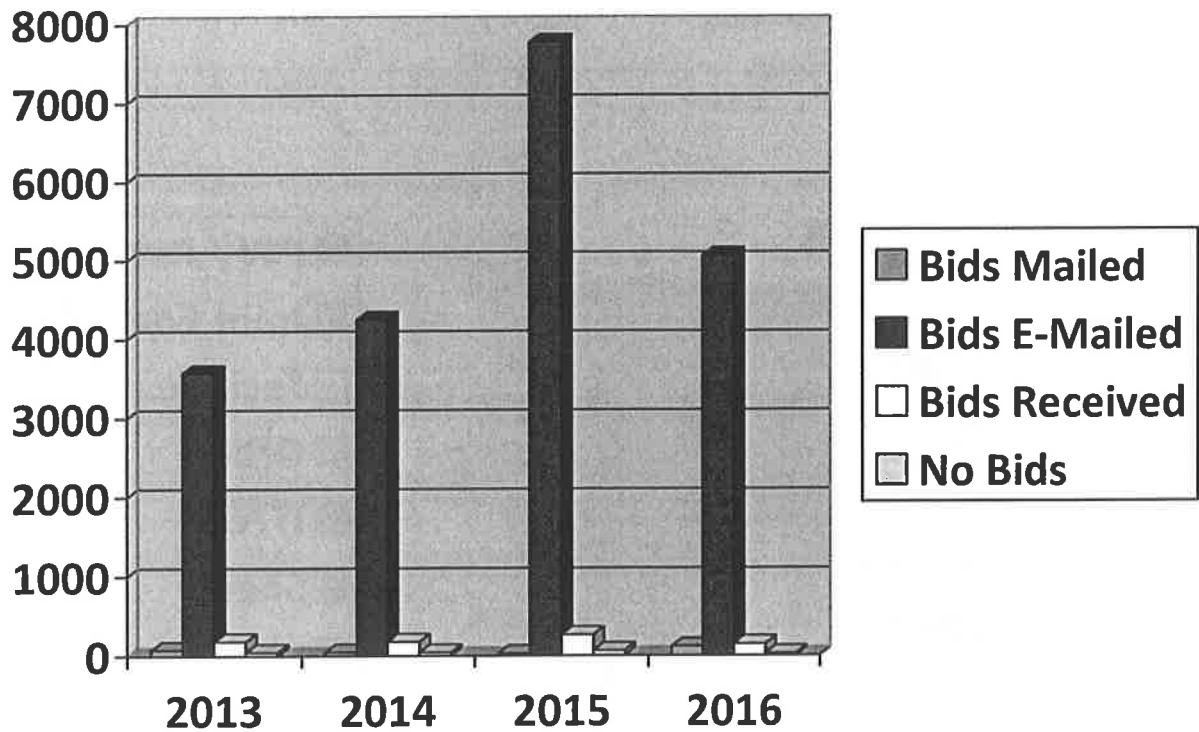
% of Total Purchases



- Construction
- RFPs
- Sole Source
- Amendments
- Acquisition Contracts
- Cooperative Contracts
- Term & Supply Contracts
- Emergency Purchases
-

