

CERTIFIED COPY OF ORDER



STATE OF MISSOURI

April Session of the April Adjourned

Term. 20 17

County of Boone

} ea.

In the County Commission of said county, on the 3rd day of April 20 17

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

Now on this day the County Commission of the County of Boone does hereby recognize Midway Locust Grove Methodist Church's 200 Years of Uninterrupted Service.

Done this 3rd day of April, 2017.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner
Fred J. Patts
Fred J. Patts
District I Commissioner
Janet M. Thompson
Janet M. Thompson
District II Commissioner

**PROCLAMATION RECOGNIZING
MIDWAY LOCUST GROVE UNITED METHODIST CHURCH'S
200 YEARS OF UNINTERRUPTED SERVICE**

Whereas, Midway Locust Grove United Methodist Church was founded in 1817 by Reuben Hatton, a Revolutionary War veteran, who brought together the first congregation by inviting his neighbors into his home for worship as The Methodist Society; and

Whereas, in less than 15 years, the congregation had outgrown two locations and thus decided to build a chapel, which also served as a school building, leading to the community being known as The Brick Chapel Community; and

Whereas, over the next 200 years, the congregation continued to thrive and grow, building a school in which to educate the children of the community, creating a cemetery to serve the church and community and building a new building as the original Brick Chapel began to show signs of wear;

Whereas, the growth and dedication of the congregation resulted in multiple additions to the sanctuary, including a bell tower, a vestibule, a store room, a kitchen, a social hall and a total of 14 classrooms;

Whereas, since its earliest days, Midway Locust Grove United Methodist Church has been known as a multi-generational faith community serving families in the Midway area, and has shared this faith through mission trips locally, nationally and internationally;

Whereas, Midway Locust Grove United Methodist Church is recognized as the oldest continuing congregation in Boone County, and shares the honor as one of the two oldest Methodist churches west of the Mississippi in continuous service.

Therefore, in recognition of 200 years of continuous service to the faithful of the Midway area and Boone County, the Boone County Commission extends its sincerest appreciation and congratulations to Midway Locust Grove United Methodist Church on its 200th Anniversary.

IN TESTIMONY WHEREOF, this 3rd day of April, 2017.

Daniel K. Atwill, Presiding Commissioner

Fred J. Parry, District I Commissioner

ATTEST:

Janet M. Thompson, District II Commissioner

Wendy S. Noren, County Clerk

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3rd

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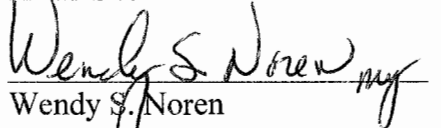
20 17

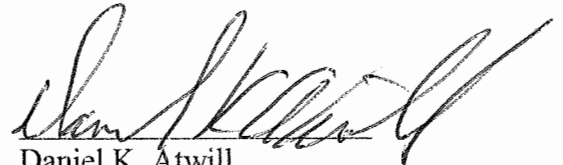
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby adopt the provisions of RSMo Sec 139.053 relating to the payment of personal property taxes by installments. The payment of taxes by installment shall be restricted to the current tax bills for each individual annual assessment. Delinquent taxes or assessments are not eligible for the installment payment plan. The installment payment plan shall be effective for the 2017 property tax year and shall be administered according to the attached proposal; except that said proposal may be amended as needed by the County Collector to ensure the efficient and accurate collection of taxes and compliance with any current or future statutory provisions relating to tax collection.

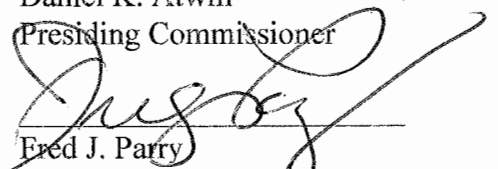
Done this 3rd day of April, 2017.

ATTEST:

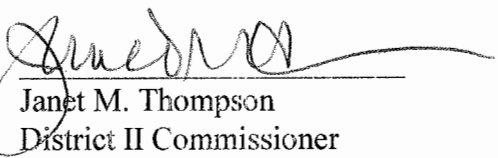

Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner

Proposal for Installment Plan for Personal Property Taxes

- Beginning with the 2017 property tax bill year, taxpayers may sign up to pay current personal property taxes on an installment plan.
 - Delinquent taxes are not eligible for the plan.
 - All outstanding personal property taxes must be paid before an installment plan can be set up.
- Initially, payments will be made monthly – like the County Collector’s plan for real estate installment payments. When applicable, payments may be based on the amount that was paid for personal property tax in the previous year. There will be eleven equal installments, with the twelfth and final installment being the balance of the tax due. Taxes not paid in full by December 31st will result in late penalties and fees being assessed on any unpaid balance, which will be the responsibility of the taxpayer.
 - Even though the intent is to have eleven equal installments, taxpayers not signing up for the plan until mid-year will have the option of “catching up” on payments. The adjusted December amount due will be higher if only 10 payments were received.
 - Once the plan is established, the frequency and/or number of installment payments may be adjusted.
 - Installment payments may be estimated on current property assessments that are due March 1 to the county assessor.
- Taxpayers that enroll in the installment plan will elect to remit the installment payment via a coupon, or request the installment payment be debited from the taxpayer’s designated bank account. This is the same process that is currently used for the real estate installment plan.
- The funds collected on the personal property installment plan will not be distributed to the taxing entities until the entire amount of the bill is received.
- Taxpayers wishing to enroll, cancel, amend, or suspend an installment plan must submit their request in writing to the Boone County Collector’s Office.
- Postmarks will determine the timeliness of payments received by mail.

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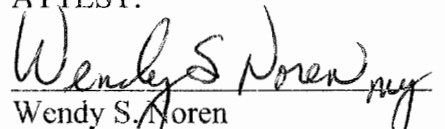
the following, among other proceedings, were had, viz:

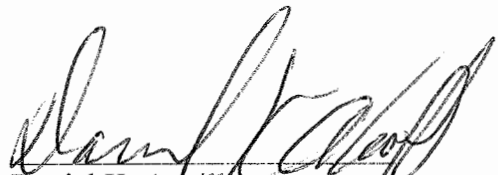
Now on this day the County Commission of the County of Boone does hereby award bid 53-20DEC16 – SSI/SSDI Outreach, Access and Recovery (SOAR) to Burrell, Inc.

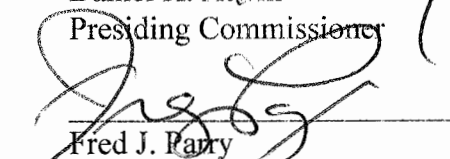
Terms of the bid award are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

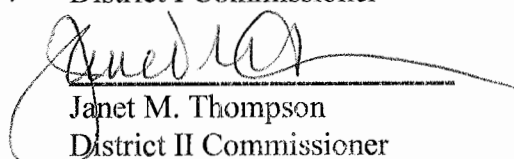
Done this 3rd day of April, 2017

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Fred J. Parry
District I Commissioner


Janet M. Thompson
District II Commissioner

171-2017

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: March 21, 2017
RE: RFP Award Recommendation: *53-20DEC16 – SSI/SSDI Outreach, Access and Recovery (SOAR)*

Request for Proposal *53-20DEC16 – SSI/SSDI Outreach, Access, and Recovery (SOAR)* opened on December 20, 2016. One proposal response was received.

Recommendation for award is as follows:

Vendor: Burrell, Inc.
Program: SSI/SSDI Outreach, Access, and Recovery (SOAR)
Contract from date of award through December 31, 2017 with two, optional one-year renewal
Not to exceed contract amount: \$75,000.00

Attached are the review team's evaluation and score sheets.

Invoices will be paid from department 2130 – CCS Funding Opportunities, account 71106 – Contracted Services. \$75,000 was budgeted.

cc: Proposal File
Kelly Wallis, Joanne Nelson, Children's Services



Organization Name: Compass Health, Inc.

Program Name: Family Check-Up

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION PROFILE	
Organization General (P=3)	
<ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	2.00
Comments: * Identify the Secretary for the Governing Board. * Advisory Board will have set limits. Provide dates once term length is established. * When does the CARF accreditation expire?	
Score	
Total Group Score for Organization General (P = 3):	
2.00	
Organization Financial (P=3)	
<ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	2.00
Comments: * Provide 2015 IRS 990. * Provide most recent audit report if dated past November 30, 2015.	
Score	
Total Group Score for Organization Financial (P = 3):	
2.00	
PROJECT NARRATIVE	
Project Goal (P=3)	
<ul style="list-style-type: none"> • Relevance of stated goal(s) to organization's goal(s), the issue(s) identified in the RFP to be addressed, and program consumers 	2.00

Comments:	
* The Family Access Center of Excellence (FACE) uses the Family Check-Up Model with full fidelity. This would be a duplication of service.	
*The goal appears to be the definition of the family check-up model.	
*The information provided doesn't describe the goal of using this model.	
	Score
Total Group Score for Project Goal (P = 3):	2.00
Project Purpose (P=3)	
<ul style="list-style-type: none"> • Adequate explanation on how project will promote social and emotional wellness in children birth to five • Description of how population/community is affected by the issues to be addressed in this proposal • Detailed information included on working with other Boone County Children's Services Funded/community early childhood programs • Adequate explanation for the justification of funding levels and other funding sources 	1.50
Comments:	
*Redundant service already offered by FACE.	
* The Boone County Children's Services Board has made a commitment to evidence-based intake, informed choice, and unconflicted referrals. This project seems like it would not allow for unconflicted referrals.	
*The information provided doesn't seem to provide enough details about the specific families at WIC and the Family Health Center that this project would target.	
*PALS-K data is confusing.	
*No mention on how this program will work with other organizations in the county.	
	Score
Total Group Score for Project Purpose (P = 3) x 2 for weighted value:	3.00
Project Implementation and Sustainability Plan (P=3)	
<ul style="list-style-type: none"> • Adequate explanation of the proposed timeline and sustainability plan 	2.00
Comments:	
*Implementation doesn't include who will be served.	
*No sustainability plan.	
	Score
Total Group Score for Project Implementation and Sustainability Plan (P = 3):	2.00
Project Personnel and Narrative (P=3)	
<ul style="list-style-type: none"> • Project personnel qualifications appropriate to deliver proposed services • Project staffing levels adequate to provide proposed services • Project personnel compensation levels reasonable 	1.00
Comments:	
*The pay seems low for staff; CEO and psychiatrist pay high	
	Score
Total Group Score for Project Personnel and Narrative (P = 3) x 2 for weighted value:	2.00

Project Proposed Service(s) (P=9)

Names, Definitions and Narratives (3 points)

<ul style="list-style-type: none"> • Detail description for each proposed service • Identification of other organizations providing the same proposed services and how these organizations will partner • Description of where and when the program services will be offered • Description of eligibility criterion or external requirements for proposed services • Relevance of proposed services to the issue identified in the RFP • Project uses best practices that are evidence-based • Thorough description of unique and innovative aspects of the proposed services • Thorough description of partnerships or collaborations that enhance access to and/or the proposed services • Relevant MOUs for the support of these proposed services • Description provided, for all services, that provides a system for consumer feedback 	<p>1.00</p>
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Comments:
 *Not different than what is already offered at FACE
 *Good partnership with WIC and FHC but no mention of working with other groups, these families should be referred on to FACE
 * Doesn't appear that this program would be offered county-wide

Consumers (3 points)

<ul style="list-style-type: none"> • Description of consumers accessing project services • Explanation of why these consumers were chosen • Description of any impediments or challenges in serving these consumers 	<p>1.00</p>
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Comments:
 *Consumer pool is very limited especially since it appears the program is only working with the FHC and WIC.

Fees (3 points)

<ul style="list-style-type: none"> • Description and justification of the fee for services • Unit of service rate(s) (cost) tied to an established public funding unit rate • Description of third party payor(s) Description of purchase of service agreement with other funders 	<p>2.00</p>
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Comments:
 *Funding is entirely from Children's Services Fund
 *Would have like to seen some sliding scale fee system.

	Score
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Total Score for Project Proposed Services (P = 9) x 3 for weighted value:	12.00
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Reference List (citations) (P=3)	
<ul style="list-style-type: none"> • Use of valid and reliable data to describe the issue • Use of valid and reliable data to describe the population affected by the issue • Use of valid and reliable data to describe the effect of the issue in Boone County • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments:	
	Score
Total Group Score for Reference List (P = 3):	2.00
PROJECT INFORMATION	
Project Budget (P = 3)	
<ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	2.00
Comments:	
*Funding is entirely from Children's Services Fund.	
*Non-personnel includes funds for incentives.	
	Score
Total Group Score for Project Budget (P = 3) x 2 for weighted value:	4.00
Consumer Demographics (P=3)	
<ul style="list-style-type: none"> • Reflects target program consumers description • Number of people to be served 	1.00
Comments:	
*City portion of the Consumer Demographics not complete.	
*Over half of the population is over 200% of poverty level.	
*Doesn't appear that thoughtful analysis was utilized when completing this section.	
	Score
Total Group Score for Consumer Demographics (P = 3):	1.00

Project Performance Measures (P= 9)	
Names and Amount Requested (P=3)	
<ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	1.00
Comments: these services should have been unbundled. * Some of	
Outputs and Output Narratives (P=3)	
<ul style="list-style-type: none"> • Adequate number of Units proposed for each service • Adequate Unit Measure proposed for each service • Reasonable Unit Rates proposed for each service • Adequate number of unduplicated individuals to be served by each proposed service 	1.00
Comments: * Some of these services should have been unbundled.	
Outcomes and Outcome Narratives (P=3)	
<ul style="list-style-type: none"> • Relationship of outcome(s) to program goal(s) and issue identified in RFP • Relativity and feasibility of outcome indicator(s) • Relativity, validity, and reliability of the method(s) of measurement 	1.00
Comments: *Service #1 - No real outcomes for participating in the program. *Service #2 - Method of Measurement appears to be weak. *Service #2 - No method of measurement listed for the Outcome "improved mental health".	
Score	
Total Group Score for Project Performance Measures (P = 9) x 3 for weighted value:	9.00
Overall Comments (P = 0-10 Extra Points)	
<p>Clarity and Accuracy of Proposal: Detailed overview of the proposed project. Clear statement of service need in Boone County. Information submitted is clear, accurate, concise, and written in correct style.</p> <p>Responsiveness: The proposal is responsive to the Purpose Statement and Funding Goals as stated in the Early Childhood Prevention Programs RFP.</p> <p>Purpose Statement: <i>Boone County Children's Services Board (BCCSB) desires to further invest in efforts to prevent mental and behavioral health issues by promoting early childhood social and emotional health. The BCCSB seeks a coordinated community effort to decrease adverse childhood experiences, increase child resilience, and increase the protective factors of those who care for children, with an emphasis on trauma informed practices.</i></p> <p>Funding Goals: <i>The RFP seeks proposals to promote the social and emotional health of children birth to kindergarten entry through preventative programming. Such programming would include, but not limited to Missouri state-approved early childhood curriculum, comprehensive and formative assessment, and community awareness campaigns. Preventive programming and community awareness campaigns should be a collaborative effort with currently funded Children's Services programs and other early childhood organizations with the same or similar goal.</i></p>	

	Score
Total Group Score for Overall Comments (P = 10):	0.00
Comments:	
*Overall proposal seemed very vague more specifics needed.	
Matching Funds (P = 0-10 Extra Points)	
Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?	
	Score
Total Group Score for Matching Funds (P = 10):	0.00
Comments:	
* No Matching Funds.	
Collaboration (P = 0-15 Extra Points)	
Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.	
<ul style="list-style-type: none"> • Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur? • Project does not duplicate existing services • Project demonstrates county-wide collaborative efforts 	
	Score
Total Group Consensus for Collaboration (P = 15):	5.00
Comments:	
*WIC and the FHC is basically a referral to Compass, there doesn't appear to be ongoing collaboration.	

**Boone County Community Health Fund
Request for Proposal (RFP) - Personal Notes for Evaluation
SSI/SSDI Outreach, Access, Recovery (SOAR)**

Evaluator's Name: _____

Agency Name: Burrell Behavioral Health _____

Program Name: SOAR _____

Please assign a score based upon how well the applicant responds to the criteria, add up the subtotals, and record the total score in the Raw Score for each section:

Program Overview and Timeline					
Program Overview:	Not provided (0)	Unsatisfactory (1)	Satisfactory (2)	Above Average (3)	Excellent (4)
Does the agency meet eligibility requirements (tax-exempt, be in good standing with the state of Missouri, current financial audit provided, current Federal 990 provided, certified/accredited/licensed in requested services, refrain from discrimination practices, and comply with RSMo §285.530)? If not, does the agency identify a plan to meet eligibility requirements?					4.00
Does the agency describe a method of prioritizing eligible adults in participating in SOAR?					4.00
Does the agency provide sufficient training for staff? Are job responsibilities clearly defined and cover all SOAR case management duties?				3.00	
Does the organization provide a plan to collaborate with existing efforts including the Stepping Up Initiative and the Functional Zero Task Force?			2.00		
SUB TOTAL SCORES:	0.00	0.00	2.00	3.00	8.00
RAW SCORE FOR PROGRAM OVERVIEW					13.00
Program Overview Comments:					
Strengths -					
Concerns -					
What are the age demographics of the veterans? (Served in Afghanistan, Vietnam, Korean, etc.?) Table 1 was difficult to understand. Encourage to apply for additional grant funding. The Case Manager and/or Regional Director should attend Stepping Up and Functional Zero Task Force.					
Timeline:	Not provided (0)	Unsatisfactory (1)	Satisfactory (2)	Above Average (3)	Excellent (4)
Does the organization thoroughly describe the timeline for implementing the SOAR program?			2.00		
Is the timeline provided realistic of attainable goals and allotted amount of time to complete?			2.00		
Are there any tasks overlooked in the timeline that are required to implement the SOAR program?	This criteria does not receive a score, please add comments to the Timeline Comment section.				
SUB TOTAL SCORES:	0.00	0.00	4.00	0.00	0.00
RAW SCORE FOR TIMELINE					4.00
Timeline Comments:					
Strengths -					
Concerns -					
How attainable is the goal of hiring the Case Manager in four weeks?					

Program Budget Worksheet and Narrative

Program Expenses:	Not provided (0)	Unsatisfactory (1)	Satisfactory (2)	Above Average (3)	Excellent (4)
Does the Narrative clearly describe the expenses involved in implementing SOAR?				3.00	
Does the number of direct program staff reflect appropriate assigned work load to implement the SOAR program?				3.00	
Does the Program Budget Worksheet and Narrative appropriately account for all predicted expenses for implementing the SOAR program?			2		
SUB TOTAL SCORES:	0.00	0.00	2.00	6.00	0.00
RAW SCORE FOR BUDGET EXPENSES:					8.00

Program Expenses Comments:

Strengths -

Concerns -
If they are denied, they need someone to represent them in court. How are the costs covered to get them through the federal court system?

Program Revenues:	Not provided (0)	Unsatisfactory (1)	Satisfactory (2)	Above Average (3)	Excellent (4)
Does the budget and narrative identify all revenue sources related to funding SOAR?				3.00	
Are there any other funding contributions for implementing the SOAR program?	0.00				
Will the organization provide financial contributions to the SOAR program?	0				
SUB TOTAL SCORES:	0.00	0.00	0.00	3.00	0.00
RAW SCORE FOR PROGRAM REVENUE:					3.00

Program Revenue Comments:

Strengths -

Concerns -

Sustainability

Sustainability Information:	Not provided (0)	Unsatisfactory (1)	Satisfactory (2)	Above Average (3)	Excellent (4)
Does the organization describe the ability to sustain the SOAR program beyond funds received through this RFP?			2.00		
Is the organization eligible to receive any reimbursement for SOAR services through the Missouri Department of Mental Health? If so, do they describe the reimbursement opportunities?	This criteria does not receive a score, please add comments to the Sustainability Comment section.				
SUB TOTAL SCORES:	0.00	0.00	2.00	0.00	0.00
RAW SCORE FOR SUSTAINABILITY					2.00

Sustainability Comments:

Strengths -

Concerns - Discussed DMH but didn't completely explain.

Program Consumer Demographics

Demographic Information:	Not provided (0)	Unsatisfactory (1)	Satisfactory (2)	Above Average (3)	Excellent (4)
Does the organization identify projected demographics of SOAR program consumers (residence, race/ethnicity, gender, income, and age)?			2.00		
SUB TOTAL SCORES:	0.00	0.00	2.00	0.00	0.00
RAW SCORE FOR CONSUMER DEMOGRAPHICS					2.00

Demographic Information Comments:

Strengths -

Concerns - Demographic numbers seem inaccurate.

Program Performance Measures:

Output Criteria:	Not provided (0)	Unsatisfactory (1)	Satisfactory (2)	Above Average (3)	Excellent (4)
Does the application narrative clearly describe the service(s) to be provided?				3.00	
Does the application narrative describe the unit measurement? Is this the best measurement tool?	0.00				
Does the application narrative describe the unit cost? Is the unit cost based on a standard rate?	0.00				
Is the number of individuals to be served reasonable to accomplish in the time frame and be completed by the number of staff assigned to the SOAR program?	0.00				
Does the narrative justify the amount requested to implement the SOAR program?				3.00	
SUB TOTAL SCORES:	0.00	0.00	0.00	6.00	0.00
RAW SCORE FOR PERFORMANCE INFORMATION					6.00

Output Comments:

Strengths -

Concerns - The unit rate was not provided but may be difficult to calculate at this point in time. The cost could have broken down.

Outcomes Criteria:	Not provided (0)	Unsatisfactory (1)	Satisfactory (2)	Above Average (3)	Excellent (4)
Do the listed outcomes align with the goals of the SOAR program and the funding source?				3.00	
Do the outcomes align with the overall mission and goals of the organization?				3.00	
SUB TOTAL SCORES:	0.00	0.00	0.00	6.00	0.00
RAW SCORE FOR OUTCOMES					6.00

Outcomes Comments:

Strengths -

Concerns -

Indicators Criteria:	Not provided (0)	Unsatisfactory (1)	Satisfactory (2)	Above Average (3)	Excellent (4)
Are the indicators measurable and set performance targets of the outcomes?			2.00		
Are the indicators set at a reasonable target that correlates to the goals of the SOAR program and funding source?	0.00				
SUB TOTAL SCORES:	0.00	0.00	2.00	0.00	0.00
RAW SCORE FOR INDICATORS					2.00

Indicators Comments:

Strengths -

Concerns - They did not set goals on the indicators.

Measurement Criteria:	Not provided (0)	Unsatisfactory (1)	Satisfactory (2)	Above Average (3)	Excellent (4)
Are all measurement tools identified and correlated to the indicator it is measuring?				3.00	
Does the application narrative describe how data will be collected?			2.00		
Are the measurement tools identified as best-practice techniques? If not, does the agency provide justification for using each tool?		1.00			
SUB TOTAL SCORES:	0.00	1.00	2.00	3.00	0.00
RAW SCORE FOR MEASUREMENT					6.00

Measurement Comments:

Strengths -

Concerns -

**Boone County Community Health Fund
Request for Proposal (RFP) - Group Consensus Score Sheet
SSI/SSDI Outreach, Access, and Recovery (SOAR)**

Name of Evaluators:

Agency Name: Burrell Behavioral Health

Program Name: SOAR

CONSENSUS SCORE SHEET	
Program Overview and Timeline	Group Consensus Score
Program Overview	13.00
Timeline	4.00
Total Group Consensus Score for Program Overview and Timeline (P=24)x3:	51.00
Comments:	
Strengths:	
Concerns:	
Program Budget and Narrative	Group Consensus Score
Program Expenses	8.00
Program Revenue	3.00
Total Group Consensus Score for Program Budget and Narrative (P=24)x2:	22.00
Comments:	
Strengths:	
Concerns:	
Sustainability	Group Consensus Score
Sustainability	2.00
Total Group Consensus Score for Sustainability (P=4):	2.00
Comments:	

Strengths:	
Concerns:	
Program Consumer Demographics	Group Consensus Score
Program Consumer Demographics	2.00
Total Group Consensus Score for Program Consumer Demographics (P=4):	2.00
Comments:	
Strengths:	
Concerns:	
Program Performance Measures	Group Consensus Score
Output	6.00
Outcomes	6.00
Indicators	2.00
Measurement	6.00
Total Group Consensus Score for Program Performance Measures (P=48)x3:	60.00
Comments:	
Strengths:	
Concerns:	
Recommendations:	

**Boone County Community Health Fund
Request for Proposal (RFP) - Group Consensus Score Sheet
SSI/SSDI Outreach, Access, and Recovery (SOAR)**

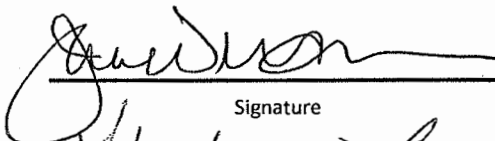
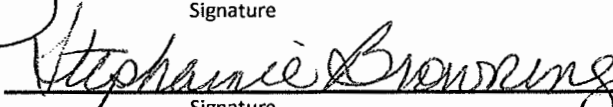
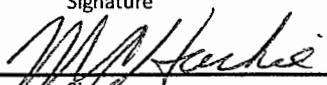
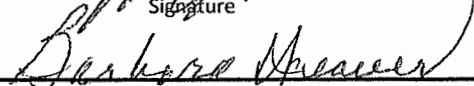
Agency Name: Burrell Behavioral Health

Program Name: SOAR

OVERALL SCORE SHEET

	Total Possible Score	Group Score
Program Overview and Timeline	72	51.00
Program Budget Worksheet and Narrative	48	22.00
Sustainability	4	2.00
Program Consumer Demographics	4	2.00
Program Performance Measures	144	60.00
Final Score:	272	137.00

Signature of Evaluators

	3/10/17
Signature	Date
	3/15/17
Signature	Date
	3/15/17
Signature	Date
	3/21/17
Signature	Date
Signature	Date
Signature	Date
Signature	Date
Signature	Date



Organization Name: The Curators of the University of Missouri (on behalf of the Department of Human Development and Family Science and the Center for Family and Policy Research)

Program Name: Promoting Social and Emotional Wellness of Young Children in Boone County

OVERALL SCORE SHEET		
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	Total Possible Score	Group Score
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Organization Profile Section

Organization General	3.00	3.00
Organization Financial	3.00	3.00

Project Narrative

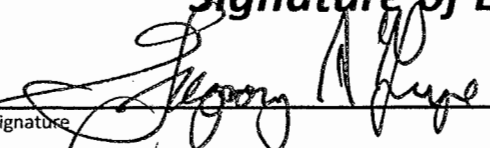
Project Goal	3.00	3.00
Project Purpose	6.00	2.00
Project Implementation and Sustainability Plan	3.00	1.00
Project Personnel and Narrative	6.00	4.00
Project Proposed Service(s)	27.00	15.00
Reference List	3.00	2.00

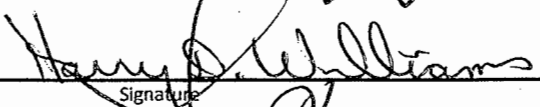
Project Information

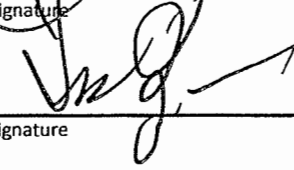
Project Budget	6.00	4.00
Consumer Demographics	3.00	2.00
Program Performance Measures	27.00	9.00
Overall Comments	10.00	0.00
Matching Funds	10.00	0.00
Collaboration	15.00	3.00
Final Score:	125.00	51.00

These documents, Group Score Sheet and Overall Score Sheet, are reflective of the scoring and evaluation process completed by the evaluators.

Signature of Evaluators

Signature  Date 03/09/17

Signature  Date 3/9/17

Signature  Date 3/9/17

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____



Organization Name: The Curators of the University of Missouri (on behalf of the College of Human Environmental Sciences)

Program Name: Boone County Children's Initiative (BCCI)

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION PROFILE	
Organization General (P=3)	
<ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	3.00
Comments: *Need to provide an updated organizational chart *Updated the answer to the question regarding where the State of Missouri offers services. Shouldn't this be world-wide? *Update board members whose terms expired January 1, 2017. *Provide contact information, employer, and expertise/experience/qualifications for all board members. *Identify board officers.	
Score	
Total Group Score for Organization General (P = 3):	
3.00	
Organization Financial (P=3)	
<ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	3.00
Comments: *Provide most recent Form 990. *Need to complete the employee compensation section.	
Score	
Total Group Score for Organization Financial (P = 3):	
3.00	
PROJECT NARRATIVE	
Project Goal (P=3)	

<ul style="list-style-type: none"> • Relevance of stated goal(s) to organization's goal(s), the issue(s) identified in the RFP to be addressed, and program consumers 	2.00
Comments: *Liked the Strengthening Families Approach.	
	Score
Total Group Score for Project Goal (P = 3):	2.00
Project Purpose (P=3)	
<ul style="list-style-type: none"> • Adequate explanation on how project will promote social and emotional wellness in children birth to five • Description of how population/community is affected by the issues to be addressed in this proposal • Detailed information included on working with other Boone County Children's Services Funded/community early childhood programs • Adequate explanation for the justification of funding levels and other funding sources 	2.00
Comments: *The proposal references an article referencing <i>Children Birth through Age 8</i> ; just need to make sure they know this proposal is for children birth through age five. *The proposal mentions other Children's Services Fund recipients and early childhood programs but there is no mention on how they will work with these groups and how the services they are offer will not be duplicative.	
	Score
Total Group Score for Project Purpose (P = 3) x 2 for weighted value:	4.00
Project Implementation and Sustainability Plan (P=3)	
<ul style="list-style-type: none"> • Adequate explanation of the proposed timeline and sustainability plan 	2.00
Comments: *More information needed for the implementation timeline. *The EFEC+ program is very similar to the Early Childhood - Positive Behavior Program funded by the Children's Services Fund.	
	Score
Total Group Score for Project Implementation and Sustainability Plan (P = 3):	2.00
Project Personnel and Narrative (P=3)	
<ul style="list-style-type: none"> • Project personnel qualifications appropriate to deliver proposed services • Project staffing levels adequate to provide proposed services • Project personnel compensation levels reasonable 	2.00
Comments:	
	Score
Total Group Score for Project Personnel and Narrative (P = 3) x 2 for weighted value:	4.00
Project Proposed Service(s) (P=9)	



Organization Name: The Curators of the University of Missouri (on behalf of the Department of Human Development and Family Science and the Center for Family and Policy Research)

Program Name: Promoting Social and Emotional Wellness of Young Children in Boone County

GROUP CONSENSUS SCORE SHEET

ORGANIZATION PROFILE

Organization General (P=3)

- Relationship of mission and goals to proposed service(s)
- History of providing proposed service(s) or similar service(s)
- Number and qualifications of independent governing board members
- Sufficient representation of Boone County residents on governing board

3.00

Comments:

- *Need to provide an updated organizational chart.
- *Updated the answer to the question regarding where the State of Missouri offers services. Shouldn't this be world-wide?
- *Update board members whose terms expired January 1, 2017.
- *Provide contact information, employer, and expertise/experience/qualifications for all board members.
- *Identify board officers.

Score

Total Group Score for Organization General (P = 3):

3.00

Organization Financial (P=3)

- Financial Statement
- Financial procedures regarding board oversight
- Employee compensation levels

3.00

Comments:

- *Need to complete the employee compensation section.
- *Provide the most recent Form 990

Score

Total Group Score for Organization Financial (P = 3):

3.00

PROJECT NARRATIVE

Project Goal (P=3)	
<ul style="list-style-type: none"> • Relevance of stated goal(s) to organization's goal(s), the issue(s) identified in the RFP to be addressed, and program consumers 	3.00
Comments: *Goal should include more emphasis on the outcomes for the child.	
	Score
Total Group Score for Project Goal (P = 3):	3.00
Project Purpose (P=3)	
<ul style="list-style-type: none"> • Adequate explanation on how project will promote social and emotional wellness in children birth to five • Description of how population/community is affected by the issues to be addressed in this proposal • Detailed information included on working with other Boone County Children's Services Funded/community early childhood programs • Adequate explanation for the justification of funding levels and other funding sources 	1.00
Comments: *State that this project will be county-wide. *States that there will be a downward extension similar to what is taking place with school-age children. *State their intent is to work with other programs but there has been no steps taken to start this collaboration process.	
	Score
Total Group Score for Project Purpose (P = 3) x 2 for weighted value:	2.00
Project Implementation and Sustainability Plan (P=3)	
<ul style="list-style-type: none"> • Adequate explanation of the proposed timeline and sustainability plan 	1.00
Comments: *Some timeline items are duplicative of efforts already accomplished in Boone County. *No accounting for the turnover of teachers for sustainability.	
	Score
Total Group Score for Project Implementation and Sustainability Plan (P = 3):	1.00
Project Personnel and Narrative (P=3)	
<ul style="list-style-type: none"> • Project personnel qualifications appropriate to deliver proposed services • Project staffing levels adequate to provide proposed services • Project personnel compensation levels reasonable 	2.00

Comments:
 *Project personnel information has small amounts of time allocated for each staff member.
 *There is only one full time employee for this project.
 *There would need to be justification and clarification for each staff member.

	Score
Total Group Score for Project Personnel and Narrative (P = 3) x 2 for weighted value:	4.00

Project Proposed Service(s) (P=9)

Names, Definitions and Narratives (3 points)

<ul style="list-style-type: none"> • Detail description for each proposed service • Identification of other organizations providing the same proposed services and how these organizations will partner • Description of where and when the program services will be offered • Description of eligibility criterion or external requirements for proposed services • Relevance of proposed services to the issue identified in the RFP • Project uses best practices that are evidence-based • Thorough description of unique and innovative aspects of the proposed services • Thorough description of partnerships or collaborations that enhance access to and/or the proposed services • Relevant MOUs for the support of these proposed services • Description provided, for all services, that provides a system for consumer feedback 	1.00
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Comments:
 *Clear lack of collaboration with and awareness of organizations already funded through the Children's Services Fund and other early child organization providing services in Boone County. For example, ASQ:SEs are already being offered in the community funded through the Children's Services Fund.

Consumers (3 points)

<ul style="list-style-type: none"> • Description of consumers accessing project services • Explanation of why these consumers were chosen • Description of any impediments or challenges in serving these consumers 	2.00
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Comments:
 *State the consumers would only be centers. There was no mention of other child care programs?

Fees (3 points)

<ul style="list-style-type: none"> • Description and justification of the fee for services • Unit of service rate(s) (cost) tied to an established public funding unit rate • Description of third party payor(s) Description of purchase of service agreement with other funders 	2.00
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Comments:

	Score
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Total Score for Project Proposed Services (P = 9) x 3 for weighted value:	15.00
Reference List (citations) (P=3)	
<ul style="list-style-type: none"> • Use of valid and reliable data to describe the issue • Use of valid and reliable data to describe the population affected by the issue • Use of valid and reliable data to describe the effect of the issue in Boone County • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments:	
	Score
Total Group Score for Reference List (P = 3):	2.00
PROJECT INFORMATION	
Project Budget (P = 3)	
<ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	2.00
Comments:	
	Score
Total Group Score for Project Budget (P = 3) x 2 for weighted value:	4.00
Consumer Demographics (P=3)	
<ul style="list-style-type: none"> • Reflects target program consumers description • Number of people to be served 	2.00
Comments:	
	Score
Total Group Score for Consumer Demographics (P = 3) :	2.00
Project Performance Measures (P= 9)	
Names and Amount Requested (P=3)	
<ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	1.00
Comments:	
*Project services very similar to programs already funded.	

Outputs and Output Narratives (P=3)	
<ul style="list-style-type: none"> • Adequate number of Units proposed for each service • Adequate Unit Measure proposed for each service • Reasonable Unit Rates proposed for each service • Adequate number of unduplicated individuals to be served by each proposed service 	1.00
Comments: *Project services very similar to programs already funded.	
Outcomes and Outcome Narratives (P=3)	
<ul style="list-style-type: none"> • Relationship of outcome(s) to program goal(s) and issue identified in RFP • Relativity and feasibility of outcome indicator(s) • Relativity, validity, and reliability of the method(s) of measurement 	1.00
Comments: *The Outcome/Indicator/Method of Measurement were poorly written. The Indicators were Outputs.	
	Score
Total Group Score for Project Performance Measures (P = 9) x 3 for weighted value:	9.00
Overall Comments (P = 0-10 Extra Points)	
<p>Clarity and Accuracy of Proposal: Detailed overview of the proposed project. Clear statement of service need in Boone County. Information submitted is clear, accurate, concise, and written in correct style.</p> <p>Responsiveness: The proposal is responsive to the Purpose Statement and Funding Goals as stated in the Early Childhood Prevention Programs RFP.</p> <p>Purpose Statement: <i>Boone County Children's Services Board (BCCSB) desires to further invest in efforts to prevent mental and behavioral health issues by promoting early childhood social and emotional health. The BCCSB seeks a coordinated community effort to decrease adverse childhood experiences, increase child resilience, and increase the protective factors of those who care for children, with an emphasis on trauma informed practices.</i></p> <p>Funding Goals: <i>The RFP seeks proposals to promote the social and emotional health of children birth to kindergarten entry through preventative programming. Such programming would include, but not limited to Missouri state-approved early childhood curriculum, comprehensive and formative assessment, and community awareness campaigns. Preventive programming and community awareness campaigns should be a collaborative effort with currently funded Children's Services programs and other early childhood organizations with the same or similar goal.</i></p>	
	Score
Total Group Score for Overall Comments (P = 10):	3.00

Comments:

- *Project services very similar to programs already funded.
- * Services are similar to those already receiving funding.
- *Very little situational awareness of what is going on in Boone County.
- *The Outcomes and Outputs need a total revision.

Matching Funds (P = 0-10 Extra Points)

Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?

	Score
Total Group Score for Matching Funds (P = 10):	0.00

Comments:

- *No matching funds.

Collaboration (P = 0-15 Extra Points)

Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.

- Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?
- Project does not duplicate existing services
- Project demonstrates county-wide collaborative efforts

	Score
Total Group Consensus for Collaboration (P = 15):	3.00

Comments:

- *There was no process already in place for collaboration, just stated the "intent" to collaborate.



Organization Name: The Curators of the University of Missouri (on behalf of the College of Human Environmental Sciences)

Program Name: Boone County Children's Initiative (BCCI)

OVERALL SCORE SHEET		
	Total Possible Score	Group Score

Organization Profile Section

Organization General	3.00	3.00
Organization Financial	3.00	3.00

Project Narrative

Project Goal	3.00	2.00
Project Purpose	6.00	4.00
Project Implementation and Sustainability Plan	3.00	2.00
Project Personnel and Narrative	6.00	4.00
Project Proposed Service(s)	27.00	18.00
Reference List	3.00	3.00

Project Information

Project Budget	6.00	4.00
Consumer Demographics	3.00	2.00
Program Performance Measures	27.00	9.00
Overall Comments	10.00	0.00
Matching Funds	10.00	0.00
Collaboration	15.00	3.00
<i>Final Score:</i>	<i>125.00</i>	<i>57.00</i>

These documents, Group Score Sheet and Overall Score Sheet, are reflective of the scoring and evaluation process completed by the evaluators.

Signature of Evaluators

[Handwritten Signature]

Signature

03/09/17

Date

[Handwritten Signature]

Signature

3/9/17

Date

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Signature

3/9/17

Date

Signature

Date

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Date

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Date



Organization Name: Moberly Area Community College/MACC Foundation

Program Name: BCCSF Quality Childcare Grant

GROUP CONSENSUS SCORE SHEET	
ORGANIZATION PROFILE	
Organization General (P=3)	
<ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	2.00
Comments: *Will this proposal be submitted through the College or the Foundation? *Provide the appropriate information in the Governing Board/Advisory Board based on who submits the application. *Make sure to complete all the fields in the Governing Board/Advisory Board section. *Provide employee compensation information. *Make sure officers are identified in the Governing Board/Advisory Board sections.	
	Score
Total Group Score for Organization General (P = 3):	2.00
Organization Financial (P=3)	
<ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	2.00
Comments: *Upload the most recent IRS 990 form to Apricot.	
	Score
Total Group Score for Organization Financial (P = 3):	2.00

PROJECT NARRATIVE

Project Goal (P=3)

- Relevance of stated goal(s) to organization's goal(s), the issue(s) identified in the RFP to be addressed, and program consumers

2.00

Comments:

*Is this goal for MACC or C2CA?

* Need clarification on which tool will be used to determine the 8% increase in school readiness.

Score

Total Group Score for Project Goal (P = 3):

2.00

Project Purpose (P=3)

- Adequate explanation on how project will promote social and emotional wellness in children birth to five
- Description of how population/community is affected by the issues to be addressed in this proposal
- Detailed information included on working with other Boone County Children's Services Funded/community early childhood programs
- Adequate explanation for the justification of funding levels and other funding sources

3.00

Comments:

*This appears to be self-funding but the Board understands that this is really the only place to obtain a CDA.

*The purpose seems to increase the number of early childhood educators, provide state-approved curriculum, and provide a more stable workforce.

Score

Total Group Score for Project Purpose (P = 3) x 2 for weighted value:

6.00

Project Implementation and Sustainability Plan (P=3)

- Adequate explanation of the proposed timeline and sustainability plan

3.00

Comments:

*The timeline is a bit confusing. We will need an updated timeline.

*Sustainability through DESE seems promising.

*Confused on the purpose of a 'control group'. We will need further clarification.

Score

Total Group Score for Project Implementation and Sustainability Plan (P = 3):

3.00

Project Personnel and Narrative (P=3)

- Project personnel qualifications appropriate to deliver proposed services
- Project staffing levels adequate to provide proposed services
- Project personnel compensation levels reasonable

2.00

Comments:

*Will need clarification on the difference between the salary totals in the section and the salary totals listed in the Program Budget section.