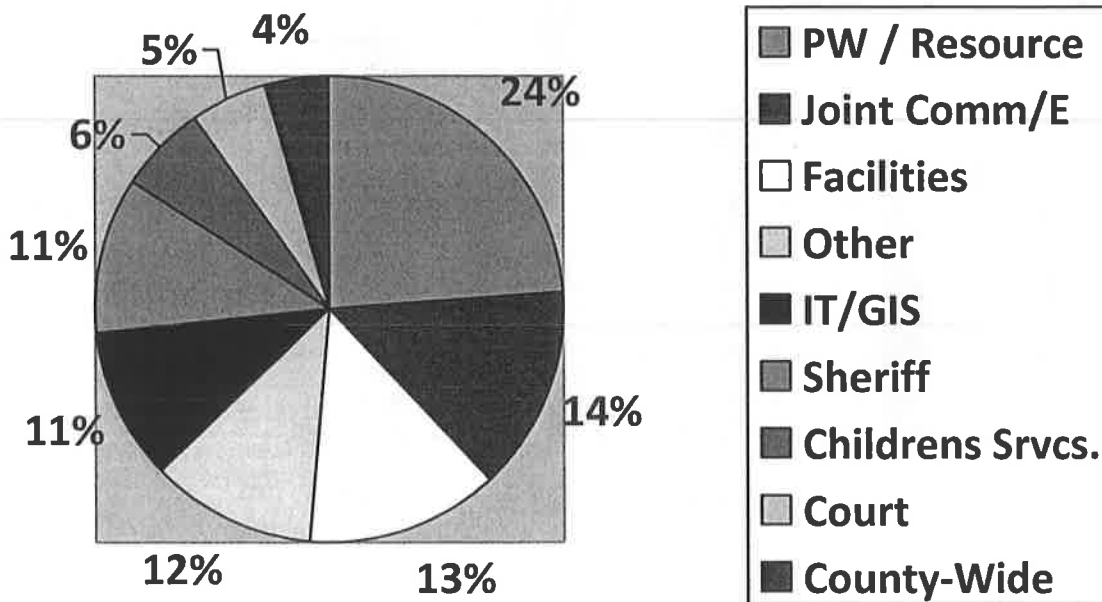
BID STATISTICS

Bid Statistics	2010	2011	2012	2013	2014	2015	2016
# Bids U. S. Mailed	217	211	226	74	48	28	114
# Bids E-Mailed	4,081	3,751	4,205	3,571	4,249	7,774	5,057
# Bids Received	182	224	231	180	175	262	146
# No Bids Received	33	36	49	48	42	64	27



Percentage of Bids by Department

<u>Department</u>	<u>Percentage of bids and proposals processed per department of the 106 total in 2016 (includes amendments, cooperative, and sole source agreements)</u>
Public Works / Resource Management	27%
Joint Communications / Emergency Management	16%
Facilities Maintenance	15%
Other: Assessor, Auditor, Commission, Collector, HR, Legal, Purchasing	13%
IT/GIS	12%
Sheriff	12%
Children's Services	7%
Court Administration, JJC, Prosecuting Attorney, Circuit Clerk	6%
County-Wide	5%



PROJECTS:

I. Certified Professional Public Buyer – 100% certification of Buyers

Buyers are attending conferences and classes in order to meet the qualifications required to obtain the CPPB.

Cheli Haley completed *Introduction to Public Procurement* in October 2015. She also attended the NIGP Conference and MAPP Conference in 2015. Jacob Garrett attended *Contract Administration*, October 14-16, Independence, MO.

II. Track Vendor Performance

Created a one-page survey with a list of questions regarding vendor performance that departments may complete at the end of each project. The survey is saved with the vendor file for future reference.

MEMBERSHIPS

National Institute of Governmental Purchasing (NIGP) – The Purchasing department staff belong to the above referenced national professional purchasing association. Melinda Bobbitt served on the Marketing Ad Hoc Committee in 2002, was the Local Planning Committee, Co-Chair in 2003, and has served on various committees throughout the years. Melinda Bobbitt obtained the Certified Public Purchasing Buyer (CPPB) certification in 2003 and the Certified Public Procurement Officer (CPPO) certification in 2013 through their accreditation program.

Missouri Association of Public Purchasing (MAPP) - In addition, our staff belongs to the NIGP affiliated local chapter, the Missouri Association of Public Purchasing. Melinda Bobbitt served as a board member and Membership Chairperson of MAPP from January 1, 2003 through December 31, 2004, Vice-President in 2014, President in 2015, and Past-President in 2016.