	Score
Total Group Score for Project Personnel and Narrative (P = 3) x 2 for weighted value:	4.00
Project Proposed Service(s) (P=9)	
Names, Definitions and Narratives (3 points)	
<ul style="list-style-type: none"> • Detail description for each proposed service • Identification of other organizations providing the same proposed services and how these organizations will partner • Description of where and when the program services will be offered • Description of eligibility criterion or external requirements for proposed services • Relevance of proposed services to the issue identified in the RFP • Project uses best practices that are evidence-based • Thorough description of unique and innovative aspects of the proposed services • Thorough description of partnerships or collaborations that enhance access to and/or the proposed services • Relevant MOUs for the support of these proposed services • Description provided, for all services, that provides a system for consumer feedback 	3.00
Comments: *Services were well described. *Will need more information for the QCAT and its purpose in Service #1. *Concerned about the feasibility of getting individuals trained in High Scope. * Need clarification on horizontal and vertical alignment. * Wondered about other state-approved curriculums.	
Consumers (3 points)	
<ul style="list-style-type: none"> • Description of consumers accessing project services • Explanation of why these consumers were chosen • Description of any impediments or challenges in serving these consumers 	3.00
Comments: *The consumers are early childhood teachers, high school students, and children enrolled in the early childhood programs.	
Fees (3 points)	
<ul style="list-style-type: none"> • Description and justification of the fee for services • Unit of service rate(s) (cost) tied to an established public funding unit rate • Description of third party payor(s) Description of purchase of service agreement with other funders 	3.00
Comments:	
	Score
Total Score for Project Proposed Services (P = 9) x 3 for weighted value:	27.00

Reference List (citations) (P=3)	
<ul style="list-style-type: none"> • Use of valid and reliable data to describe the issue • Use of valid and reliable data to describe the population affected by the issue • Use of valid and reliable data to describe the effect of the issue in Boone County • Adherence to required citation methodology • Reference sources are valid and reliable 	2.00
Comments:	
	Score
Total Group Score for Reference List (P = 3):	
	2.00
PROJECT INFORMATION	
Project Budget (P = 3)	
<ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	2.00
Comments:	
*Will need further clarification on the what is covered in non-personal expenses.	
	Score
Total Group Score for Project Budget (P = 3) x 2 for weighted value:	
	4.00
Consumer Demographics (P=3)	
<ul style="list-style-type: none"> • Reflects target program consumers description • Number of people to be served 	2.00
Comments:	
*Will need clarification on where high school students are counted in this section.	
	Score
Total Group Score for Consumer Demographics (P = 3) :	
	2.00
Project Performance Measures (P= 9)	
Names and Amount Requested (P=3)	
<ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	3.00
Comments:	
Outputs and Output Narratives (P=3)	
<ul style="list-style-type: none"> • Adequate number of Units proposed for each service • Adequate Unit Measure proposed for each service • Reasonable Unit Rates proposed for each service • Adequate number of unduplicated individuals to be served by each proposed service 	3.00

Comments: *Overall, the Outputs and the Output Narratives section were good, there are just a few clarifying questions regarding some of these items.	
Outcomes and Outcome Narratives (P=3)	
<ul style="list-style-type: none"> • Relationship of outcome(s) to program goal(s) and issue identified in RFP • Relativity and feasibility of outcome indicator(s) • Relativity, validity, and reliability of the method(s) of measurement 	3.00
Comments: *Overall, the Outcomes and the Outcome Narratives section were good, there are just a few clarifying questions regarding some of these items.	
	Score
Total Group Score for Project Performance Measures (P = 9) x 3 for weighted value:	27.00
Overall Comments (P = 0-10 Extra Points)	
<p>Clarity and Accuracy of Proposal: Detailed overview of the proposed project. Clear statement of service need in Boone County. Information submitted is clear, accurate, concise, and written in correct style.</p> <p>Responsiveness: The proposal is responsive to the Purpose Statement and Funding Goals as stated in the Early Childhood Prevention Programs RFP.</p> <p>Purpose Statement: <i>Boone County Children's Services Board (BCCSB) desires to further invest in efforts to prevent mental and behavioral health issues by promoting early childhood social and emotional health. The BCCSB seeks a coordinated community effort to decrease adverse childhood experiences, increase child resilience, and increase the protective factors of those who care for children, with an emphasis on trauma informed practices.</i></p> <p>Funding Goals: <i>The RFP seeks proposals to promote the social and emotional health of children birth to kindergarten entry through preventative programming. Such programming would include, but not limited to Missouri state-approved early childhood curriculum, comprehensive and formative assessment, and community awareness campaigns. Preventive programming and community awareness campaigns should be a collaborative effort with currently funded Children's Services programs and other early childhood organizations with the same or similar goal.</i></p>	
	Score
Total Group Score for Overall Comments (P = 10):	8.00
Comments: *If awarded, some of these services will need to be split up to create another service due to invoicing issues. *Funding this proposal would help with the stability of the teachers. The better the teachers the more likely the kids will have better outcomes. Improving the school readiness for children.	

Matching Funds (P = 0-10 Extra Points)

Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?

	Score
Total Group Score for Matching Funds (P = 10):	5.00

Comments:

*MACC will work with TEACH Missouri to provide scholarships for these teachers.

Collaboration (P = 0-15 Extra Points)

Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.

•Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?

- Project does not duplicate existing services
- Project demonstrates county-wide collaborative efforts

	Score
Total Group Consensus for Collaboration (P = 15):	12.00

Comments:

*Collaborating with Columbia Area Career Center, C2CA Early Childhood CAN, TEACH Missouri with the Missouri Child Care Resource and Referral Network (dba Child Care Aware).



Organization Name: The Curators of the University of Missouri (on behalf of the College of Human Environmental Sciences)

Program Name: Boone County Children's Initiative (BCCI)

OVERALL SCORE SHEET		
	Total Possible Score	Group Score

Organization Profile Section

Organization General	3.00	3.00
Organization Financial	3.00	3.00

Project Narrative

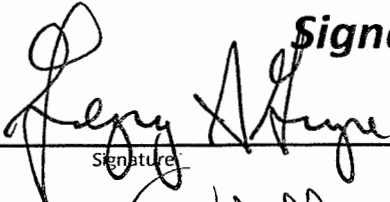
Project Goal	3.00	2.00
Project Purpose	6.00	4.00
Project Implementation and Sustainability Plan	3.00	2.00
Project Personnel and Narrative	6.00	4.00
Project Proposed Service(s)	27.00	18.00
Reference List	3.00	3.00

Project Information

Project Budget	6.00	4.00
Consumer Demographics	3.00	2.00
Program Performance Measures	27.00	9.00
Overall Comments	10.00	0.00
Matching Funds	10.00	0.00
Collaboration	15.00	3.00
<i>Final Score:</i>	125.00	57.00

These documents, Group Score Sheet and Overall Score Sheet, are reflective of the scoring and evaluation process completed by the evaluators.

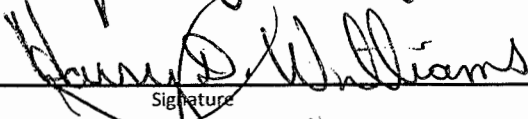
Signature of Evaluators



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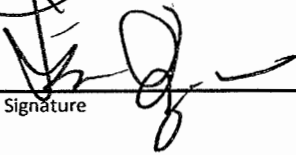
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Organization Name: The Curators of the University of Missouri (on behalf of the College of Human Environmental Sciences)

Program Name: Boone County Children's Initiative (BCCI)

GROUP CONSENSUS SCORE SHEET

ORGANIZATION PROFILE

Organization General (P=3)

<ul style="list-style-type: none"> • Relationship of mission and goals to proposed service(s) • History of providing proposed service(s) or similar service(s) • Number and qualifications of independent governing board members • Sufficient representation of Boone County residents on governing board 	3.00
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Comments:

- *Need to provide an updated organizational chart
- *Updated the answer to the question regarding where the State of Missouri offers services. Shouldn't this be world-wide?
- *Update board members whose terms expired January 1, 2017.
- *Provide contact information, employer, and expertise/experience/qualifications for all board members.
- *Identify board officers.

	Score
Total Group Score for Organization General (P = 3):	3.00

Organization Financial (P=3)

<ul style="list-style-type: none"> • Financial Statement • Financial procedures regarding board oversight • Employee compensation levels 	3.00
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Comments:

- *Provide most recent Form 990.
- *Need to complete the employee compensation section.

	Score
Total Group Score for Organization Financial (P = 3):	3.00

PROJECT NARRATIVE

Project Goal (P=3)

<ul style="list-style-type: none"> • Relevance of stated goal(s) to organization's goal(s), the issue(s) identified in the RFP to be addressed, and program consumers 	2.00
Comments: *Liked the Strengthening Families Approach.	
	Score
Total Group Score for Project Goal (P = 3):	2.00
Project Purpose (P=3)	
<ul style="list-style-type: none"> • Adequate explanation on how project will promote social and emotional wellness in children birth to five • Description of how population/community is affected by the issues to be addressed in this proposal • Detailed information included on working with other Boone County Children's Services Funded/community early childhood programs • Adequate explanation for the justification of funding levels and other funding sources 	2.00
Comments: *The proposal references an article referencing <i>Children Birth through Age 8</i> ; just need to make sure they know this proposal is for children birth through age five. *The proposal mentions other Children's Services Fund recipients and early childhood programs but there is no mention on how they will work with these groups and how the services they are offer will not be duplicative.	
	Score
Total Group Score for Project Purpose (P = 3) x 2 for weighted value:	4.00
Project Implementation and Sustainability Plan (P=3)	
<ul style="list-style-type: none"> • Adequate explanation of the proposed timeline and sustainability plan 	2.00
Comments: *More information needed for the implementation timeline. *The EFFEC+ program is very similar to the Early Childhood - Positive Behavior Program funded by the Children's Services Fund.	
	Score
Total Group Score for Project Implementation and Sustainability Plan (P = 3):	2.00
Project Personnel and Narrative (P=3)	
<ul style="list-style-type: none"> • Project personnel qualifications appropriate to deliver proposed services • Project staffing levels adequate to provide proposed services • Project personnel compensation levels reasonable 	2.00
Comments:	
	Score
Total Group Score for Project Personnel and Narrative (P = 3) x 2 for weighted value:	4.00
Project Proposed Service(s) (P=9)	

Names, Definitions and Narratives (3 points)	
<ul style="list-style-type: none"> • Detail description for each proposed service • Identification of other organizations providing the same proposed services and how these organizations will partner • Description of where and when the program services will be offered • Description of eligibility criterion or external requirements for proposed services • Relevance of proposed services to the issue identified in the RFP • Project uses best practices that are evidence-based • Thorough description of unique and innovative aspects of the proposed services • Thorough description of partnerships or collaborations that enhance access to and/or the proposed services • Relevant MOUs for the support of these proposed services • Description provided, for all services, that provides a system for consumer feedback 	2.00
Comments: *A needs assessment will need to be completed prior to offering one of the services. *There were no MOUs listed to show collaboration. The MOU presented was not signed and had a DRAFT watermark. The other item was a letter of support. We don't allow letters of support.	
Consumers (3 points)	
<ul style="list-style-type: none"> • Description of consumers accessing project services • Explanation of why these consumers were chosen • Description of any impediments or challenges in serving these consumers 	2.00
Comments:	
Fees (3 points)	
<ul style="list-style-type: none"> • Description and justification of the fee for services • Unit of service rate(s) (cost) tied to an established public funding unit rate • Description of third party payor(s) Description of purchase of service agreement with other funders 	2.00
Comments:	
	Score
Total Score for Project Proposed Services (P = 9) x 3 for weighted value:	18.00
Reference List (citations) (P=3)	
<ul style="list-style-type: none"> • Use of valid and reliable data to describe the issue • Use of valid and reliable data to describe the population affected by the issue • Use of valid and reliable data to describe the effect of the issue in Boone County • Adherence to required citation methodology • Reference sources are valid and reliable 	3.00

Comments: *Strong reference list provided.	
	Score
Total Group Score for Reference List (P = 3):	3.00
PROJECT INFORMATION	
Project Budget (P = 3)	
<ul style="list-style-type: none"> • Detailed budget narrative • Adequate overall program funding • Ratio of Boone County funding to other sources of funding • Correlation between personnel expenses and program personnel 	2.00
Comments: *Children's Services Fund is the only funding source.	
	Score
Total Group Score for Project Budget (P = 3) x 2 for weighted value:	4.00
Consumer Demographics (P=3)	
<ul style="list-style-type: none"> • Reflects target program consumers description • Number of people to be served 	2.00
Comments: *The focus of the services were mainly teachers and training.	
	Score
Total Group Score for Consumer Demographics (P = 3) :	2.00
Project Performance Measures (P= 9)	
Names and Amount Requested (P=3)	
<ul style="list-style-type: none"> • Justification for level of funding from Boone County • Basis for funding request from Boone County 	1.00
Comments:	
Outputs and Output Narratives (P=3)	
<ul style="list-style-type: none"> • Adequate number of Units proposed for each service • Adequate Unit Measure proposed for each service • Reasonable Unit Rates proposed for each service • Adequate number of unduplicated individuals to be served by each proposed service 	1.00
Comments: *The rates/amount requested seem extremely high for theses services.	

Outcomes and Outcome Narratives (P=3)

- Relationship of outcome(s) to program goal(s) and issue identified in RFP
- Relativity and feasibility of outcome indicator(s)
- Relativity, validity, and reliability of the method(s) of measurement

1.00

Comments:

*Poorly written outcomes. Many of the outcomes are actually outputs. Some outcomes lacked important details.

Score

Total Group Score for Project Performance Measures (P = 9) x 3 for weighted value:

9.00

Overall Comments (P = 0-10 Extra Points)

Clarity and Accuracy of Proposal: Detailed overview of the proposed project. Clear statement of service need in Boone County. Information submitted is clear, accurate, concise, and written in correct style.

Responsiveness: The proposal is responsive to the Purpose Statement and Funding Goals as stated in the Early Childhood Prevention Programs RFP.

Purpose Statement: *Boone County Children's Services Board (BCCSB) desires to further invest in efforts to prevent mental and behavioral health issues by promoting early childhood social and emotional health. The BCCSB seeks a coordinated community effort to decrease adverse childhood experiences, increase child resilience, and increase the protective factors of those who care for children, with an emphasis on trauma informed practices.*

Funding Goals: *The RFP seeks proposals to promote the social and emotional health of children birth to kindergarten entry through preventative programming. Such programming would include, but not limited to Missouri state-approved early childhood curriculum, comprehensive and formative assessment, and community awareness campaigns. Preventive programming and community awareness campaigns should be a collaborative effort with currently funded Children's Services programs and other early childhood organizations with the same or similar goal.*

Score

Total Group Score for Overall Comments (P = 10):

3.00

Comments:

*No real connection made between the services and children's social/emotional health.

*Outcomes/Indicators/Method of Measurement were lacking in details and content.

*There were a lot of similarities and overlaps to another proposal but not written with collaboration.

Matching Funds (P = 0-10 Extra Points)

Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?

Score

Total Group Score for Matching Funds (P = 10):

0.00

Comments: *No matching funds awarded.	
Collaboration (P = 0-15 Extra Points)	
Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources. <ul style="list-style-type: none"> •Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur? • Project does not duplicate existing services • Project demonstrates county-wide collaborative efforts 	
	Score
Total Group Consensus for Collaboration (P = 15):	3.00
Comments: *There would be some collaboration suggested with Child Care Aware of Missouri but not final MOU included. There were inferences that there would be collaboration but proposal needed to show that collaboration were already established.	



Organization Name: The Curators of the University of Missouri (on behalf of the Department of Psychiatry)

Program Name: Boone County Early Childhood Coalition

OVERALL SCORE SHEET

	Total Possible Score	Group Score
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Organization Profile Section

Organization General	3.00	3.00
Organization Financial	3.00	3.00

Project Narrative


Project Goal	3.00	3.00
Project Purpose	6.00	4.00
Project Implementation and Sustainability Plan	3.00	2.00
Project Personnel and Narrative	6.00	4.00
Project Proposed Service(s)	27.00	24.00
Reference List	3.00	3.00

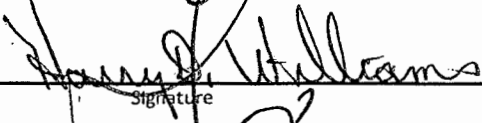
Project Information

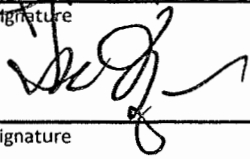
Project Budget	6.00	0.00
Consumer Demographics	3.00	2.00
Program Performance Measures	27.00	18.00
Overall Comments	10.00	0.00
Matching Funds	10.00	0.00
Collaboration	15.00	15.00
<i>Final Score:</i>	<i>125.00</i>	<i>81.00</i>

These documents, Group Score Sheet and Overall Score Sheet, are reflective of the scoring and evaluation process completed by the evaluators.

Signature of Evaluators


Signature Date 03/09/17


Signature Date 3/9/17


Signature Date 3/9/17

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date



Organization Name: The Curators of the University of Missouri (on behalf of the Department of Psychiatry)

Program Name: Boone County Early Childhood Coalition

GROUP CONSENSUS SCORE SHEET

ORGANIZATION PROFILE

Organization General (P=3)

- Relationship of mission and goals to proposed service(s)
- History of providing proposed service(s) or similar service(s)
- Number and qualifications of independent governing board members
- Sufficient representation of Boone County residents on governing board

3.00

Comments:

- * Update organizational chart
- * Update Board of Curators to active members
- * Provide information on employers, expertise/experience/qualifications for all board members
- * Provide accreditation information for MU or the Department of Psychiatry

Score

Total Group Score for Organization General (P = 3): 3.00

Organization Financial (P=3)

- Financial Statement
- Financial procedures regarding board oversight
- Employee compensation levels

3.00

Comments:

- * Upload the most recent Form 990 to the Apricot system.

Score

Total Group Score for Organization Financial (P = 3): 3.00

PROJECT NARRATIVE

Project Goal (P=3)

- Relevance of stated goal(s) to organization's goal(s), the issue(s) identified in the RFP to be addressed, and program consumers

3.00

Comments:
 *The goal includes a mental health promotion campaign (Universal Triple P), complimentary parent education and support (Triple P), evidence-based screening work with FACE, and an early literacy program.

	Score
Total Group Score for Project Goal (P = 3):	3.00

Project Purpose (P=3)

<ul style="list-style-type: none"> • Adequate explanation on how project will promote social and emotional wellness in children birth to five • Description of how population/community is affected by the issues to be addressed in this proposal • Detailed information included on working with other Boone County Children's Services Funded/community early childhood programs • Adequate explanation for the justification of funding levels and other funding sources 	2.00
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Comments:
 *This project will serve more than 40,000 individuals.

	Score
Total Group Score for Project Purpose (P = 3) x 2 for weighted value:	4.00

Project Implementation and Sustainability Plan (P=3)

<ul style="list-style-type: none"> • Adequate explanation of the proposed timeline and sustainability plan 	2.00
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Comments:

	Score
Total Group Score for Project Implementation and Sustainability Plan (P = 3):	2.00

Project Personnel and Narrative (P=3)

<ul style="list-style-type: none"> • Project personnel qualifications appropriate to deliver proposed services • Project staffing levels adequate to provide proposed services • Project personnel compensation levels reasonable 	2.00
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Comments:
 *Need clarification on the FTE times for LSW1, LSW2, LSW3, and Professional Staff who are all listed as .05 time.
 *Program does seem a little personnel heavy.

	Score
Total Group Score for Project Personnel and Narrative (P = 3) x 2 for weighted value:	4.00

Project Proposed Service(s) (P=9)

Names, Definitions and Narratives (3 points)

<ul style="list-style-type: none"> • Detail description for each proposed service • Identification of other organizations providing the same proposed services and how these organizations will partner • Description of where and when the program services will be offered • Description of eligibility criterion or external requirements for proposed services • Relevance of proposed services to the issue identified in the RFP • Project uses best practices that are evidence-based • Thorough description of unique and innovative aspects of the proposed services • Thorough description of partnerships or collaborations that enhance access to and/or the proposed services • Relevant MOUs for the support of these proposed services • Description provided, for all services, that provides a system for consumer feedback 	3.00
Comments: *Lots of questions regarding all the services. A follow up letter will need to be sent out to get clarification.	
Consumers (3 points)	
<ul style="list-style-type: none"> • Description of consumers accessing project services • Explanation of why these consumers were chosen • Description of any impediments or challenges in serving these consumers 	3.00
Comments:	
Fees (3 points)	
<ul style="list-style-type: none"> • Description and justification of the fee for services • Unit of service rate(s) (cost) tied to an established public funding unit rate • Description of third party payor(s) Description of purchase of service agreement with other funders 	2.00
Comments:	
	Score
Total Score for Project Proposed Services (P = 9) x 3 for weighted value:	24.00
Reference List (citations) (P=3)	
<ul style="list-style-type: none"> • Use of valid and reliable data to describe the issue • Use of valid and reliable data to describe the population affected by the issue • Use of valid and reliable data to describe the effect of the issue in Boone County • Adherence to required citation methodology • Reference sources are valid and reliable 	3.00
Comments:	
	Score
Total Group Score for Reference List (P = 3):	3.00

PROJECT INFORMATION**Project Budget (P = 3)**

- Detailed budget narrative
- Adequate overall program funding
- Ratio of Boone County funding to other sources of funding
- Correlation between personnel expenses and program personnel

0.00

Comments:

- *Nothing in the budget section was completed. This will need to be completed prior to moving forward.
- *Total in different sections do not match up.

Score

Total Group Score for Project Budget (P = 3) x 2 for weighted value:

0.00

Consumer Demographics (P=3)

- Reflects target program consumers description
- Number of people to be served

2.00

Comments:

Score

Total Group Score for Consumer Demographics (P = 3) :

2.00

Project Performance Measures (P= 9)**Names and Amount Requested (P=3)**

- Justification for level of funding from Boone County
- Basis for funding request from Boone County

2.00

Comments:

- *Unit rates are extremely high.

Outputs and Output Narratives (P=3)

- Adequate number of Units proposed for each service
- Adequate Unit Measure proposed for each service
- Reasonable Unit Rates proposed for each service
- Adequate number of unduplicated individuals to be served by each proposed service

2.00

Comments:**Outcomes and Outcome Narratives (P=3)**

<ul style="list-style-type: none"> • Relationship of outcome(s) to program goal(s) and issue identified in RFP • Relativity and feasibility of outcome indicator(s) • Relativity, validity, and reliability of the method(s) of measurement 	2.00
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Comments:
 *If funded, performance measures will need to be worked on.

	Score
Total Group Score for Project Performance Measures (P = 9) x 3 for weighted value:	18.00

Overall Comments (P = 0-10 Extra Points)

Clarity and Accuracy of Proposal: Detailed overview of the proposed project. Clear statement of service need in Boone County. Information submitted is clear, accurate, concise, and written in correct style.

Responsiveness: The proposal is responsive to the Purpose Statement and Funding Goals as stated in the Early Childhood Prevention Programs RFP.

Purpose Statement: *Boone County Children's Services Board (BCCSB) desires to further invest in efforts to prevent mental and behavioral health issues by promoting early childhood social and emotional health. The BCCSB seeks a coordinated community effort to decrease adverse childhood experiences, increase child resilience, and increase the protective factors of those who care for children, with an emphasis on trauma informed practices.*

Funding Goals: *The RFP seeks proposals to promote the social and emotional health of children birth to kindergarten entry through preventative programming. Such programming would include, but not limited to Missouri state-approved early childhood curriculum, comprehensive and formative assessment, and community awareness campaigns. Preventive programming and community awareness campaigns should be a collaborative effort with currently funded Children's Services programs and other early childhood organizations with the same or similar goal.*

	Score
Total Group Score for Overall Comments (P = 10):	8.00

Comments:
 *Strong collaboration with FACE, PAT, Health Steps.
 *Very creative.
 *Need budget and rationale for proposed rates.

Matching Funds (P = 0-10 Extra Points)

Degree to which the project proposal response describes other funding sources for the procurement of services to maximize the ability to reach and serve children, youth, and families in Boone County. Please review the entire proposal and specifically the Budget Narrative before scoring. Some questions to consider: Does the matching funds involve a partnership with another funding source? Do the matching funds create a greater amount of resources to serve children, youth, and families?