Mid-Missouri Public Purchasing Cooperative (MMPPC) – Boone County belongs to the Mid-Missouri Public Purchasing Cooperative. There are several local members including the University of Missouri, Columbia Public Schools, the City of Columbia, the City of Centralia, Boone County Group Homes, Boone County Sewer District, Columbia Housing Authority, Columbia Regional Library and Missouri Department of Transportation Regional Headquarters. The main objective of this chapter is to establish cooperative relationships among its members for the development of efficient purchasing methods and practices in the field of Education, Governmental and Public Institutional Procurement.

Kansas City Regional Procurement Exposition (KCRPE) is a regional conference held every two years. Sponsored by three chapters: Kansas Association of Public Purchasing Professionals (KAPPP), Mid America Council of Public Procurement (MACPP) and The Missouri Association

of Public Purchasing (MAPP). Melinda has served on the planning committee since 2004. Jacob Garrett served as the Treasurer of KCRPE from 2015-2016.

AWARDS

- Melinda Bobbitt received a scholarship for \$155 to attend the 2016 MAPP spring conference in St. Joseph, Missouri for being the MAPP Past President.
- Melinda received a scholarship for \$100 to attend the 2016 KCRPE Fall conference in Kansas City, Missouri for being the MAPP Past President.
- Jacob Garrett received the NIGP Young Professional Scholarship for \$2,500 to attend the 2016 Annual Forum in National Harbor, MD, August 21 - 24, 2016.
- Jacob Garrett was nominated for Employee of the Quarter, 3rd quarter 2016.

BOONE COUNTY REPRESENTATION

- Melinda served as Past-President and Awards Chairperson of the Missouri Association of Public Purchasing for 2016.
- *NIGP Task Force – Chapter Awards Committee* – Melinda served on this committee in 2017
- Jacob Garret served on the Boone County Wellness Committee and the Christmas Party Planning Committee.
- Jacob served as Treasurer of Kansas City Regional Purchasing Exposition.
- Jacob served on the Audit Committee of the National Institute of Governmental Procurement.
- Dave Eagle served on the Employee Recognition Committee.

REBATE

- For the period 4/1/15 – 3/31/16, we sold \$2,283.13 on GovDeals. We received our rebate check from that period for \$19.98.

BOONE COUNTY REPRESENTATION

Supplier Diversity Procurement Informational Meeting – Melinda was a speaker at the Supplier Diversity Procurement Informational meeting on March 24, 2016 to help advise minority- and women-owned business owners of how to do business with Boone County. Meeting organized by Kip Kendrick, State Representative and Walter Pearson, Director Office of Equal Opportunity – State of Missouri.

MAPP Board Member – Melinda served as MAPP Board Member, Past President in 2016 and coordinated the awards program at the annual MAPP conference in St. Joseph, Missouri.

NIGP

Audit Committee – Jacob served on committee in 2016

Task Force – Chapter Awards Committee – Melinda served on committee in 2016

NIGP Forum Quality Control Team – Jacob served on the Quality Control Team while attending the NIGP Forum in August.

KCRPE – Jacob serves as Treasurer.

PURCHASING STAFF TRAINING

Melinda Bobbitt, CPPO, CPPB, Director of Purchasing – February 20, 2001 - Present

- *Active Shooter Training*. February 22, 2016. Offered through Boone County.
- *Supervisor Training with Michael Berry, attorney*. April 12. Offered through Boone County.
- *Slips and Falls* training by MOPERM. February 22, 2016. Offered through Boone County.
- *MAPP Spring Conference*, May 11-13, 2016. St. Joseph, MO
- *Employee Engagement Training*. June 21, 2016. Offered through Boone County.
- *NIGP Annual Conference*, August 20-25, 2016. National Harbor, MD.
- *KCRPE Fall Conference*. October 5-7, 2016. Kansas City, MO.
- *Office 365 Training* – September 28, 2016. Offered through Boone County Information Technology.

Phil Fichter – March 29, 2016 – Present

- *MAPP Spring Conference*, May 11-13, 2016. St. Joseph, MO
- *Successfully Speak Your Way to Success*. July 13, 2016. Webinar offered through NIGP.
- *Sustainable Procurement – Saving Green by Going Green*. August 4, 2016. NIGP Webinar.
- *Office 365 Training* – September 26, 2016. Offered through Boone County Information Technology.
- *KCRPE Fall Conference*. October 5-7, 2016. Kansas City, MO.
- *Introduction to Public Procurement*, November 1-2, 2016. Offered through NIGP in Jefferson City, MO.

Jacob Garrett – August 3, 2015 - Present

- *Active Shooter Training*. February 22, 2016. Offered through Boone County.
- *Responsive, Resourceful, Reinvented*. February 24, 2016. Webinar offered through NIGP.
- *Successfully Speak Your Way to Success*. July 13, 2016. Webinar offered through NIGP.

- *Supplier / Diversity Training Seminar*. August 4, 2016. Offered by Daryl M. Hodnett, Director-Supplier Diversity and Small Business Development Program, University of Missouri System.
- *Office 365 Training* – September 26, 2016. Offered through Boone County Information Technology.
- *NIGP Annual Conference*, August 20-25, 2016. National Harbor, MD.
- *KCRPE Fall Conference*. October 5-7, 2016. Kansas City, MO.
- *Introduction to Public Procurement*, November 1-2, 2016. Offered through NIGP in Jefferson City, MO.
- *Winning Ways with Interviews and Resumes* – October 24, 2016. Webinar offered through NIGP.

David Eagle – February 25, 2008 - Present

- *Office 365 Training* – September 26, 2016. Offered through Boone County Information Technology.

PURCHASING TRAINING CONDUCTED:

County Purchasing 101: Offered to the Boone County Recorder’s staff on March 22, 2016. 5 attendees.

County Purchasing 101: Offered to the Boone County Facilities Maintenance in May 2016.

REQUEST FOR PROPOSALS ISSUED IN 2016

02-25MAY16 – Detainee Commissary Services for the Boone County Jail

- To enter into a contract with a firm to provide commissary, trust fund accounting, an optional vending service, delivery and installation of hardware and software for Detainee Commissary Services for the Boone County Jail Facility.
- Sheriff Department evaluation committee members consisted of Keith Hoskins, Corrections Captain, Gary German, Captain, Leasa Quick, Budget Administrator, Jennifer Basham, Account Specialist
- Received five proposal responses. As of this writing, contract has not been awarded.

08-01MAR16 – On-line Legal and General Research Services

- To enter into a contract with a firm to provide on-line computer legal and general research services for the Prosecuting Attorney's office and the office of the County Attorney.
- Evaluation was performed by CJ Dykhouse, Legal Counsel, Bonnie Adkins, PA Office Administrator, Keith Hoskins, Corrections Captain, Stephanie Morrell, Assistant Prosecuting Attorney, Tracy Gonzales, First Assistant Prosecuting Attorney
- Received two proposal response. Contract awarded to West Publishing Corporation d/b/a West, A Thomson Reuters business of Eagan, Minnesota.

10-23MAR16 – Consulting Services for Enterprise Resource Planning (ERP)

- Request for Qualifications to enter into a contract with a firm to provide consulting services to assist in the acquisition of an Enterprise Resource Planning System (ERP) for the Boone County Auditor.
- Evaluation committee members consisted of Aron Gish, Information Technology, Julia Underhill, Senior Programmer Analyst, June Pitchford, Boone County Auditor, Tom Darrough, Boone County Treasurer
- Received three proposal responses. Contract awarded to Plante & Moran PLLC for \$118,205.