	Score
Total Group Score for Matching Funds (P = 10):	0.00

Comments:

*No matching funds currently available.

Collaboration (P = 0-15 Extra Points)

Definition of "Collaboration": Longer term interaction based on shared mission, goals; shared decision-makers and resources.

•Degree to which the project is coordinated with existing community resources. Organizations may be awarded extra points based on how well they demonstrate substantive and ongoing collaboration with other agencies. Some questions to consider: Does the collaboration go beyond a referral system? Does the collaboration have the potential to enhance consumer outcomes that without the collaboration would not likely occur?

- Project does not duplicate existing services
- Project demonstrates county-wide collaborative efforts

	Score
Total Group Consensus for Collaboration (P = 15):	15.00

Comments:

*Very collaborative effort.



Organization Name: Moberly Area Community College/MACC Foundation

Program Name: BCCSF Quality Childcare Grant

OVERALL SCORE SHEET		
	Total Possible Score	Group Score

Organization Profile Section

Organization General	3.00	2.00
Organization Financial	3.00	2.00

Project Narrative

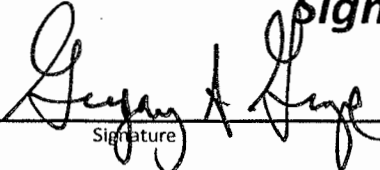
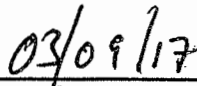
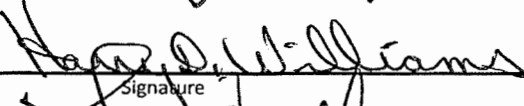
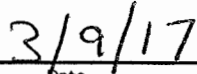
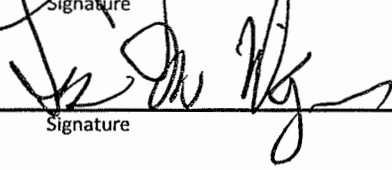

Project Goal	3.00	2.00
Project Purpose	6.00	6.00
Project Implementation and Sustainability Plan	3.00	3.00
Project Personnel and Narrative	6.00	4.00
Project Proposed Service(s)	27.00	27.00
Reference List	3.00	2.00

Project Information

Project Budget	6.00	4.00
Consumer Demographics	3.00	2.00
Program Performance Measures	27.00	27.00
Overall Comments	10.00	5.00
Matching Funds	10.00	5.00
Collaboration	15.00	12.00
Final Score:	125.00	103.00

These documents, Group Score Sheet and Overall Score Sheet, are reflective of the scoring and evaluation process completed by the evaluators.

Signature of Evaluators

 Signature	 Date
 Signature	 Date
 Signature	 Date
Signature	Date
Signature	Date
Signature	Date
Signature	Date
Signature	Date
Signature	Date



Organization Name: Compass Health, Inc.

Program Name: Family Check-Up

OVERALL SCORE SHEET		
	Total Possible Score	Group Score

Organization Profile Section

Organization General	3.00	2.00
Organization Financial	3.00	2.00

Project Narrative


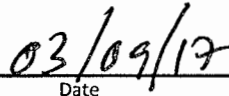
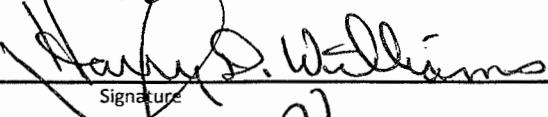
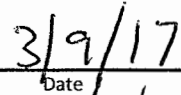
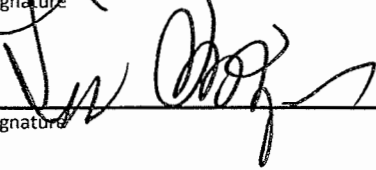
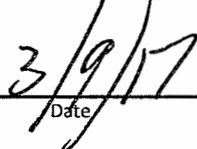
Project Goal	3.00	2.00
Project Purpose	6.00	3.00
Project Implementation and Sustainability Plan	3.00	2.00
Project Personnel and Narrative	6.00	2.00
Project Proposed Service(s)	27.00	12.00
Reference List	3.00	2.00

Project Information

Project Budget	6.00	4.00
Consumer Demographics	3.00	1.00
Program Performance Measures	27.00	9.00
Overall Comments	10.00	0.00
Matching Funds	10.00	0.00
Collaboration	15.00	5.00
<i>Final Score:</i>	<i>125.00</i>	<i>46.00</i>

These documents, Group Score Sheet and Overall Score Sheet, are reflective of the scoring and evaluation process completed by the evaluators.

Signature of Evaluators

 Signature	 Date
 Signature	 Date
 Signature	 Date
Signature	Date
Signature	Date
Signature	Date
Signature	Date
Signature	Date
Signature	Date



AGREEMENT FOR SSI/SSDI Outreach, Access, and Recovery (SOAR)

THIS AGREEMENT dated the 3rd day of April, 2017 is made between Boone County, Missouri, a political subdivision of the State of Missouri, through the Boone County Commission, hereinafter called "County", and **Burrell, Inc.**, a tax-exempt, not organized for profit organization or governmental entity, hereinafter referred to as **BBH**.

WHEREAS, as part of an amendment to the lease agreement dated December 27, 2006, between Boone County Hospital and Barnes Jewish Christian, the County of Boone receives \$500,000 annually for the purposes of addressing community health needs, as determined by the Boone County Commission.

WHEREAS, the County desires to support the greatest possible level of independence and self-sufficiency of Boone County residents by promoting their physical, mental, and social well-being to cultivate a safe and healthy community.

WHEREAS, the County desires to 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.

WHEREAS, the County desires to enable implementation of a SOAR program, including a Peer Specialist position to enhance the SOAR effort.

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

FUNDING ALLOCATION FOR SERVICES RENDERED BY BBH

BBH is expected to the greatest extent possible to maximize funding from all other sources. BBH shall periodically, upon request, furnish to the County information as to its efforts to obtain such other sources of funding. BBH shall only request reimbursement for services not reimbursable by any other source. BBH shall not invoice the County for services invoiced to another funding source. BBH shall provide documentation and assurance to the County that requests for reimbursement from the Community Health Fund is not a duplication of reimbursement from any other source of funding.

1. **Contract Documents.** This agreement shall consist of the Request for Proposal #53-20DEC16 (Purchase of Services) with any addenda and Provider's response to the County of Boone's Request for Proposal and addenda. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein for 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 Provider's Proposal and addendum responses.

2. **Purchase.** The County agrees to provide start-up funds to BBH for implementation of a SOAR program, including a Peer Specialist. The total allowable compensation under this agreement shall not exceed **\$75,000.00** unless compensation for specific identified additional services is authorized and approved by the County in writing in advance of rendition of such services for which additional compensation is requested. The following additional terms and conditions shall apply:

a. BBH shall identify as an eligible participant in the SOAR program, any Boone County resident who is experiencing, or at-risk of homelessness, and has a mental illness, or other co-occurring disorder.

b. BBH shall prioritize eligible participants in coordination with the Stepping Up Initiative and the Functional Zero Task Force. BBH shall also work in coordination with the Boone County Alternative Courts to identify and prioritize eligible participants.

c. BBH shall ensure all community social services agencies are made aware of the availability of the SOAR program and provide SOAR training to interested agencies to increase the availability of SOAR specialists to meet the County's need.

3. **Contract Duration.** This agreement shall commence on the date of contract execution and extend through **December 31, 2017** subject to the provisions for termination specified below. This contract may at the sole discretion of the County and with the agreement of BBH be renewed, without additional compensation unless authorized and approved by the County, **for an additional two (2) one-year periods**. BBH agrees and understands that the County may require supplemental information to be submitted by BBH prior to any renewal of this agreement.

4. **Billing and Payment.** All billing shall be invoiced to County monthly by the 10th of the month following the month for which services were provided. 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 reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the BBH, 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. **Availability of Funds.** Payments under this contract are dependent upon the availability of funds or as otherwise determined by the County. This contract can be terminated if funding becomes unavailable in whole or in part for cause shown, and the County shall have no obligation to continue payment.

REPORTING, MONITORING, AND MODIFICATION

6. **Reporting.** BBH agrees to submit reports to the County including data regarding the SOAR program. Reports will be due every six months, with the first report due six months from contract execution. Reports shall include, at a minimum, the following: Program implementation progress, efforts to coordinate with the Stepping Up Initiative and Functional Zero Task Force to prioritize eligible participants, number of referrals received, number of unduplicated individuals served, client demographic information (gender, age, race/ethnicity, income), data regarding eligibility, program performance measure information, and any other data deemed appropriate by the County. BBH agrees to submit its report in a format determined by the County. Payments may be withheld from BBH if reports designated here are not submitted on time, until such time as the reports are filed and approved.

7. **Audits.** BBH also agrees to make available to the County a copy of its annual audit within four months after the close of BBH's fiscal year. The audit must be performed by an independent individual or firm licensed by the Missouri State Board of Accountancy. The audit is to include a complete accounting for funds covered by this agreement in accordance with generally accepted accounting principles. In addition, the County requires that the management report of any audit as it relates to County program activities be made available to County as part of the required audit. Payment may be withheld from BBH, if reports designated here are not made available upon request. Audits shall be uploaded to the Organization Profile in the Apricot System and continually kept up to date.

8. **Monitoring.** BBH agrees to permit the County, the Director of the Community Services Department and any staff of the Community Services Department, or designee of the County to monitor, survey and inspect BBH's services, activities, programs and client records, to determine compliance and performance with this contract, except as prohibited by laws protecting client confidentiality. In addition, BBH hereby agrees that, upon notice of forty-eight (48) hours, it will make available to the County or its designee(s) all records, facilities and personnel, for auditing, inspection, and interviewing, to determine the status of service, activities and programs covered hereunder, expenditure of Community Health Funds and all other matters set forth in the contract.

9. **Modification or Amendment.** In the event BBH requests to make any change, modification, or an amendment to funded services, one-time items, activities and/or programs covered by this contract, a request of the proposed modification or amendment must be submitted in writing to the Director of Community Services to share with the County Commission for approval. A board resolution from BBH may be required with the request.

OTHER TERMS OF THIS CONTRACT

10. **Violation of Client Rights.** Any alleged case of a violation of a client's rights in a program funded through the Community Health Fund shall be investigated in accordance with BBH's policies and procedures and in accordance with any local/state/federal regulations. BBH agrees to notify the County through the Director of Community Services of any such incidents that have been reported to the appropriate governmental body and must also authorize the governmental body to notify the County of any substantiated allegations. BBH must comply with Missouri law regarding confidentiality of client records.

11. **Discrimination.** BBH will refrain from discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, genetic information, and familial status and comply will applicable provisions of federal and state laws, County or municipal statutes or ordinances, which prohibit discrimination in employment and the delivery of services.

12. **Community Health Fund to be used for Services Provided.** BBH agrees that the Community Health Funds shall be used exclusively for the SOAR program.

13. **Accreditation/Licensure/Certifications.** All organizations must comply with all state/federal certification and licensing requirements and all applicable federal, state, and local laws and must remain in "good standing" with the applicable oversight entity.

14. **Conflict of Interest.** BBH agrees that no member of its Board of Directors or its employees now has, or will in the future, have any conflict of interest between himself/herself and BBH, and this shall include any transaction in which BBH is a party, including the subject matter of this contract. Missouri law, as this term is used herein, shall define "Conflict of Interest".

15. **Subcontracts.** BBH may enter into subcontracts for components of the contracted service as BBH deems necessary within the terms of the contract. All such subcontracts require the written approval of the County or their designated representative. In performing all services under the resulting contract agreement, the BBH shall comply with all local, state, and federal laws. Any subcontractor shall be subject to the audit/monitoring requirements stated herein and all other conditions and requirements of this contract agreement.

16. **Employment of Unauthorized Aliens Prohibited.** BBH agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. BBH shall require each subcontractor to affirmatively state in its Agreement with the BBH that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Provider shall also require each subcontractor to provide BBH a sworn affidavit under the penalty of perjury

attesting to the fact that the subcontractor's employees are lawfully present in the United States.

17. **Litigation.** BBH agrees that there is no litigation, claim, consent order, settlement agreement, investigation, challenge or other proceeding pending or threatened against BBH or any individual acting on the BBH's behalf, including subcontractors, which seek to enjoin or prohibit BBH from entering into this contract agreement of performing its obligations under this agreement.

18. **Board Ownership.** If BBH ceases to be funded by the County or ceases to provide programs and services to address community health needs pursuant to this contract, all capital equipment, materials, and buildings purchased with Community Health Funds shall be returned to Boone County unless so otherwise approved by a majority vote of the County. In addition, if BBH no longer uses capital equipment, materials, or buildings purchased with Community Health Funds for its original intent, BBH will need County approval to re-direct the use of such.

19. **Failure to Perform/Default.** In the event BBH, at anytime, fails or refuses to perform according to the terms of this contract, as determined by the County, such failure or refusal shall constitute a default hereunder, and the County will be relieved of any further obligation to make payments to BBH as set out herein. This contract will be terminated at the option of the County.

20. **Termination.** County may terminate this agreement at will by giving at least 30 days prior written notice to the BBH. This agreement may be terminated by the County upon 15 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 County delivery of services are or will be delayed or impaired, or if services are otherwise not in conformity with proposal specification, or if services are deficient in quality in the sole judgment of County, or

c. County may terminate this agreement should the BBH fail substantially to perform in accordance with its terms through no fault of the party initiating the termination, or

d. If appropriations are not made available and budgeted for any calendar year to fund this agreement.

21. **Indemnification.** To the extent permitted under Missouri law, BBH agrees to hold harmless, defend and indemnify 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 BBH

(meaning anyone, including but not limited to consultants having a contract with the BBH or subcontractor for part of the services), or anyone directly or indirectly employed by BBH, or of anyone for whose acts BBH 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 negligence.

22. **Publicity by the Organization.** BBH shall notify the County of contact with the media regarding Community Health Fund funded programs or profiles of participants in Community Health Fund funded programs. BBH will acknowledge the County as a funding source whenever publicizing Community Health Fund funded programs. BBH will collaborate with the County to inform the community about the ways its tax dollars are being invested in services and supports. BBH agrees to acknowledge the Community Health Fund as a funding source on all written and electronic publications including brochures, letterhead, annual reports and newsletters.

23. **Independence.** This contract does not create a partnership, joint venture or any other form of joint relationship between the County and BBH. The County does not recognize any of the BBH's employees, agents or volunteers as those of the County.

24. **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.

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

26. **Record Retention Clause.** BBH shall keep and maintain all records relating to this contract agreement sufficient to verify the delivery of services in accordance with the terms of this agreement for a period of three (3) years following expiration of this agreement and any applicable renewal.

27. **Notice.** Any written notice or communication to the County shall be mailed or delivered to:

Boone County Community Services
605 E. Walnut, Ste. A
Columbia, MO 65201

Any written notice or communication to the BBH shall be mailed or delivered to:

Burrell, Inc.
A. Holly Jones
1300 E. Bradford Pkwy.
Springfield, MO 65804

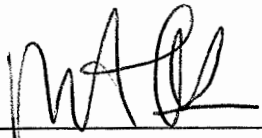
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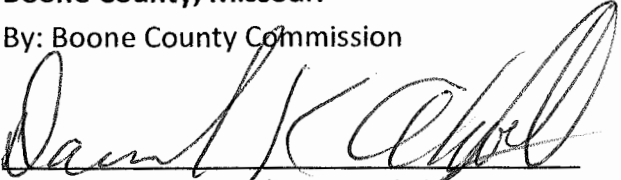
IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

Burrell, Inc.

Boone County, Missouri

By: Boone County Commission

By: 
Signature

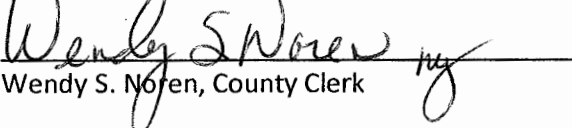

Daniel K. Atwill, Presiding Commissioner

By: PAUL THOMLINSON, PhD, ACTING PRESIDENT & CEO
Printed Name/ Title

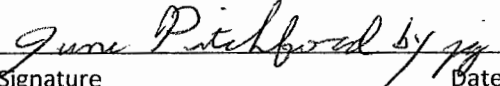
APPROVED AS TO FORM:

ATTEST:


County Counselor


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.)

 03/23/2017 (2130/71106/\$75,000)
Signature Date Appropriation Account

An Affirmative Action/Equal Opportunity Employer



BOONE COUNTY, MISSOURI

Request for Proposal #: 53-20DEC16 – SSI/SSDI Outreach Access and Recovery

ADDENDUM #1 - Issued December 1, 2016

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 response.

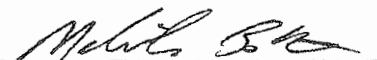
Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

- I. ADD: Question Due Date: 5:00 p.m., December 13, 2016
- II. The Pre-Proposal Sign-In Sheet is attached for informational purpose.
- III. The County has received the following question and is providing a response below:

Question 1: Do we use the Apricot system for our proposal response?

Response: No. Please refer to Section 4 of the Request for Proposal for submittal instructions.

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

BIDDER has examined Addendum #1 to Request for Proposal # 53-20DEC16 – SSI/SSDI Outreach Access and Recovery receipt of which is hereby acknowledged:

Company Name: BURRELL, INC -
Address: 1300 E. BRADFORD PARKWAY, SPRINGFIELD, MO 65804
Phone Number: (417) 761-5026 Fax Number: (417) 761-5031
E-mail: holly.jones@burrellcenter.com
Authorized Representative Signature: A. Holly Jones Date: 12/19/16
Authorized Representative Printed Name: A. HOLLY JONES

BID OPENING SIGN-IN SHEET
THURSDAY, DECEMBER 1, 2016 AT 10:00 A.M. CENTRAL TIME
53-20DEC16 – SSI/SSDI OUTREACH, ACCESS, AND RECOVERY (SOAR)

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County	573-886-4391
2.	Kelly Wallis	Children's Community Services	573-886-7218
3.	Megan Steen	Burrell	573-777-8450
4.	Carla Kessler	Burrell	573 777-8403
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BURRELL BEHAVIORAL HEALTH

CHILDREN – ADOLESCENTS – ADULTS – SENIOR ADULTS

Consultation, Education, Outpatients, Residential and Inpatient Services

December 19, 2016

Burrell Behavioral Health recognizes the importance of the SOAR (SSI/SSDI Outreach, Access and Recovery) program for individuals in the Boone County community. The start up funds provided by Boone County would be essential to beginning this service for Boone County as there is much training and process planning that is non-reimbursable. Burrell has an advantage of involvement in the Functional Zero Task Force, as well as the Stepping Up initiative. Involvement with these groups, both of whom address the need for access to mental health services, will be essential to the process planning for on-going SOAR programming.

As an Administrative Agent of the Department of Mental Health, Burrell Behavioral Health currently has SOAR Initial Application and Completed Approval billing codes included in our DMH contract. These billing codes will allow for SOAR trained staff members at Burrell to continue to provide the much needed service to individuals in the community after the initial start-up costs have ended. Burrell Behavioral Health is committed to the continuing use of the SOAR program to help the most vulnerable individuals in the Boone County community.

Sincerely,



Paul Thomlinson, Ph.D.
Interim CEO
Burrell Behavioral Health

**Proposal in response to RFP#: 53-20DEC16
SSI/SSDI Outreach, Access, and Recovery (SOAR)
Boone County Community Health Fund
2016 Application – Burrell, Inc.**

I. Introduction

Burrell, Inc. (dba Burrell Behavioral Health) proposes to implement a SSI/SSDI Outreach, Access and Recovery (SOAR) program in Boone County, Missouri to increase access to SSI/SSDI for eligible adults who are experiencing, or at risk of, homelessness and have a mental illness, medical impairment, and/or co-occurring substance use disorder. The sections below provide a detailed narrative of Burrell's proposed implementation and sustainability plans, consumer demographics, program performance measures information, as well as a program budget and justification narrative.

Upon award, Burrell Behavioral Health (BBH) will adhere to all contractor agency requirements as outlined in the Request for Proposals.

II. Eligibility

Burrell, Inc. is eligible to utilize the SOAR model as a nonprofit 501(c)3 and an administrative agent of the Missouri Department of Mental Health (DMH) in Service Area 12, which includes Boone County. Burrell, Inc. currently employs a staff member who is a Certified Missouri SOAR specialist that will serve as a Local Lead.

III. Participation

Eligible adults, those who are experiencing, or at risk of, homelessness and have a mental illness, medical impairment, and/or co-occurring substance use disorder, will be prioritized by housing and family status, veteran status, and age. Priority will be given to eligible adults who are currently, or at risk of becoming, homeless and who have custody, and are caring for, minor children. Priority will also be given to eligible transitional age youth (ages 18 to 24), individuals who are pregnant, veterans, seniors, and individuals released from jails/prisons. While these subgroups represent priority populations for the proposed SOAR program, Burrell, Inc. will not discriminate based on age, gender, race, or sexual orientation.

IV. Collaboration

Burrell, Inc.'s proposed SOAR program will build upon existing collaborations with the Stepping Up Initiative and the Functional Zero Task Force. Burrell's Regional Director of the Central Region, Megan Steen, currently attends Stepping Up and Functional Zero Task Force meetings to further efforts to divert individuals with mental illness from jails and improve treatment engagement. Through collaboration with other members of both the Stepping Up Initiative and the Functional Zero Task Force, Burrell's proposed SOAR program will identify eligible adults and ensure all community social services agencies are made aware of the program. Burrell's SOAR Local Lead will provide SOAR training to increase the number of SOAR specialists to meet the County's need.

V. Peer Specialist Utilization

Burrell, Inc.'s proposed SOAR program will have access to three Certified Missouri Peer Specialists (CMPS) currently employed in Burrell's Central Region. The CMPS will be instrumental in the engagement of individuals with mental illness who may be reluctant to receive treatment and services. Burrell employs CMPS staff in multiple programs in both its Southwest Region (10) and Central Region (12) with great success. For example, Central Region employs CMPS staff in its ACT-TAY program to engage transitional age youth and Southwest Regions relies on CMPS staff in its SAMHSA-funded Primary and Behavioral Health Care Integration (PBHCI) Clinic to engage clients in treatment, both medical and behavioral.

In order to become a CMPS at Burrell, Inc., the individual must: 1) be an individual in recovery; 2) complete the five-day Missouri Peer Specialist Certification training offered through the Division of Behavioral Health (DBH) within the Missouri Department of Mental Health (DMH); and, 3) pass the Certification Examination. Once the individual has earned the Missouri Peer Specialist certification, they must pass a thorough background check, as do all Burrell employees. Once employed, the CMPS must attend annual continuing education provided by DBH-DMH.

VI. Staff Responsibilities

Burrell, Inc. proposes to employ a Masters-level qualified mental health professional to serve as a SOAR-trained case manager (CM) for the purpose of representing eligible adults during the SSI/SSDI application process. The SOAR-trained CM will assume representation for the applicant as necessary, provide the applicant with information throughout the process, and respond to questions in a timely and informative manner. The SOAR-trained CM will also receive and maintain copies of relevant mail received by the applicant in a manner that protects the applicant's personal information. The SOAR-trained CM will communicate with SSA and DDS on behalf of the applicant and provide information as necessary to complete the application process. It will be the SOAR-trained CM's responsibility to complete all required SSA forms for SSI and SSDI, using online submission whenever possible.

The SOAR-trained CM will be responsible for amassing all of the pertinent records related to medical and behavioral treatment and diagnoses, as well as forms of identification as required, including, but not limited to, social security cards, birth certificates, and tax records, including the completion of applications and/or requests for such information as required by the SSI/SSDI application process. The SOAR-trained CM will be required to compose a comprehensive SOAR Medical Summary which must include a psychosocial, treatment, and functional information to be co-signed by a treatment provider, either a medical doctor or a doctoral-level psychologist.

A primary aspect of the SOAR-trained CM's position will be to maintain engagement with the applicant during the application process through outreach. Outreach will include phone calls, face-to-face visits on a regular basis, in addition to forwarding/ mailing documents regarding the application process. To ensure engagement is maintained, the SOAR-trained CM will collaborate with one of Burrell's Certified Missouri Peer Specialists.

The proposed SOAR program requires the collection and tracking of data, in addition to reporting outcomes. The SOAR-trained CM will be required to track the number of applications completed, approvals/denials, and time to decision, in addition to other information required by the Online Application Tracking (OAT) program. The SOAR-trained CM will also be responsible for compiling data, writing an outcomes report on a bi-annual basis to be submitted to Boone County, and collaborating on a routine basis with local SOAR Leads.

VII. SOAR Program Implementation Timeline

Day 1 upon executed award documents: Announce the award to community agencies.

Weeks 1-4: Hire a Masters-level clinician as the SOAR Specialist, complete required Burrell training, order supplies, install computer.

Weeks 5-6: New Hire to complete Missouri Certified SOAR Training if not already certified. If certified, begin networking with local agencies to develop a system of referrals to SOAR program.

Weeks 7-8: Continue to network and develop referrals, begin processing SSI/SSDI applications.

6 months from award: submit first bi-annual report to Boone County.

12 months from award: submit second bi-annual report to Boone County.

VIII. Sustainability

Burrell, Inc. will sustain the SOAR program through billing to Missouri Department of Mental Health. There are available billing options, such as Purchase of Service (POS), Community Support, and Peer Specialist funds/codes, to support the program.

IX. Program Consumer Demographics

The following information can be used to estimate the demographics of SOAR program consumers by comparing the Boone County census information (www.census.gov) (Table 1) with known percentages and prevalence rates for the county. The Missouri Department of Mental Health Behavioral Health Epidemiology Report for Boone County (June 2015) indicates that during FY 2014, 1,773 “residents received treatment for serious mental illness at publicly-funded facilities.” Mood disorders had the highest rate of prevalence (n=1,138) with anxiety (n=804) and psychotic disorders (n=340) have the next highest rates. According to the report (<https://dmh.mo.gov/ada/countylinks/docs/profile-boone.pdf>), over 19% of the Central Missouri adult (18+) population had a mental illness in the past year. Within this population, over six percent experienced a major depressive episode, with the majority reporting being female. Overall health outcomes in Boone County provide some information regarding demographic information of the program consumers. According to countyhealthrankings.org, 16% of Boone County residents experience poor or fair health in general, while excessive alcohol use (19%) and alcohol-impaired driving deaths (46%) exceed the statewide percentages of 16% and 33%, respectively. Children in poverty have been increasing since 2012, with 18% of Boone County children living below the poverty level. The number of children living in poverty may be an indicator that their adult caregivers are also living in poverty. Further, Boone County has a higher percentage of severe housing problems (18%) than statewide (15%), likely contributing to homelessness and risk of homelessness.

SOAR Program consumers will likely be representative of the race percentages in Table 1, with a majority being “White alone” followed by “Black or African American alone.” Given that eligibility is based on homelessness and risk of becoming homeless, at minimum 19-20% will be living in poverty, but likely that percentage will be much higher. Other characteristics of SOAR Program consumers are those described in Table 2, such as persons living in poverty, individuals with mental illness, poor health, and excessive alcohol use. It is estimated that 10% +/- will be senior consumers (age 65+) and veterans. Other likely SOAR Program consumers will be individuals released from incarceration. As stated in the Boone County Sequential Intercept Mapping Workshop Report (2016), there is no current SOAR program available in Boone County to assist this population with benefits and housing upon release. As such, the proposed SOAR program would be beneficial toward reducing the “revolving door.”

Table 1. Boone County Missouri Census Data*

Race		
Race	% of Total Population	n
Total population	100%	162,642
White alone	82.3%	13,385,437
Black or African American alone	9.6%	1,561,363
American Indian and Alaska Native alone	0.4%	65,057
Asian alone	4.7%	764,417
Native Hawaiian and Other Pacific Islander alone	0.1%	16,264
Two or More Races	2.9%	471,662
Hispanic or Latino	3.3%	536,719
White alone, not Hispanic or Latino	79.5%	12,930,039

* Version July 1, 2015.

**Table 2. Boone County Missouri Census Data*
Gender and Other Social Domains**

Gender and Other Social Domains	% of Total Population	n
Total Population	100,000	162,642
Persons in poverty	19.50%	31,715
Females	51.60%	83,923
Males	48.40%	78,719
Persons 65 years and over	10.90%	17,728
Individuals with mental illness	19%	30,902
Poor or Fair Health	16%	26,023
Excessive alcohol use	19%	30,902
Children living below the poverty level Total number of children in county n=32,528	4%	5,855
Veterans	6%	9,380

* Version July 1, 2015.

X. Program Performance Measures Information

Outputs	Outcomes	Indicators	Methods of Measurement
<i>We expect the following evidence or service delivery:</i>	<i>We expect the following changes:</i>	<i>We will monitor the following data points:</i>	<i>We will use the following procedures:</i>
Provide SOAR training across the county..	Increase in the number of SOAR specialists in the county.	The number of individuals who complete SOAR model training.	Tracking the number of SOAR trainings. Tracking the number of SOAR training attendees.
Engagement through outreach and CMPS activities.	Increases in the number of SSI and SSDI applications that are initiated.	The number of eligible adults who initiate the SSI or SSDI application process with the SOAR CM.	SOAR CM and CMPS activity tracking. Tracking the number of eligible adults who initiate the application process.
	Increase in the number of eligible adults involved in community-based behavioral health services.	The number of SSI/SSDI-approved eligible adults referred to community-based behavioral health services.	Tracking referrals to community-based behavioral health services.
		The number of eligible adults who enroll in community-based behavioral health services.	Tracking enrollments into community-based behavioral health services.
Complete and submit SSI and SSDI applications.	Increases in the number of applications submitted to the SSA.	The number of applications submitted to the SSA.	Tracking of the number of applications to the SSA.
Gain approval for SSI or SSDI from the SSA	Increases in the number of applications approved by the SSA.	The number of applications approved by the SSA.	Tracking of the number of applications approved by the SSA.
Reduce the time to decision from the SSA.	A decrease in the time to decision.	The time from submission of the application to the decision.	Tracking the time from the submission of the application to the time of the decision.

In order to evaluate the impact of SOAR in our community, data will be collected on a continual basis, and reviewed periodically. There (appear to be) a number of data points prescribed by the SOAR model in terms of data collection and evaluation, TA available for evaluation and quality review (quality improvement) guidance, and a system that may be used to track outcomes (OATS). These resources will be utilized to ensure the highest quality data collection and management possible, to improve confidence in the reported results. Data to be tracked and reported include SOAR-related activities of the SOAR case worker and peer specialist, the demographic and diagnostic information of clients/applicants (specifically, those diagnoses related to the need for disability income, and include substance use diagnoses), the number of applications submitted and their outcomes (including first time applications and appeals), the time from submission to decision, monetary benefits received (dollar amounts), past and current treatment, and community functioning indicators at the time of the application (i.e., living status, work status, recent hospitalizations and ER visits, etc.).

Each of these data points will provide a comprehensive overview of the effects of SOAR, as well as providing staff with the necessary information to understand where and how SOAR has worked and where improvement needs to take place. Ongoing review of data for quality improvement purposes will also be an important component, in order to identify any potential disparities in services provided, and to help make services both more efficient and more effective over time.

Budgets & Budget Justification

Start-Up Budget Costs

A. Personnel	<u>Name</u>	<u>Annual Salary</u>	<u>Level of Effort/FT E</u>	<u>Cost</u>
Masters Level QMHP	TBD	\$47,000	1	\$47,000
Evaluator	Matt Underwood	\$55,000	0.01	\$550
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0.00
		\$102,000		\$47,550
B. Fringe Benefits				
	<u>Rate</u>	<u>Wage</u>		<u>Cost</u>
FICA	7.7%	\$47,550		\$3,638
Worker's Compensation	3.0%	\$47,550		\$1,427
Insurance	14.95%	\$47,550		\$7,109
				\$12,173
C. Travel				
	<u>Location</u>	<u>Rate</u>	<u>Item</u>	<u>Cost</u>
Local	Boone County, Missouri	0.40 per mile x 40 miles per day x 292 days		\$4,672
				\$4,672
D. Equipment				\$0
				\$0
E. Supplies				
	<u>unit price</u>	<u>quantity</u>	<u>Rate</u>	<u>Cost</u>
OtterBox Commuter Series for iPhone 6/6s	26.24	1		\$26
Lightning Car Charger	22.49	1		\$22

Lightning Wall Charger	22.49	1		\$22
Lenovo ThinkPad E560	551.38	1		\$551
Lenovo ThinkPad Topload Case	24	1		\$24
Yubikey4	30	1		\$30
Dell 3040 Desktop	600	1		\$600
Tripp Lite DisplayPort to HDMI	18.42	1		\$18
HDMI 6 ft cables	0.99	2		\$2
Asus Monitor 21.5"	105.03	2		\$210
Logitech Z130 Speakers	21.69	1		\$22
Cisco 7841 Desk Phone	125.00	1		\$125
Office supplies (paper/pens/pencils/ink)	102.25	12		\$1,227
				\$2,880
F. Contractual				
	<u>Unit/Service</u>	<u>Rate</u>	<u>Other</u>	<u>Cost</u>
				\$0
				\$0
G. Other				
		<u>Rate</u>		<u>Cost</u>
Monthly cell phone plan	12	49.35		\$592
				\$0
				\$0
				\$592
H. Indirect Costs				
		<u>Rate</u>		<u>Cost</u>
calculated on Personnel only		\$0.15		\$7,133
Category				
	Request			
Personnel	\$47,550			
Fringe	\$12,173			
Travel	\$4,672			
Construction: not allowed				
Equipment	\$0			
Supplies	\$2,880			
Contractual	\$0			
Other	\$592			
Total Direct Costs	\$67,867			
Indirect Costs	\$7,133			
Total Project Costs	\$75,000			

<u>TOTAL DIRECT COSTS</u>	\$67,867			
<u>TOTAL INDIRECT</u>	\$7,133			
<u>TOTAL PROJECT COST</u>				
Total	\$75,000			

Justification for Start-Up Costs:

A. Personnel: A full-time Masters Level Qualified Mental Health Professional is required to serve as Local Lead to carry out the daily tasks associated with identifying applicants and providing SOAR services. A part-time (1% FTE) Project Evaluator is required to assist the Local Lead in tracking outcomes and writing reports.

B. Fringe: The fringe rate represents Burrell's fringe rates calculated on Personnel salary & wages.

C. Travel: Local travel is required for the Local Lead to coordinate with local agencies and applicants.

D. Equipment: No equipment is needed.

E. Supplies: The supplies represent the required needs to carry out the project on a daily basis. The supplies include equipping the program with a cell phone, chargers, protective cell phone case, a laptop and case, laptop security to protect PHI, a desktop computer with two monitors and accessories, an office desk phone, and monthly general office supplies (paper, pens, envelopes, files, pencils, etc.).

F. Contractual: No subcontracts are needed.

G. Other: a cell phone plan is needed and will be billed monthly.

H. Indirect Costs: At least a 15% charge on Personnel only is necessary to cover administrative costs. Burrell's federal negotiated rate is 40.2%.

Revenue:

The project will generate revenue to sustain SOAR services by billing the two following code services for each client:

- 1) SOAR Initial Application \$463.59
- 2) SOAR Approval Completed \$283.30

These billing rates are good until June 2017

ATTACHMENT A

(Please complete and return with Proposal Response)

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

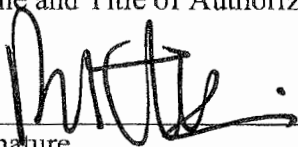
This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

**(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.

PAUL THOMLINSON, PH.D. INTERIM CEO
Name and Title of Authorized Representative


Signature

12/19/16
Date



COUNTY OF BOONE - MISSOURI

REQUEST FOR PROPOSAL (RFP) #: 53-20DEC16
SSI/SSDI Outreach, Access, and Recovery (SOAR)
Boone County Community Health Fund
2016 Application

RFP TIMELINE:

Important Events	Location	Dates
Issue - Release Date	Boone County Purchasing 613 E. Ash St, Room 110 Columbia, MO 65201	November 16, 2016
Written Questions Due By	mbobbitt@boonecountymo.org	November 29, 2016 5:00 p.m. Central Time
Pre-Proposal Conference - Information Session	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	December 1, 2016 10:00 a.m. Central Time
Response Submission Deadline	Boone County Purchasing Office Boone County Purchasing 613 E. Ash Street, Room 110 Columbia, MO 65201	December 20, 2016 8:30 a.m. Central Time
Proposal Opening – Names of Offerors Read Aloud	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	December 20, 2016 9:30 a.m. Central Time

CONTACT INFORMATION:

Boone County Purchasing
Boone County Annex
613 E. Ash, Rm. 110, Columbia, MO 65201

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
Phone: (573) 886-4391 Fax: (573) 886-4390
Email: mbobbitt@boonecountymo.org

NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

BID #: 53-20DEC16 – SSI/SSDI Outreach, Access, and Recovery

A pre-proposal conference has been scheduled for **December 1, 2016 at 10:00 a.m.** central time in the Boone County Commission Chambers, 801 E. Walnut Street, Columbia, Missouri.

Proposals will be accepted until **8:30 a.m. central time on December 20, 2016** 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 9:30 a.m. on December 20, 2016** in the Boone County Commission Chambers, 801 E. Walnut St., Columbia, Missouri.

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: mbobbitt@boonecountymo.org. A copy may also be downloaded from our web page at www.showmeboone.com. Select Purchasing / Current Bids / 53-20DEC16

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

Melinda Bobbitt, CPPO, CPPB

Director, Boone County Purchasing

Insertion: November 18, 2016

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 have obtained this RFP document from our web page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addendums if we do not have you on our Vendor list for this RFP.
- b) The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- c) Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.
- d) No negotiations, decisions, or actions shall be initiated by any agency as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Boone County reserves the right to select the Offeror which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.

1.2. Ambiguity, Conflict, or Other Errors in the RFP:

- a) If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, they shall immediately notify the Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.
- b) The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the RFP prior to submitting the proposal or it shall be waived.
- c) Implied Requirements: Products and services that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Offeror, shall be included in the proposal.
- d) The County will not be liable in any way for any costs incurred by any Offeror in the preparation of their proposal in response to this RFP, nor for the presentation of their proposal and/or participation in any discussions or negotiations.

1.3. Rejection of Proposals:

The right is reserved to accept or reject in whole or in part any or all proposals submitted, to waive technicalities, and to accept the offer the County considers the most advantageous to the County. Further, the County shall reject the proposal of any Offeror that is determined to be non-responsive. The unreasonable failure of an Offeror to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsiveness.

1.4. Acceptance of Proposals:

The County will accept for evaluation all proposals that are submitted properly and are responsive to the RFP. However, the County reserves the right to request clarifications or corrections to proposals.

1.5. Requests for Clarification of Proposals:

Requests by the Purchasing Department for clarification of proposals shall be in writing.

1.6. Validity of Proposals:

Offeror should state how many days or months proposals remain valid beyond the 120 days minimum.

1.7. Receipt and Opening of Advertised, Sealed Proposals: The Offeror(s) and public are invited, but not required, to attend the formal opening of proposals. Offeror(s) names only will be read aloud to the public. No decisions related to an award of a contract or creation of any contractual or lease relationship, or purchase order will be made at the opening.

- a) Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful organization's proposal will become public record after its acceptance by the County Commission. All proposals and tabulation sheets are kept by the County for a period of time established by regulation or statutes after the award is made and are available for inspection at any time during regular working hours.
- b) Offeror's names will be read aloud during the Boone County Commission meeting in the Boone County Commission Chambers, 801 E. Walnut Street, Columbia, MO 65201, December 20, 2016 at 9:30 a.m. Central Time. RFP opening listing proposer's names will be posted on the County web page following the opening at www.showmeboone.com. Select "Purchasing", then "2016 Bid Tabulations".
- c) Proposal responses are due by December 20, 2016 at 8:30 a.m. No late proposals will be accepted.

1.8. Withdrawal of Proposals:

Proposals may be withdrawn without prejudice any time before the deadline for receipt of proposals. If a mistake or error is discovered by the Offeror or by the County after the proposal opening, the County has the right to call this error to the Offeror's attention and request verifications of the proposal. If the Offeror acknowledges the mistake and requests relief, the County will proceed in the following manner:

- a) **Withdrawal:** Permission to allow an Offeror to withdraw their proposal without prejudice may be given when clear and convincing evidence supports the existence of an error. If there is a significant and obvious disparity between the prices of the lowest Offeror and of the other Offerors, an Offeror may be permitted to withdraw without prejudice, upon submission of evidence that a non-intentional error occurred.

2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

- 2.1.1. This document constitutes a request for competitive, sealed proposals for the furnishing of mental health services to address community health needs.
- 2.1.2. Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following sections:
- 1) Instructions and General Conditions
 - 2) Introduction and General Information
 - 3) Project Information and Requirements
 - 4) Application Information
 - 5) Organization Information – on-line
 - 6) Attachment A - Agency Assurance Sheet
 - 7) Attachment B - Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
 - 8) Attachment C - Work Authorization Certification

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 November 29, 2016 at 5:00 p.m. 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 and register as a Vendor for this RFP.

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 December 1, 2016 at 10:00 a.m. Central Time in the Boone County Commission Chambers, 801 E. Walnut 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 a Purchase of Service program will be negotiated. The negotiated contract may have an option for renewal.
- 2.4.2. The resulting contract agreement may be terminated by the County upon 15 days prior written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In addition, the contract agreement may be terminated at will by the County upon at least 30 days prior written notice to the Contractor.

3. PROJECT INFORMATION AND REQUIREMENTS

3.1. Project Description:

The County of Boone – Missouri, hereafter referred to as the *County*, hereby solicits formal written proposals from eligible organizations for the provision and delivery of a SSI/SSDI Outreach, Access, and Recovery (SOAR) program developed by SAMHSA.

3.2. Background:

As part of an amendment to the lease agreement between Boone County Hospital and Barnes Jewish Christian dated December 27, 2006, the County of Boone receives \$500,000 annually for the purposes of addressing community health needs, as determined by the Boone County Commission.

3.3. Purpose Statement:

The County desires to 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.

3.4. Minimum Eligibility Requirements:

Agencies must, at a minimum, meet the following criteria to be eligible for funding:

- Any tax-exempt, not organized for profit agency or governmental entity
- Be in good standing with the state of Missouri
- Conduct an annual independent financial audit

- File a Federal 990 annually
- Be certified, accredited or licensed in the services for which funds are requested
- Require annual background checks, including child abuse and neglect screenings on all employees and volunteers if the employees or volunteers work directly with children
- Refrain from discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, genetic information, and familial status and comply with all applicable provisions of Federal and State laws which prohibit discrimination in employment and the delivery of services
- Comply with RSMo §285.530 in that they shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri

3.5. Funding Available

There is a total of \$75,000.00 available for start-up of a SSI/SSDI Outreach, Access, and Recovery (SOAR) program. The SOAR program shall also include a Peer Specialist to enhance the SOAR effort. It is expected that after the initial start-up of the SOAR program, including a Peer Specialist, through this RFP, the organization receiving funds will sustain the SOAR program.