17-29APR16 – Short Term Lease of Real Property

- To enter into a contract for a lease of real of the Central Missouri events Center, 5212 N. Oakland Gravel Road, Columbia, Missouri.
- Evaluation committee members consisted of Daniel K. Atwill, Boone County Presiding Commissioner, June Pitchford, Boone County Auditor, Dwayne Carey, Boone County Sheriff, Brian McCollum, Boone County Collector
- Received three proposal responses.
- Contract awarded to two vendors:
Veterans United Home Loans

Coliseum	\$25,000
Sapp Building	\$2,500

Parking lot north and east of \$2,500

United Parcel Service

Parking area to be used as a \$10,500
trailer staging area

29-15JUN16 – Early Childhood Prevention Programs (for the Boone County Children’s Services Board)

- To enter into a contract with a firm to provide early childhood prevention programs to promote the social and emotional health of children birth to kindergarten entry through preventive programming. Such programming would include, but not be limited to Missouri state-approved early childhood curriculum, comprehensive and formative assessment, and community awareness campaigns.
- Evaluation committee members consisted of Kathy Thornburg, Harry Williams, Joel Ray
- Received eight responses. Contract was not awarded. The board decided to issue a new proposal with a narrower scope of work.

35-20JUL16 – Mental Health Purchase of Service Contracts (for the Boone County Children’s Services Board)

- To enter into a contract with a firm to provide Comprehensive Health Care Solutions for Central Missouri to include mental health counseling, psychiatric services and comprehensive health care delivery (onsite assessment/evaluation/brief clinical intervention/care coordination). This is an outreach program to help those with need have access to mental health services. Licensed therapists go out to the people in need.
- Evaluation committee members consisted of Stephanie Browning, Linda Cooperstock, Matt Harline, Janet Thompson, Barbara Weaver.
- Received three proposal responses. Contract awarded to Compass Health, Inc., d/b/a Pathways Community Health and Family Counseling Center of Missouri of Columbia, Missouri for their program Comprehensive Health Care Solutions for Central Missouri for \$211,218.20.

48-15DEC16 – Early Childhood Prevention Programs (for the Boone County Children’s Services Board)

- To enter into a contract with an organization that will increase access to SSI/SSDI and Medicaid/Medicare for eligible adults who are homeless or at risk of homelessness and have a mental illness and other co-occurring disorders.
- Evaluation committee members consisted of Harry Williams, Joel Ray, Les Wagner, Greg Grupe

- Received five proposal responses. Contract awarded to University of Missouri, on behalf of the Department of Psychiatry for \$1,888,203.34 and Moberly Area Community College for \$1,626,007.40.

53-20DEC16 – SSI/SSDI Outreach, Access, and Recovery (SOAR) (for Boone County Community Health Fund)

- To enter into a contract with an organization for the provision and delivery of county-wide early childhood mental health promotion and universal prevention interventions. The County desires to increase access to SSI/SSDI (System Offering Actions for Resilience in Early Childhood -SOAR) and Medicaid/Medicare for eligible adults who are homeless or at risk of homelessness and have a mental illness and other co-occurring disorders.
- Evaluation committee members consisted of Harry Williams, Joel Ray, Les Wagner, Greg Grupe
- Received five proposal responses. Contract awarded to Burrell Behavioral Health of Springfield, Missouri for \$75,000.

CONCLUSION:

2016 was a busy year in Purchasing with the continued construction of the new Emergency Communication Center. Bids were issued for the technology to equip the building as well as furniture, appliances, telephone wiring, chain link fence, and radio equipment. In addition, we issued multiple RFPs to add new programs for Community Children’s Services.

Our primary goal in the Purchasing Department is to ensure that public funds are spent effectively, legally and ethically. The Director, Buyers and Purchasing Assistant attended professional conferences in 2016 that provided training and education to help meet those goals.

Of interest, we have sold \$988,840.81 worth of equipment (563 items) on GovDeals as of 8/1/16. We began using GovDeals for surplus disposal in 2004. We are currently utilizing a Missouri Department of Transportation cooperative contract and receive an annual rebate. We pay a 7.5% commission for items sold on GovDeals. For the period 4/1/15 – 3/31/16, we sold \$2,283.13 on GovDeals. We received our rebate check from that period for \$19.98.

On a final note, we awarded \$5,264,243.10 from our bids in 2016, with the average bid total of \$5,724,513.50 for a savings of \$569,856.42. This does not include our term and supply contracts.