3.6. Scope of Work and Deliverables:

Offeror shall demonstrate in their proposal response how they propose to deliver each of the following criteria:

3.6.1. SOAR Program Overview and Timeline:

3.6.1.1 Overview: Describe in detail, how your organization will implement SOAR in Boone County, Missouri to increase access to SSI/SSDI for eligible adults who are experiencing or at risk of homelessness and have a mental illness, medical impairment, and/or co-occurring substance use disorder. In your description, include the following:

- Whether your organization is eligible to utilize the SOAR model, if not, how your organization will become eligible.
- How eligible adults will be prioritized to participate in SOAR.
- How the SOAR program will collaborate with existing efforts including the Stepping Up Initiative and the Functional Zero Task Force.
- How a Peer Specialist will be utilized to enhance the SOAR program. Include which populations will be more effectively served with a Peer Specialist as a component of the program and what kind of training your peer specialist receives.
- Responsibilities of all personnel contributing to the SOAR program. At a minimum a SOAR-trained caseworker's responsibilities should include:
 - Serve as appointed representative for the purpose of applying for SSI/SSDI. Representation includes "standing in" for the applicant, responding to questions, receiving copies of all mail sent to the applicant, and communicating back and forth with SSA and DDS
 - Complete all required SSA forms for SSI and SSDI, submit online whenever possible
 - Collect medical records from providers who have treated the applicant

- Write a comprehensive SOAR Medical Summary Report that includes psychosocial, treatment, and functional information that is co-signed, if at all possible, by a physician or psychologist who has seen the individual.
- Conduct ongoing outreach and engagement with the individual to stay connected throughout the process
- Collaborate with the peer specialist to enhance client engagement in this process.
- Track applications and outcomes, including number of applications completed, approvals/denials, and time to decision
- Report outcomes on at least an annual basis
- Actively collaborate with Local SOAR Leads

3.6.1.2. **Timeline:** Describe the timeline for implementing the SOAR program.

- 3.6.2. **Program Budget Worksheet and Narrative:** Provide information and narrative on the Revenue and Expenses for implementation of a SOAR program, including the Personnel and Non Personnel Costs and the Number of Direct Program Staff to be utilized. Also include, any contributions that will be made by your organization or any other funding source for the implementation of a SOAR program.
- 3.6.3. **Sustainability:** Describe how your organization will sustain the SOAR program beyond funds received through this RFP. Include whether your organization is eligible to receive any reimbursement for SOAR services through the Missouri Department of Mental Health and if so, describe the reimbursement opportunities.
- 3.6.4. **Program Consumer Demographics:** Provide demographic information of the SOAR program consumers, including information on Residence, Race/Ethnicity, Gender, Income, and Age.
- 3.6.5. **Program Performance Measures Information Section:** Provide information on the SOAR program services, include the Outputs, Outcomes, Indicators, and Method of Measurement for each service.

3.7. Contractor Agency Requirements:

- 3.7.1. **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 \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit.

Comprehensive General Liability Insurance: The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 per limit for any one occurrence covering both bodily injury and property damage, including accidental death. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included. **Proof of Coverage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name **the County of Boone – Missouri as additional insured** in an amount as required in this contract and requiring a thirty (30) day mandatory written cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.

The Contractor shall provide the County with proof of General Liability and Property Damage Insurance with the County as additional insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum limit of such insurance will be \$1,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply. Coverage wording shall include hold harmless agreement as written below, subrogation waiver and protection against third party suits to further protect Boone County from liability belonging to the Contractor.

The Contractor is required to carry Professional Liability Insurance with a limit of no less than \$1,000,000.00 and naming Boone County as additional insured.

Commercial Automobile Liability: The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

- 3.7.2. **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.
- 3.7.3. **Subcontracts:** The Contractor may enter into subcontracts for components of the purchase of service as the contract as the Contractor deems necessary to comply with the terms of the contract. All such subcontracts require the prior written approval of the County or their designated representative.

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

4. APPLICATION INFORMATION

4.1. Submission of Proposal

- 4.1.1. When submitting a proposal, the Offeror should include the original and seven (7) additional copies (total of 8).
- 4.1.2 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
- 4.1.3 The proposal response must be delivered no later than 8:30 a.m. on December 20, 2016. Proposals will not be accepted after this date and time and the County will return such late proposals to the Offeror.
- 4.1.4. To facilitate the evaluation process, the Offeror must complete each of the distinctive sections of the RFP described herein.
- 4.1.5. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the RFP sections, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.
- 4.1.6. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. The Offeror may contact the Community Services Department for assistance with the on-line application system. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.2. 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:

- 4.2.1. Negotiations may be conducted in person, in writing, or by telephone.

- 4.2.2. 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.
- 4.2.3. 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.
- 4.2.4. 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.
- 4.2.5. The County may request presentations or interviews by Offerors, and carry out negotiations for the purpose of obtaining best and final offers. Attendance cost for presentations/interviews at the Boone County designated location shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.
- 4.2.6. The County reserves the right to contact any references to obtain without limitation, information regarding the Offeror's performance on previous projects.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/4/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Nixon & Lindstrom Insurance 901 E. Battlefield Road Springfield MO 65807-4811		CONTACT NAME: Cezanne Amos, CIC PHONE (A/C, No, Ext): (417) 881-6623 E-MAIL ADDRESS: camos@nixonins.com FAX (A/C, No): (417) 881-8269	
INSURED Burrell Inc, DBA: Burrell Behavioral Health 1300 E. Bradford Parkway Springfield MO 65804		INSURER(S) AFFORDING COVERAGE INSURER A: NSM Insurance Group, LLC NAIC # 5242100 INSURER B: AXIS Surplus Insurance 26620 INSURER C: MO Employers Mutual Ins. Co. 10191 INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER: 2016-2017** **REVISION NUMBER: 001 93016**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL/SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	06LX092174962	8/1/2016	8/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS		72AP8066951	8/1/2016	8/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		29UD062840710	8/1/2016	8/1/2017	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	1023718	8/1/2016	8/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Hired/Non-owned Auto Liab.		29CA048196377	8/1/2016	8/1/2017	Limit 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Boone County is Additional Insured as respects General Liability and Auto Liability for outpatient therapy services provided for Boone County Children Services.

CERTIFICATE HOLDER Boone County Community Services 605 E Walnut, Ste. A Columbia, MO 65201	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE D Endacott, CIC, AAI/
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**THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION
MEMORANDUM OF UNDERSTANDING**

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and Burrell Behavioral Health (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts or to verify the entire workforce if the contractor so chooses.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor with the FAR E-Verify clause") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed

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by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

4. SSA agrees to provide a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility within 3 Federal Government work days of the initial inquiry.

5. SSA agrees to provide a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and non-citizens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

B. RESPONSIBILITIES OF DHS

1. After SSA verifies the accuracy of SSA records for employees through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct, to the extent authorized by this MOU:

- Automated verification checks on employees by electronic means, and
- Photo verification checks (when available) on employees.

2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to make available to the Employer at the E-Verify Web site and on the E-Verify Web browser, instructional materials on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify. DHS agrees to provide training materials on E-Verify.

4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.

5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by employees with DHS's database.

6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of employees' employment eligibility and for evaluation of the E-Verify program, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security Numbers and employment eligibility, to enforce the Immigration and

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Nationality Act (INA) and Federal criminal laws, and to administer Federal contracting requirements.

7. DHS agrees to provide a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.

8. DHS agrees to provide a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

C. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.

3. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.

A. The Employer agrees that all Employer representatives will take the refresher tutorials initiated by the E-Verify program as a condition of continued use of E-Verify.

B. Failure to complete a refresher tutorial will prevent the Employer from continued use of the program.

5. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

• If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

• If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The photocopy must be of sufficient quality to allow for verification of the photo

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and written information. The employer will use the photocopy to verify the photo and to assist DHS with its review of photo non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.

6. The Employer understands that participation in E-Verify does not exempt the Employer from the responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in good faith compliance with the terms and conditions of E-Verify; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ an employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any action taken in good faith based on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 and E-Verify system compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.

7. The Employer agrees to initiate E-Verify verification procedures for new employees within 3 Employer business days after each employee has been hired (but after the Form I-9 has been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify User Manual, or in the case of Federal contractors with the FAR E-Verify clause, the E-Verify User Manual for Federal Contractors. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability. Employers may initiate verification by notating the Form I-9 in circumstances where the employee has applied for a Social Security Number (SSN) from the SSA and is waiting to receive the SSN, provided that the Employer performs an E-Verify employment verification query using the employee's SSN as soon as the SSN becomes available.

8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use not authorized by this MOU. Employers must use E-Verify for all new employees, unless an Employer is a Federal contractor that qualifies for the exceptions described in Article II.D.1.c. Except as provided in Article II.D, the Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. The Employer understands that if the Employer

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uses the E-Verify system for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its access to SSA and DHS information pursuant to this MOU.

9. The Employer agrees to follow appropriate procedures (see Article III. below) regarding tentative nonconfirmations, including notifying employees in private of the finding and providing them written notice of the findings, providing written referral instructions to employees, allowing employees to contest the finding, and not taking adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

10. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo non-match, does not establish, and should not be interpreted as evidence, that the employee is not work authorized. In any of the cases listed above, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, refusing to assign the employee to a Federal contract or other assignment, or otherwise subjecting an employee to any assumption that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo non-match or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 or OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

11. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA, as applicable, by not discriminating unlawfully against any individual in hiring, firing, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the unfair immigration-related employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-

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Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

12. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

13. The Employer agrees that it will use the information it receives from SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords) to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

14. The Employer acknowledges that the information which it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)), and that any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

15. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, including by permitting DHS and SSA, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a timely and accurate manner to DHS requests for information relating to their participation in E-Verify.

D. RESPONSIBILITIES OF FEDERAL CONTRACTORS WITH THE FAR E-VERIFY CLAUSE

1. The Employer understands that if it is a subject to the employment verification terms in Subpart 22.18 of the FAR, it must verify the employment eligibility of any existing employee assigned to the contract and all new hires, as discussed in the Supplemental Guide for Federal Contractors. Once an employee has been verified through E-Verify by the Employer, the Employer may not reverify the employee through E-Verify.

a. Federal contractors with the FAR E-Verify clause agree to become familiar with and comply with the most recent versions of the E-Verify User Manual for Federal Contractors and the E-Verify Supplemental Guide for Federal Contractors.

b. Federal contractors with the FAR E-Verify clause agree to complete a tutorial for Federal contractors with the FAR E-Verify clause.

c. Federal contractors with the FAR E-Verify clause not enrolled at the time of contract award: An Employer that is not enrolled in E-Verify at the time of a contract award must enroll as a Federal contractor with the FAR E-Verify clause in E-Verify within 30 calendar days of contract award and, within 90 days of enrollment, begin to use E-Verify to initiate verification of employment eligibility of new hires of the Employer who are working in the United States,



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whether or not assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within 3 business days after the date of hire. Once enrolled in E-Verify as a Federal contractor with the FAR E-Verify clause, the Employer must initiate verification of employees assigned to the contract within 90 calendar days from the time of enrollment in the system and after the date and selecting which employees will be verified in E-Verify or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Employers that are already enrolled in E-Verify at the time of a contract award but are not enrolled in the system as a Federal contractor with the FAR E-Verify clause: Employers enrolled in E-Verify for 90 days or more at the time of a contract award must use E-Verify to initiate verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire. Employers enrolled in E-Verify as other than a Federal contractor with the FAR E-Verify clause, must update E-Verify to indicate that they are a Federal contractor with the FAR E-Verify clause within 30 days after assignment to the contract. If the Employer is enrolled in E-Verify for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within 3 business days after the date of hire. An Employer enrolled as a Federal contractor with the FAR E-Verify clause in E-Verify must initiate verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

e. Institutions of higher education, State, local and tribal governments and sureties: Federal contractors with the FAR E-Verify clause that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), State or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors with the FAR E-Verify clause may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. The provisions of Article II.D, paragraphs 1.a and 1.b of this MOU providing timeframes for initiating employment verification of employees assigned to a contract apply to such institutions of higher education, State, local and tribal governments, and sureties.

f. Verification of all employees: Upon enrollment, Employers who are Federal contractors with the FAR E-Verify clause may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only new employees and those existing employees assigned to a covered Federal contract. After enrollment, Employers must elect to do so only in the manner designated by DHS and initiate E-Verify verification of all existing employees within 180 days after the election.

g. Form I-9 procedures for existing employees of Federal contractors with the FAR E-Verify clause: Federal contractors with the FAR E-Verify clause may choose to complete new Forms I-9 for all existing employees other than those that are completely exempt from this process. Federal contractors with the FAR E-Verify clause may also update previously completed Forms I-9 to initiate E-Verify verification of existing employees who are not completely exempt as long as that Form I-9 is complete (including the SSN), complies with

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Article II.C.5, the employee's work authorization has not expired, and the Employer has reviewed the information reflected in the Form I-9 either in person or in communications with the employee to ensure that the employee's stated basis in section 1 of the Form I-9 for work authorization has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen). If the Employer is unable to determine that the Form I-9 complies with Article II.C.5, if the employee's basis for work authorization as attested in section 1 has expired or changed, or if the Form I-9 contains no SSN or is otherwise incomplete, the Employer shall complete a new I-9 consistent with Article II.C.5, or update the previous I-9 to provide the necessary information. If section 1 of the Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired subsequent to completion of the Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.C.5, subject to any additional or superseding instructions that may be provided on this subject in the Supplemental Guide for Federal Contractors. Nothing in this section shall be construed to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU, or to authorize verification of any existing employee by any Employer that is not a Federal contractor with the FAR E-Verify clause.

2. The Employer understands that if it is a Federal contractor with the FAR E-Verify clause, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by the E-Verify system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation. The Employer must review the tentative nonconfirmation with the employee in private.

2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a system-generated referral letter and instruct the employee to visit an SSA office within 8 Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it



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determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the E-Verify system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation. The Employer must review the tentative nonconfirmation with the employee in private.

2. If the Employer finds a photo non-match for an employee who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding. The Employer must review the tentative nonconfirmation with the employee in private.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within 8 Federal Government work days.

5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will send a copy of the employee's Form I-551 or Form I-766 to DHS for review by:

- Scanning and uploading the document, or
- Sending a photocopy of the document by an express mail account (paid for at employer expense).

7. If the Employer determines that there is a photo non-match when comparing the photocopied List B document described in Article II.C.5 with the image generated in E-Verify, the Employer must forward the employee's documentation to DHS using one of the means described in the preceding paragraph, and allow DHS to resolve the case.

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ARTICLE IV

SERVICE PROVISIONS

SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V

PARTIES

A. This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual, the E-Verify User Manual for Federal Contractors or the E-Verify Supplemental Guide for Federal Contractors. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials. An Employer that is a Federal contractor with the FAR E-Verify clause may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such a circumstance, the Federal contractor with the FAR E-Verify clause must provide written notice to DHS. If an Employer that is a Federal contractor with the FAR E-Verify clause fails to provide such notice, that Employer will remain a participant in the E-Verify program, will remain bound by the terms of this MOU that apply to participants that are not Federal contractors with the FAR E-Verify clause, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

B. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. The Employer understands that if it is a Federal contractor with the FAR E-Verify clause, termination of this MOU by any party for any reason may negatively affect its performance of its contractual responsibilities.

C. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as they may determine necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

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D. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

E. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

F. The Employer understands that the fact of its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

H. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

E-Verify



Company ID Number: 406415

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Burrell Behavioral Health	
Sabrina Wilford	
Name (Please Type or Print)	Title
Electronically Signed	04/05/2011
Signature	Date
Department of Homeland Security – Verification Division	
USCIS Verification Division	
Name (Please Type or Print)	Title
Electronically Signed	04/05/2011
Signature	Date

Information Required for the E-Verify Program

Information relating to your Company:

Company Name:	Burrell Behavioral Health
Company Facility Address:	1300 E. Bradford Parkway
	Springfield, MO 65804
Company Alternate Address:	
County or Parish:	GREENE
Employer Identification Number:	431081715

Company ID Number: 406415

North American Industry Classification Systems Code:	621
Administrator:	
Number of Employees:	500 to 999
Number of Sites Verified for:	1
Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:	
<ul style="list-style-type: none">MISSOURI 1 site(s)	

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name:	Donna Bracht	Fax Number:	(573) 777 - 8467
Telephone Number:	(573) 777 - 8458		
E-mail Address:	donna.bracht@burrellcenter.com		
Name:	Michelle Cooper	Fax Number:	(417) 761 - 5041
Telephone Number:	(417) 761 - 5043		
E-mail Address:	michelle.cooper@burrellcenter.com		
Name:	Sabrina D Wilford	Fax Number:	(417) 761 - 5011
Telephone Number:	(417) 761 - 5042		
E-mail Address:	sabrina.wilford@burrellcenter.com		

USER NAME	PASSWORD
<input type="text"/>	<input type="password"/>
Forgot Username?	Forgot Password?

[Create an Account](#)

SAM.gov will be down for scheduled maintenance Saturday, 12/24/2016, from 8:00 AM to 12:00 PM (EST).

Search Results

Current Search Terms: burrell* inc.*

Your search for "burrell* inc.*" returned the following results...		Glossary														
<p>Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.</p>																
<table border="1"> <tr> <td>Entity</td> <td>Burrell, Inc.</td> <td>Status: Active</td> </tr> <tr> <td>DUNS: 083124115</td> <td>CAGE Code: 4DJP2</td> <td>View Details</td> </tr> <tr> <td>Has Active Exclusion?: No</td> <td>DoDAAC:</td> <td></td> </tr> <tr> <td>Expiration Date: 12/14/2017</td> <td>Delinquent Federal Debt? No</td> <td></td> </tr> <tr> <td colspan="3">Purpose of Registration: All Awards</td> </tr> </table>	Entity	Burrell, Inc.	Status: Active	DUNS: 083124115	CAGE Code: 4DJP2	View Details	Has Active Exclusion?: No	DoDAAC:		Expiration Date: 12/14/2017	Delinquent Federal Debt? No		Purpose of Registration: All Awards			Search Results Entity Exclusion Search Filters By Record Status By Record Type
Entity	Burrell, Inc.	Status: Active														
DUNS: 083124115	CAGE Code: 4DJP2	View Details														
Has Active Exclusion?: No	DoDAAC:															
Expiration Date: 12/14/2017	Delinquent Federal Debt? No															
Purpose of Registration: All Awards																
<table border="1"> <tr> <td>Entity</td> <td>NEW ENGLAND NEWS CLIP AGENCY, INC.</td> <td>Status: Active</td> </tr> <tr> <td>DUNS: 065168643</td> <td>CAGE Code: 1QEB6</td> <td>View Details</td> </tr> <tr> <td>Has Active Exclusion?: No</td> <td>DoDAAC:</td> <td></td> </tr> <tr> <td>Expiration Date: 07/25/2017</td> <td>Delinquent Federal Debt? No</td> <td></td> </tr> <tr> <td colspan="3">Purpose of Registration: All Awards</td> </tr> </table>	Entity	NEW ENGLAND NEWS CLIP AGENCY, INC.	Status: Active	DUNS: 065168643	CAGE Code: 1QEB6	View Details	Has Active Exclusion?: No	DoDAAC:		Expiration Date: 07/25/2017	Delinquent Federal Debt? No		Purpose of Registration: All Awards			
Entity	NEW ENGLAND NEWS CLIP AGENCY, INC.	Status: Active														
DUNS: 065168643	CAGE Code: 1QEB6	View Details														
Has Active Exclusion?: No	DoDAAC:															
Expiration Date: 07/25/2017	Delinquent Federal Debt? No															
Purpose of Registration: All Awards																

SAM | System for Award Management 1.0

IBM v1.P.60.20161222-1237

WWW2

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



CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

April Session of the April Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

3rd

day of

April

20

17

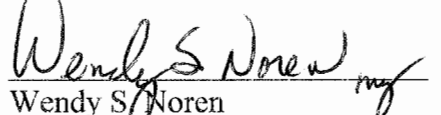
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the request by the Purchasing Department to dispose of the attached list of Computer and Peripheral surplus equipment.

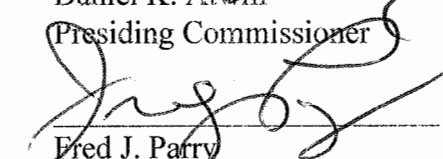
It is further ordered the Presiding Commissioner is hereby authorized to sign said Request for Disposal forms.

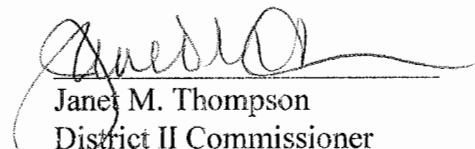
Done this 3rd day of April, 2017

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Fred J. Parry
District I Commissioner


Janet M. Thompson
District II Commissioner

Boone County Purchasing
David Eagle
Purchasing Assistant



613 E. Ash St.
Columbia, MO 65201
Phone: (573) 886-4394

MEMORANDUM

TO: Boone County Commission
FROM: David Eagle
RE: Computer and Peripheral Surplus Disposal
DATE: March 28, 2017

The Purchasing Departments requests permission to dispose of the following list of surplus PC & Peripheral equipment through MRC Recycling Center. MRC Recycling will pick up our surplus at no charge. They are a State of Missouri, DNR Level Four recycling center. No computer items are land-filled. Purchasing will obtain a Certificate of Destruction, and we will let them know that we want everything recycled, not reused so nothing ends up in the landfill.

Prior to Computer surplus coming to Purchasing for disposal, Information Technology has removed the hard-drives for destruction by their department. Their procedure for PC disposal is:

Once all the data is copied or recovered for the user, IT removes the hard drive and memory from the PC. The memory is held to be used for upgrading other PCs at the county that can benefit. IT sometimes removes parts that can be used as spare if the model is current enough. (ie Power Supplies, Video Cards, etc.) The hard drive is held for a minimum of 30 days in case a user identifies something is missing. After 30 days IT may reuse the hard drive in other county PCs if there are failures. If a hard drive goes unused or fails and IT needs to physically dispose of it, they drill a 5/8" hole through the drive and the data platters. Once IT has collection of "drilled" drives, they deliver them to PC recycling vendor, MRC Recycling Center.

MRC Recycling Center certifies that they have picked up the following items and that all items will be recycled, not reused, so nothing ends up in the landfill.

Signature: _____

Date: _____

	Asset #	Description	Make & Model	Department	Condition of Asset	Serial #
1.	14326	19" LCD MONITOR	SHARP LLT19D1-B	COUNTY CLERK	UNKNOWN	
2.	13765	20" LCD MONITOR	DELL ULTRASHARP 2000FP	RECORDER	UNKNOWN	
3.	13795	20" LCD MONITOR	DELL ULTRASHARP 2000FP	RECORDER	UNKNOWN	

4.	13797	20" LCD MONITOR	DELL ULTRASHARP 2000FP	RECORDER	UNKNOWN	
5.	13767	20" LCD MONITOR	DELL ULTRASHARP 2000FP	RECORDER	UNKNOWN	
6.	13768	20" LCD MONITOR	DELL ULTRASHARP 2000FP	RECORDER	UNKNOWN	
7.	13766	20" LCD MONITOR	DELL ULTRASHARP 2000FP	RECORDER	UNKNOWN	
8.	13769	20" LCD MONITOR	DELL ULTRASHARP 2000FP	RECORDER	UNKNOWN	
9.	13798	20" LCD MONITOR	DELL ULTRASHARP 2000FP	RECORDER	UNKNOWN	
10.	14199	PRINT BOX	IO CORP 4465 TX	INFORMATION TECHNOLOGY	UNKNOWN	

cc: Heather Acton, Auditor
Surplus File

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 03/21/2017

FIXED ASSET TAG NUMBER: 00014326

DESCRIPTION: SHARP LLT19D1-B
MONITOR LCD 19 INCH

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: NON-WORKING

REASON FOR DISPOSITION: REPLACEMENT

RECEIVED

MAR 22 2017

BOONE COUNTY AUDITOR

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP - In GC Room 123.

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: COUNTY CLERK 1132 SIGNATURE: Judy

AUDITOR

ORIGINAL PURCHASE DATE 12-31-03
ORIGINAL COST \$692.97
ORIGINAL FUNDING SOURCE 2772
ASSET GROUP 1603

RECEIPT INTO 2701-3836 WA
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 172-2017

DATE APPROVED 4-3-17

SIGNATURE David H. Atwell

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 03/22/2017

FIXED ASSET TAG NUMBER: 00013765

DESCRIPTION: DELL ULTRASHARP 2000FP
MONITOR LCD 20 INCH

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: PURCHASED 2003 - POOR

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP - In GC Room 123.

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: RECORDER 1160 SIGNATURE: *Judy*

AUDITOR

ORIGINAL PURCHASE DATE 3-11-03
ORIGINAL COST \$1.00
ORIGINAL FUNDING SOURCE 2780
ASSET GROUP 1603

RECEIPT INTO 2800-3836 NO
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 172-2017

DATE APPROVED 4-3-17

SIGNATURE *Samuel H. Atwell*

RECEIVED

MAR 22 2017

BOONE COUNTY AUDITOR

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 03/22/2017

FIXED ASSET TAG NUMBER: 00013795

DESCRIPTION: DELL ULTRASHARP 2000FP
MONITOR LCD 20 INCH

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: PURCHASED 2003 - POOR

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP - In GC Room 123.

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: RECORDER 1160 SIGNATURE: *Judy*

AUDITOR

ORIGINAL PURCHASE DATE 3-11-03
ORIGINAL COST \$1.00
ORIGINAL FUNDING SOURCE 2731
ASSET GROUP 1603

RECEIPT INTO 1190-3836 NA
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 172-2017

DATE APPROVED 4-3-17

SIGNATURE *Daniel H. Atwell*

RECEIVED

MAR 22 2017

BOONE COUNTY AUDITOR

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 03/22/2017

FIXED ASSET TAG NUMBER: 00013797

DESCRIPTION: DELL ULTRASHARP 2000FP
MONITOR LCD 20 INCH

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: PURCHASED 2003 - POOR

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP - In GC Room 123.

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: RECORDER 1160 SIGNATURE: 

AUDITOR

ORIGINAL PURCHASE DATE 3-11-03
ORIGINAL COST 81.00
ORIGINAL FUNDING SOURCE 2731
ASSET GROUP 1603

RECEIPT INTO 1190-3336 NR
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

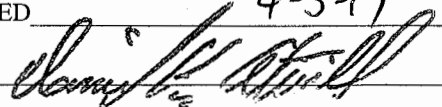
INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 172-2017

DATE APPROVED 4-3-17

SIGNATURE 

RECEIVED

MAR 22 2017

BOONE COUNTY AUDITOR

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 03/22/2017

FIXED ASSET TAG NUMBER: 00013767

DESCRIPTION: DELL ULTRASHARP 2000FP
MONITOR LCD 20 INCH

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: PURCHASED 2003 - POOR

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP - In GC Room 123.

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: RECORDER 1160 SIGNATURE: 

AUDITOR

ORIGINAL PURCHASE DATE 3-11-03
ORIGINAL COST \$1.00
ORIGINAL FUNDING SOURCE 2780
ASSET GROUP 1603

RECEIPT INTO 2800-3836 NR
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

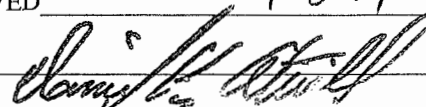
INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 172-2017

DATE APPROVED 4-3-17

SIGNATURE 

RECEIVED

MAR 22 2017

BOONE COUNTY AUDITOR

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 03/22/2017

FIXED ASSET TAG NUMBER: 00013768

DESCRIPTION: DELL ULTRASHARP 2000FP
MONITOR LCD 20 INCH

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: PURCHASED 2003 - POOR

REASON FOR DISPOSITION: REPLACEMENT

RECEIVED

MAR 22 2017

BOONE COUNTY AUDITOR

COUNTY/COURT IT DEPT. (circle one) ~~DOES~~/DOES NOT (circle one) ~~WISH TO TRANSFER THIS ITEM FOR ITS OWN USE~~ (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP - In GC Room 123.

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: RECORDER 1160 SIGNATURE: *Freedy*

AUDITOR

ORIGINAL PURCHASE DATE 3-11-03
ORIGINAL COST \$1.00
ORIGINAL FUNDING SOURCE 2780
ASSET GROUP 1603

RECEIPT INTO 2800-3836 NA
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 172-2017

DATE APPROVED 4-3-17

SIGNATURE *Donna K. Atwell*

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 03/22/2017

FIXED ASSET TAG NUMBER: 00013766

DESCRIPTION: DELL ULTRASHARP 2000FP
MONITOR LCD 20 INCH

REQUESTED MEANS OF DISPOSAL: _____

RECEIVED

OTHER INFORMATION: _____

MAR 22 2017

CONDITION OF ASSET: PURCHASED 2003 - POOR

BOONE COUNTY AUDITOR

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP - In GC Room 123.

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: RECORDER 1160

SIGNATURE: _____

Freedy

AUDITOR

ORIGINAL PURCHASE DATE 3-11-03
ORIGINAL COST \$1.00
ORIGINAL FUNDING SOURCE 2780
ASSET GROUP 1603

RECEIPT INTO 2800-3836

NR

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 172-2017

DATE APPROVED _____

SIGNATURE _____

Samuel H. Stovall

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 03/22/2017

FIXED ASSET TAG NUMBER: 00013769

DESCRIPTION: DELL ULTRASHARP 2000FP
MONITOR LCD 20 INCH

REQUESTED MEANS OF DISPOSAL: _____

RECEIVED

OTHER INFORMATION: _____

MAR 22 2017

CONDITION OF ASSET: PURCHASED 2003 - POOR

BOONE COUNTY AUDITOR

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) ~~DOES/DOES NOT~~ (circle one) ~~WISH TO TRANSFER THIS ITEM FOR ITS OWN USE~~ (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP - In GC Room 123.

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: RECORDER 1160 SIGNATURE: *Judy*

AUDITOR

ORIGINAL PURCHASE DATE 3-11-03
ORIGINAL COST \$1.00
ORIGINAL FUNDING SOURCE 2780
ASSET GROUP 1603

RECEIPT INTO 2800-3836 NA
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 172-2017

DATE APPROVED 4-3-17

SIGNATURE *David H. Atwell*

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 03/22/2017

FIXED ASSET TAG NUMBER: 00013798

DESCRIPTION: DELL ULTRASHARP 2000FP
MONITOR LCD 20 INCH

REQUESTED MEANS OF DISPOSAL: _____

RECEIVED

OTHER INFORMATION: _____

MAR 22 2017

CONDITION OF ASSET: PURCHASED 2003 - POOR

REASON FOR DISPOSITION: REPLACEMENT

BOONE COUNTY AUDITOR

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP - In GC Room 123.

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: RECORDER 1160

SIGNATURE: 

AUDITOR

ORIGINAL PURCHASE DATE 3-11-03
ORIGINAL COST \$1.00
ORIGINAL FUNDING SOURCE 2731
ASSET GROUP 1603

RECEIPT INTO 1190-3836 HA
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 172-2017

DATE APPROVED 4-3-17

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 03/16/2017

FIXED ASSET TAG NUMBER: 00014199

DESCRIPTION: IO CORP 4465 TX
PRINT BOX

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: PURCHASED 2003

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT/IT DEPT. (circle one) ~~DOES~~ DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP - In GC Room 123.

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1170 INFORMATION TECHNOLOGY SIGNATURE: Judy

AUDITOR

ORIGINAL PURCHASE DATE 10-21-03
ORIGINAL COST \$703.25
ORIGINAL FUNDING SOURCE 2731
ASSET GROUP 1603

RECEIPT INTO 2110-3836 NA
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 172-2017

DATE APPROVED 4-3-17

SIGNATURE David H. Stull

RECEIVED
MAR 16 2017
BOONE COUNTY AUDITOR

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

April Session of the April Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

3rd

day of April

20 17

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

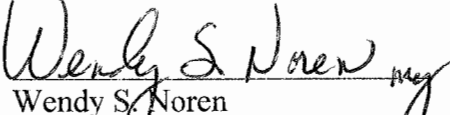
Now on this day the County Commission of the County of Boone does hereby award bid 10-15FEB17 – Radio Simulcast Control Units to Convex Corporation as follows:

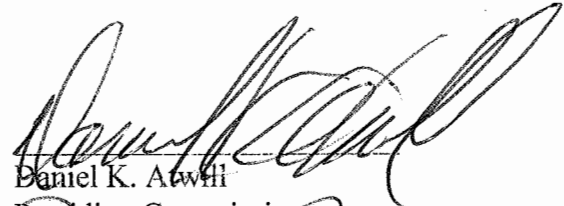
- One-time buy of three (3) Audio Level and PTT Control units, model 2241A, for \$11,340.00
- Term and Supply contract for purchase, as needed, same model as listed above at unit price of \$3,780.00

Terms of the bid award are stipulated in the attached Purchase Agreements. It is further ordered the Presiding Commissioner is hereby authorized to sign said Base Bid and Term & Supply Agreements.

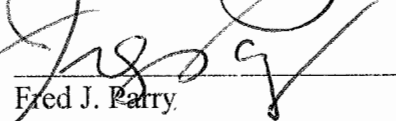
Done this 3rd day of April, 2017

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Daniel K. Atwill

Presiding Commissioner


 Fred J. Parry

District I Commissioner


 Janet M. Thompson

District II Commissioner

173-2017

Boone County Purchasing

Jacob M. Garrett
Buyer



613 E. Ash Street, Room 109
Columbia, MO 65201
Phone: (573) 886-4393
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Jacob M. Garrett, Buyer
DATE: March 22, 2017
RE: 10-15FEB17 – Radio Simulcast Control Units

10-15FEB17 – Radio Simulcast Control Units opened on February 15, 2017. Three bids were received and Dave Dunfod Radio Consultant and Chad Martin Director of 911/Joint Communications recommends award to Convex Corporation for offering the lowest & best on cost.

This is a one-time purchase of three (3) Audio Level and PTT Control units along with a Term and Supply contract. Invoices will be paid from the following:

Department 4101 – ECC Radio and Technology, account 71201 – Construction Cost.
Budgeted \$1.78 Million

ATT: Bid Tabulation

cc: Chad Martin, Director 911/Joint Communications
Dave Dunford, Radio Consultant
Bid File

**PURCHASE AGREEMENT
FOR RADIO SIMULCAST CONTROL UNITS – TERM & SUPPLY**

THIS AGREEMENT dated the 3rd day of April 2017 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Convex Corporation.**, herein "Vendor."

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

- Contract Documents** - This agreement shall consist of this Purchase Agreement for the furnishing and delivery of Convex brand audio level and PTT control unit, in compliance with all bid specifications issued for Boone County Request for Bid **10-15FEB17**, and the Vendor's bid response dated January 31, 2017 executed by James F. Turner on behalf of Vendor. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office contract file if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement shall prevail and control over the vendor's bid response.
- Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with **Convex brand audio level and PTT control unit – model 2241A. Convex brand audio level and PTT control unit** shall be provided in conformity with the contract documents for the prices set forth in Bidder's quote(s), as needed and as ordered by the County as follows:

Description	Make/Model	Discount	Each	Stocking
Convex brand Audio Level and PTT control unit	model 2241A		\$3,780.00	

Maximum Percent Increase or Decrease in Pricing for each Renewal Period: 0%

- Warranty** – There is a one (1) year warranty on the convex brand audio level and PTT control unit. Replacement products are free of charge during this warranty period.
- Delivery** - Delivery after receipt of order and Notice to Proceed shall be made within 30 calendar days. Delivery address: Boone County Fire Protection Headquarters, 2201 I-70 Drive Northwest, Columbia, MO 65202. Telephone Contact for delivery is: (573) 447-5000.
- Billing and Payment** - All billing / invoices shall be sent to Boone County Joint Communications, Attn: Patricia Schreiner, 17 N. 7th Street, Suite A, Columbia, Missouri 65201 office. Billings may only include the prices as listed and/or calculated in the Vendor's quote response. No additional fees for extra services or taxes shall be included as additional charges in excess of the charges in the Vendor's quote response to the specifications. Vendor shall send just **one invoice** to the County at completion of service/delivery of goods.

Payment Terms: Net 30 days after receipt of invoice following delivery and acceptance of Simulcast Audio Control Equipment.

In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Vendor, 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.

- 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.


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

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

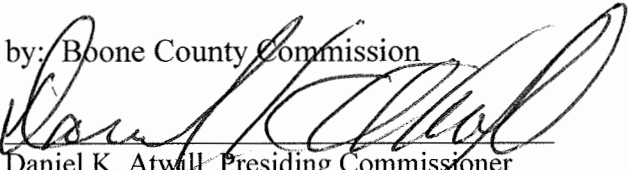
- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission delivery of products are delayed or products delivered are not in conformity with bidding specifications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

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

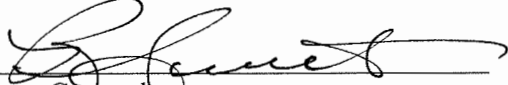
CONVEX CORPORATION

by  3/20/17
title VICE PRESIDENT James Turner

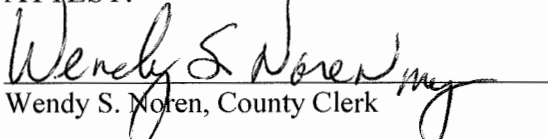
BOONE COUNTY, MISSOURI

by: Boone County Commission

Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

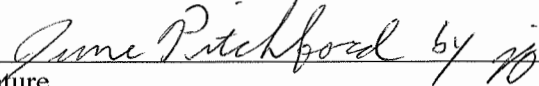

County Counselor

ATTEST:


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 the contract do not create in a measurable county obligation at this time.)

 by jj 03/29/2017 4102-71231 / \$11,340.00
Signature Date Appropriation Account

4.0. RESPONSE FORM

Vendor Name: Convex Corporation
Address: 1319 Shepard Drive
City/Zip: Sterling, VA 20164
Phone Number: 703-433-9901
E-Mail: Turner_J@ConvexCorp.com
Fax Number: 703-433-9901

Federal Tax I.D. 54-1011774
(X) Corporation
() Partnership – Name _____
() Individual/Proprietorship – Individual Name _____
() Other (Specify) _____

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 (Missouri Domestic Products Procurement Act) of the Revised Statutes of Missouri.

Authorized Representative (Sign By Hand):

Date: January 31, 2017

Print Name and Title of Authorized Representative:
James F Turner, Vice President

4.1. PRICING –

4.1.1. BASE BID:

Description	Make/Model	Quantity	Each	Extended
Convex brand Audio Level and PTT control unit	model 2241A	3	\$ 3,780.00	\$ 11,340.00

4.1.2. Delivery: Delivery after receipt of order (# of calendar days): 30 DAYS

4.1.3. Warranty: Describe or attached warranty on equipment:

All Convex Products are warranted to be free of manufacturing defects for a period of one year.

Warranty includes all parts and labor to repair. No other warranties are expressed or implied.

Convex Corporation is not liable for consequential damages.

4.1.4. TERM AND SUPPLY: Pricing or discount structure shall be firm through February 28, 2018. Bidder may offer a firm, fixed price and/or a discount from list. See section 2.3.4. of bid.

Item	Description	Discount	Unit Price	Stocking
a.	Convex brand Audio Level and PTT control unit: Model 2241A		\$3,780.	
b.	Percent Discount from List and/or Specific Unit pricing for any other equipment ordered that is not detailed within.		%	

4.1.5. Term and Supply Equipment Delivery: Delivery after receipt of order (# of calendar days) for item 4.1.3.a.: 30 DAYS

4.1.6. Maximum Percent Increase or Decrease in Pricing for each Renewal Period: 0 %

4.1.7. Describe Any Deviations from specifications:

None

4.1.8. Describe or Attach Warranty for item 4.1.3.a.:

See Convex: Warranty.pdf attached.



Boone County Purchasing
613 E. Ash, Room 109
Columbia, MO 65201

Standard Terms and Conditions

Jacob M. Garrett, Buyer
Phone: (573) 886-4393 – Fax: (573) 886-4390

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
4. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
9. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.

12. No bid transmitted by fax machine or e-mail will be accepted.
13. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
15. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
19. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.



WARRANTY / SERVICE

WARRANTY

All Convex products are warranted to be free of manufacturing defects for a period of one year from the date of shipment. At its option, Convex will either repair or replace products which prove to be defective during the warranty period, provided they have not been subject to misuse, accident, or unauthorized alterations and are returned to the factory with transportation prepaid. Convex will promptly return the repaired product, transportation prepaid within the USA.

No other warranties are expressed or implied. Convex Corporation is not liable for consequential damages.

OUT OF WARRANTY REPAIR SERVICE

Post warranty repair service is available for Convex products. A modest charge will be made for materials, labor and transportation. On request, Convex will advise as to the nature and cost of repair and, subject to customer instruction, will promptly repair and return the product.

SERVICE

We invite your comments, questions or technical support requirements.

In the USA: Phone: 703-433-9901
FAX: 703-433-9904

On the internet: ConvexCorp.com

E-mail: Turner_J@convexcorp.com

If repair work is required, ship the product to our factory:

1. Include a note:

Trouble description
Your name and phone number
Return shipping address

2. Include packing material in the carton that will keep surface finishes from scratching and prevent transit damage.

3. Ship to: CONVEX CORPORATION
1319 Shepard Drive
Sterling, VA 20164 USA

WARRANTY.pdf

(c) 2010 Convex Corporation



January 31, 2017

Tel: 573-886-4393

Fax: 573-886-4390

JGarrett@boonecountymo.org

Convex Bid: Bid Number 10-15FEB17
Radio Simulcast Control Units

Jacob M. Garrett, Buyer
Boone County Purchasing
613 E. Ash Street, Room 109
Columbia, MO 65201

Mr. Garrett,

Convex Corporation is a small business and the original manufacturer of the Convex Model 2241A-AC. Convex sells directly to end users and prices are in the public domain at www.ConvexCorp.com

Convex is pleased to bid and has enclosed the following:

1. Bid Number: 10-15FEB17
 Page 7 / RESPONSE FORM has been completed
 Page 11 / Convex WARRANTY / SERVICE replaces "No Bid" Response Form
2. Data Sheet: Convex Model 2241A

Terms: Net 30 Days / FOB-Destination via UPS Ground

Availability: Convex can ship 3 units within 30 Days of receipt of order.

We appreciate this opportunity to bid. Please contact me for any assistance.

Sincerely,

James F Turner

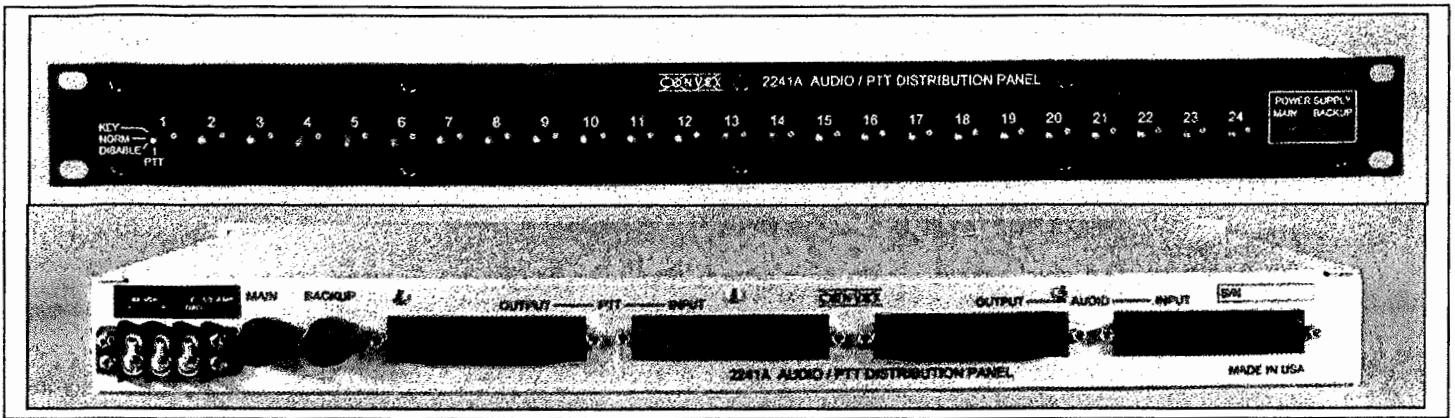
James F Turner
Vice President

Sales@ConvexCorp.com

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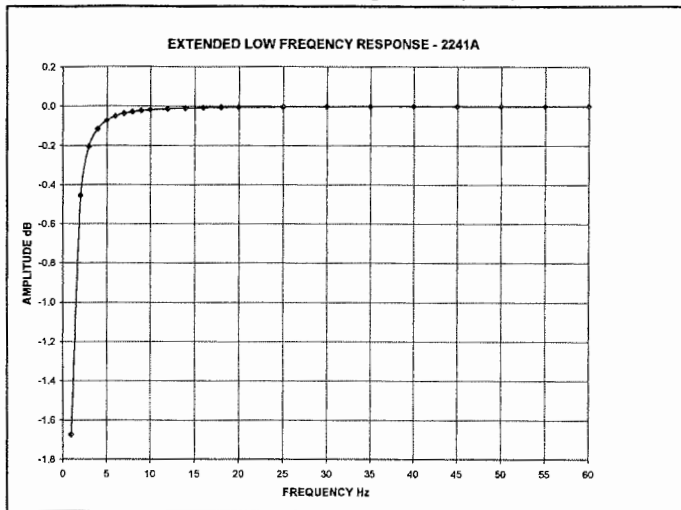


AUDIO / PTT DISTRIBUTION PANEL 2241A



2241A AUDIO / PTT DISTRIBUTION PANEL

The 2241A now has extended low frequency audio response to pass Digitally Coded Squelch / Digital PL (DPL) Codes.



It provides a compact means of distributing audio and Push to Talk (PTT) signals to as many as 24 base stations. In addition, it provides manual PTT override for individual transmitters. **24, lighted, front panel switches** permit each radio to be keyed, disabled, or track normal console control. Manual PTT control is used for installation and management of radio networks. It is also used to align simulcast networks by enabling one transmitter at a time to measure delay.

The 2241A is packaged in a 1U high, rack mounting, panel. Power options include a universal AC Supply; or **12, 24, or 48 Volt DC** Supplies. **Redundant** power supplies are provided. Front panel LEDs indicate the status of each power supply. A contact closure is provided across pins 25/50 on the Audio Output Connector to alarm in the event of a power module failure.

Audio and PTT distribution is configured by 7 internal switches which can be set to fan out a single input to up to 24 outputs, 2 inputs to 12 outputs, or various other configurations.

- Distribution Capacity:**
- 24 Audio Outputs per 2241A
 - 8 Audio Inputs per 2241A
 - 8 Summing Inputs per 2241A
 - 24 PTT Outputs per 2241A
 - 8 PTT Inputs can be distributed
 - 24 PTT Inputs for buffering, or logic conversion*

PTT BUFFERING High current PTT Outputs permit direct drive of equipment requiring up to 100 mA keying current.

PTT LOGIC CONVERSION Independent PTT Input and Output Logic Selectors permit PTT logic conversion among: E/M, TTL, and *Digitac.

SPECIFICATIONS

AUDIO DISTRIBUTION AMPS

- Frequency Range: **4 Hz to 5000 Hz** (0.1 dB Bandwidth)
- Response Variation: **Less than 0.1 dB, 4 to 5000 Hz**
- Tx Inputs: **8 Floating, Balanced, 600 Ohm**
- Sum Inputs: **8 Floating, Balanced, 600 / Hi Z**
- Outputs: **24 Floating, Balanced, 600 Ohm**
- Gain: **0 dB, +/- 10 dB / 24 FP controls**
- I/O Return Loss: **Greater than 26 dB**
- Input/Output Level: **+10 dBm maximum**
- Noise: **Less than -60 dBmC**

PTT CIRCUITS

- Outputs: **24 High Current (100 mA) Outputs**
E/M, TTL, or *Digitac / Relay Closure
- Inputs: **24 E/M Type 1-5, TTL, or *Digitac**
8 Inputs for distribution applications
M Type I,II,III: **Key <-20 V / Idle >-20 V**
M Type IV, V; E: **Key >-20 / Idle <-20 V**
TTL: **Key < +2.5 V / Idle > +2.5 V**
*Digitac: **Key < +6 V / Idle > +6 V**
** Digitac is a Trademark of Motorola Inc.*

AUDIO / PTT DISTRIBUTION CONTROL

- 7 Switches: **1 Input to 24 Outputs, or**
2 Inputs to 12 Outputs each, or
numerous other distribution options.

MANUAL PTT CONTROL

- PTT Switches **24 (3 Position) Front Panel Switches**
- KEY:** Keys transmitter / Lit Red
- NORMAL** Console control / Lit Green = PTT
- DISABLE** Disables PTT / Lit Red

- ENVIRONMENT:** -30 to 60° C, 95% R.H.
- I/O CONNECTORS:** 2 sets of 50 pin "Telco" type
- DIMENSIONS:** 1.7" H x 12" D x 19" W. / 6 lbs.
- POWER** 90-264 VAC; Order: 2241A-AC
12, 24, or 48 VDC, Order: 2241A-XX

WARRANTY All Convex Products are warranted to be free of manufacturing defects for a period of one year.



Boone County Purchasing
613 E. Ash Street, Room 109
Columbia, MO 65201

REQUEST FOR BID (RFB)

Jacob M. Garrett
Buyer

(573) 886-4393 – Fax: (573) 886-4390
Email: JGarrett@boonecountymo.org

Bid Data

Bid Number: **10-15FEB17**
Commodity Title: **Radio Simulcast Control Units**

DIRECT ANY BID FORMAT OR SUBMISSION QUESTIONS TO PURCHASING DEPT.

Bid Submission Address and Deadline

Day/Date: Wednesday, February 15, 2017
Time: 3:00 p.m. (Bids received after this time will be returned unopened)
Location/Mail Address: Boone County Purchasing Department
Boone County Annex Building
613 E. Ash, Room 109
Columbia, MO 65201
Directions: Annex Building is located at corner of 7th & Ash St.

Bid Opening

Day/Date: Wednesday, February 15, 2017
Time: 3:00 p.m., Central Time
Location/Address: Boone County Purchasing Department
Boone County Annex Building
613 E. Ash, Room 109
Columbia, MO 65201

Bid Contents

1.0: Introduction and General Conditions of Bidding
2.0: Primary Specifications
3.0: Response Presentation and Review
4.0: Response Form
Attachments: Standard Terms and Conditions
"No Bid" Response Form

1. Introduction and General Conditions of Bidding

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
 - 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:
 - Purchasing* - The Purchasing Department, including its Purchasing Director and staff.
 - Department(s) or Office(s)* - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.
 - Designee* - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
 - 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with Boone County. The term may apply differently to different classes of entities, as the context will indicate.
 - Bidder* - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.
 - Contractor* - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
 - Supplier* - All business(s) entities which may provide the subject goods and/or services.
 - 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
 - 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax or e-mail, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: Written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
 - 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidders' failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
 - 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Addendum to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County.

- 1.4.1. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from state contract or other governmental entities under more favorable terms.
- 1.5. **CONTRACT PERIOD-** The initial contract period for any Term and Supply contract awarded will be **March 1 through February 28, 2018**, and may be renewed by the County for up to an **additional four (4) one-year periods** unless cancelled by the Purchasing Director in writing prior to any renewal period. Contractor's quoted costs shall remain firm during the initial contract period. Adjustments to costs for subsequent renewal terms shall be in accordance with the percentages quoted on the Response Form of this bid. Any renewals will be based on agreement by both parties as to pricing, past vendor service, etc. Contract may be cancelled by Boone County upon 10 days written notice to Contractor for non-compliance with these bid requirements, performance problems, or other just cause so deemed by the County.
- 1.6. **TERMINATION FOR CONVENIENCE** – The Purchasing Director may, by written notice, terminate this contract in whole or in part when it is in the best interest of the County. If this Contract is so terminated, the County shall be liable only for payment in accordance with the payment provisions of this contract for services rendered to the effective date of termination. Termination for convenience shall be effective thirty (30) days from the Contractor's receipt of notice unless a longer time period is provided in the notice.
- 1.7. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of 6 months from the date of the final contract period's expiration if it is deemed to be in the best interest of Boone County.
- 1.8. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.8.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
 - 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
- 1.9. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

2.1 GENERAL

2.1.1. These specifications describe a series of Convex brand radio simulcast control units being purchased as part of an ongoing countywide two-way radio improvement project in Boone County, Missouri.

2.1.2. The County will be responsible for equipment installation, system optimization and overall system operation.

2.1.3. Contractor shall be responsible for providing all the specified equipment with all advertised standard hardware accessories.

2.1.4. Contractor shall deliver equipment to Boone County Fire Protection Headquarters, 2201 I-70 Drive Northwest, Columbia, MO 65202. Telephone Contact for delivery drivers is: (573) 447-5000.

2.1.5. A complete itemized list of equipment, including printed literature and factory specification sheets, stating name, model number, and options of the proposed equipment shall be attached to the bid.

2.1.6. All equipment shall be factory new, not reconditioned, and in current production at time of delivery.

2.1.7. A Term and Supply pricing section has been added to allow County to purchase additional quantity of specified bid items on an on-going forward basis as needed and as ordered by County. Requirements for the Term and Supply component of this RFB are listed in Section 2.3.

2.2 TECHNICAL SPECIFICATIONS

2.2.1 Contractor shall furnish the following equipment. Pricing shall be supplied on the Response Form.

	Description	Make/Model	Quantity
a.	Convex brand Audio Level and PTT control unit. Provide for nominal 110VAC power.	model 2241A	3

2.3. REQUIREMENTS FOR TERM AND SUPPLY

2.3.1. Participation in Term and Supply Agreement by Contractor is optional and will not affect purchase award of items in Section 2.1. GENERAL for the Base Bid.

2.3.2. All Term and Supply contract purchases shall be handled under general conditions set out by County in this RFB document.

2.3.3. All pricing for equipment purchased under Term and Supply contract shall include prepaid freight and shall be quoted FOB, County of Boone, MO 65201.

- 2.3.4. Bidder shall complete the pricing form for item proposed for sale to County. Bidder shall provide:
- a. Pricing discount level below published MSRP and/or pricing for item on this RFB.
 - b. Estimated general stocking level (provide a number from 0-100% that reflects general Vendor stocking depth of product)
- 2.3.5. Bidder shall state all special conditions that could affect price or delivery of individual items including, but not limited to, any trans-shipping fees, small quantity purchase surcharge, specialized shipping fees, surcharges or special handling costs.
- 2.3.6. Term and Supply items are included below. Pricing shall be supplied on the attached Response Form.

Term and Supply Item Description

- 1. Convex brand Audio Level and PTT control unit. Provide for nominal 110VAC power. Model # model 2241A

2.4. ADDITIONAL TERMS AND CONDITIONS

2.4.1. INVOICES AND PAYMENT: Contractor shall send just **one** invoice to the County at completion of delivery and acceptance of goods/installation. All charges must be priced as listed on the contractor's bid response. No additional fees or taxes shall be charged. The County's Purchase Order Number must appear on the invoice. The County agrees to pay the invoice within thirty (30) days from receipt of a correct invoice and all other required documents. A lump sum payment shall be made upon acceptance by Boone County. Invoices shall be submitted to Boone County Joint Communications, 17 N. 7th Street, Suite A, Columbia, MO 65201.

2.4.2. Bid Clarification: Any questions or clarifications concerning bid documents should be addressed in writing, PRIOR TO BID OPENING, to Jacob Garrett, Buyer, 613 E. Ash Street, Room 109, Columbia, Missouri 65201. Phone: (573) 886-4393 Fax: (573) 886-4390 or Email: JGarrett@boonecountymo.org.

2.4.3. Delivery Terms: FOB- Destination with shipping and handling costs included, delivered to Boone County Fire Protection Headquarters, 2201 I-70 Drive Northwest, Columbia, MO 65202. Telephone Contact for delivery drivers is: (573) 447-5000.

2.4.4. Designee - Boone County Joint Communications

3.0. Response Presentation and Review

- 3.1. **RESPONSE CONTENT** – In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A". Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** – Responses **MUST** be received by the date and time notes on the title page under "Bid Submission Information and Deadline". **NO EXCEPTIONS**. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- 3.3. **Advice of Award** – If you wish to be advised of the outcome of this Bid, the results may be viewed on the County's web page at www.showmeboone.com.
- 3.4. **BID OPENING** – On the date and time and at the location specified on the title page, all Responses will be opened in public. Brief summary information from each will be read aloud, and any person present will be allowed, under supervision, to scan any Response. In the event only one bid is received by the date and time of the bid opening, County reserves the right to not open the bid and extend the Closing Date for the purpose of inviting bid responses from more vendors in the interest of establishing competition.
- 3.5. **Removal from Vendor Database** – If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reason for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.6. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.7. **Rejection or Correction of Responses** – The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.8. **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contract selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 3.9. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
- 3.10. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
- 3.11. **Endurance of Pricing** – Bidder's pricing must be held until contract execution or 60 days, whichever comes first.



Boone County Purchasing
613 E. Ash Street, Room 109
Columbia, MO 65201

REQUEST FOR BID (RFB)

Jacob M. Garrett

Buyer

(573) 886-4393 – Fax: (573) 886-4390

Email: JGarrett@boonecountymmo.org

Bid Data

Bid Number: **10-15FEB17**
Commodity Title: **Radio Simulcast Control Units**

DIRECT ANY BID FORMAT OR SUBMISSION QUESTIONS TO PURCHASING DEPT.

Bid Submission Address and Deadline

Day/Date: Wednesday, February 15, 2017
Time: 3:00 p.m. (Bids received after this time will be returned unopened)
Location/Mail Address: Boone County Purchasing Department
Boone County Annex Building
613 E. Ash, Room 109
Columbia, MO 65201
Directions: Annex Building is located at corner of 7th & Ash St.

Bid Opening

Day/Date: Wednesday, February 15, 2017
Time: 3:00 p.m., Central Time
Location/Address: Boone County Purchasing Department
Boone County Annex Building
613 E. Ash, Room 109
Columbia, MO 65201

Bid Contents

1.0: Introduction and General Conditions of Bidding
2.0: Primary Specifications
3.0: Response Presentation and Review
4.0: Response Form
Attachments: Standard Terms and Conditions
"No Bid" Response Form

1. Introduction and General Conditions of Bidding

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
 - 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:

Purchasing - The Purchasing Department, including its Purchasing Director and staff.
Department(s) or Office(s) - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.
Designee - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
 - 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with Boone County. The term may apply differently to different classes of entities, as the context will indicate.

Bidder - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.
Contractor - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
Supplier - All business(s) entities which may provide the subject goods and/or services.
 - 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
 - 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax or e-mail, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: Written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
 - 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidders' failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
 - 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Addendum to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County.

- 1.4.1. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from state contract or other governmental entities under more favorable terms.
- 1.5. **CONTRACT PERIOD**- The initial contract period for any Term and Supply contract awarded will be **March 1 through February 28, 2018**, and may be renewed by the County for up to an **additional four (4) one-year periods** unless cancelled by the Purchasing Director in writing prior to any renewal period. Contractor's quoted costs shall remain firm during the initial contract period. Adjustments to costs for subsequent renewal terms shall be in accordance with the percentages quoted on the Response Form of this bid. Any renewals will be based on agreement by both parties as to pricing, past vendor service, etc. Contract may be cancelled by Boone County upon 10 days written notice to Contractor for non-compliance with these bid requirements, performance problems, or other just cause so deemed by the County.
- 1.6. **TERMINATION FOR CONVENIENCE** – The Purchasing Director may, by written notice, terminate this contract in whole or in part when it is in the best interest of the County. If this Contract is so terminated, the County shall be liable only for payment in accordance with the payment provisions of this contract for services rendered to the effective date of termination. Termination for convenience shall be effective thirty (30) days from the Contractor's receipt of notice unless a longer time period is provided in the notice.
- 1.7. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of 6 months from the date of the final contract period's expiration if it is deemed to be in the best interest of Boone County.
- 1.8. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.8.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
 - 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
- 1.9. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

2.1 GENERAL

- 2.1.1. These specifications describe a series of Convex brand radio simulcast control units being purchased as part of an ongoing countywide two-way radio improvement project in Boone County, Missouri.
- 2.1.2. The County will be responsible for equipment installation, system optimization and overall system operation.
- 2.1.3. Contractor shall be responsible for providing all the specified equipment with all advertised standard hardware accessories.
- 2.1.4. Contractor shall deliver equipment to Boone County Fire Protection Headquarters, 2201 I-70 Drive Northwest, Columbia, MO 65202. Telephone Contact for delivery drivers is: (573) 447-5000.
- 2.1.5. A complete itemized list of equipment, including printed literature and factory specification sheets, stating name, model number, and options of the proposed equipment shall be attached to the bid.
- 2.1.6. All equipment shall be factory new, not reconditioned, and in current production at time of delivery.
- 2.1.7. A Term and Supply pricing section has been added to allow County to purchase additional quantity of specified bid items on an on-going forward basis as needed and as ordered by County. Requirements for the Term and Supply component of this RFB are listed in Section 2.3.

2.2 TECHNICAL SPECIFICATIONS

2.2.1 Contractor shall furnish the following equipment. Pricing shall be supplied on the Response Form.

	Description	Make/Model	Quantity
a.	Convex brand Audio Level and PTT control unit. Provide for nominal 110VAC power.	model 2241A	3

2.3. REQUIREMENTS FOR TERM AND SUPPLY

- 2.3.1. Participation in Term and Supply Agreement by Contractor is optional and will not affect purchase award of items in Section 2.1. GENERAL for the Base Bid.
- 2.3.2. All Term and Supply contract purchases shall be handled under general conditions set out by County in this RFB document.
- 2.3.3. All pricing for equipment purchased under Term and Supply contract shall include prepaid freight and shall be quoted FOB, County of Boone, MO 65201.

- 2.3.4. Bidder shall complete the pricing form for item proposed for sale to County. Bidder shall provide:
- a. Pricing discount level below published MSRP and/or pricing for item on this RFB.
 - b. Estimated general stocking level (provide a number from 0-100% that reflects general Vendor stocking depth of product)
- 2.3.5. Bidder shall state all special conditions that could affect price or delivery of individual items including, but not limited to, any trans-shipping fees, small quantity purchase surcharge, specialized shipping fees, surcharges or special handling costs.
- 2.3.6. Term and Supply items are included below. Pricing shall be supplied on the attached Response Form.

Term and Supply Item Description

1. Convex brand Audio Level and PTT control unit. Provide for nominal 110VAC power. Model # model 2241A

2.4. ADDITIONAL TERMS AND CONDITIONS

2.4.1. INVOICES AND PAYMENT: Contractor shall send just **one** invoice to the County at completion of delivery and acceptance of goods/installation. All charges must be priced as listed on the contractor's bid response. No additional fees or taxes shall be charged. The County's Purchase Order Number must appear on the invoice. The County agrees to pay the invoice within thirty (30) days from receipt of a correct invoice and all other required documents. A lump sum payment shall be made upon acceptance by Boone County. Invoices shall be submitted to Boone County Joint Communications, 17 N. 7th Street, Suite A, Columbia, MO 65201.

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2.4.3. Delivery Terms: FOB- Destination with shipping and handling costs included, delivered to Boone County Fire Protection Headquarters, 2201 I-70 Drive Northwest, Columbia, MO 65202. Telephone Contact for delivery drivers is: (573) 447-5000.

2.4.4. Designee - Boone County Joint Communications

3.0. Response Presentation and Review

- 3.1. **RESPONSE CONTENT** – In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder’s Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain “N/A”. Manufacturer’s published specifications for the items requested shall be included with the response.
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- 3.8. **EVALUATION PROCESS** – The County’s sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County’s needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contract selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 3.9. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
- 3.10. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
- 3.11. **Endurance of Pricing** – Bidder’s pricing must be held until contract execution or 60 days, whichever comes first.

4.0. RESPONSE FORM

Vendor Name: _____
 Address: _____
 City/Zip: _____
 Phone Number: _____
 E-Mail: _____
 Fax Number: _____

Federal Tax I.D. _____
 Corporation
 Partnership – Name _____
 Individual/Proprietorship – Individual Name _____
 Other (Specify) _____

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 (Missouri Domestic Products Procurement Act) of the Revised Statutes of Missouri.

Authorized Representative (Sign By Hand): _____ Date: _____

Print Name and Title of Authorized Representative:

4.1. PRICING –

4.1.1. BASE BID:

Description	Make/Model	Quantity	Each	Extended
Convex brand Audio Level and PTT control unit	model 2241A	3	\$	\$

4.1.2. Delivery: Delivery after receipt of order (# of calendar days): _____ DAYS

4.1.3. Warranty: Describe or attached warranty on equipment:

4.1.4. TERM AND SUPPLY: Pricing or discount structure shall be firm through February 28, 2018. Bidder may offer a firm, fixed price and/or a discount from list. See section 2.3.4. of bid.

Item	Description	Discount	Unit Price	Stocking
a.	Convex brand Audio Level and PTT control unit: Model 2241A			
b.	Percent Discount from List and/or Specific Unit pricing for any other equipment ordered that is not detailed within.	%		

4.1.5. Term and Supply Equipment Delivery: Delivery after receipt of order (# of calendar days) for item 4.1.3.a.: _____ DAYS

4.1.6. Maximum Percent Increase or Decrease in Pricing for each Renewal Period: _____%

4.1.7. Describe Any Deviations from specifications:

4.1.8. Describe or Attach Warranty for item 4.1.3.a.:



Boone County Purchasing
613 E. Ash, Room 109
Columbia, MO 65201

Standard Terms and Conditions

Jacob M. Garrett, Buyer
Phone: (573) 886-4393 – Fax: (573) 886-4390

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
4. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
9. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.

12. No bid transmitted by fax machine or e-mail will be accepted.
13. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
15. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
19. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.



"No Bid" Response Form

Boone County Purchasing
613 E. Ash, Room 109
Columbia, MO 65201

Jacob M. Garrett, Buyer
(573) 886-4393 – Fax: (573) 886-4390

"NO BID RESPONSE FORM"

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

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list for this service/commodity, 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.

Bid: 10-15FEB17 – Radio Simulcast Control Units

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

**PURCHASE AGREEMENT
FOR RADIO SIMULCAST CONTROL UNITS – BASE BID**

THIS AGREEMENT dated the 3rd day of April 2017 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Convex Corporation.**, herein "Vendor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for the furnishing and delivery of Convex brand audio level and PTT control unit, in compliance with all bid specifications issued for Boone County Request for Bid **10-15FEB17**, and the Vendor's bid response dated January 31, 2017 executed by James F. Turner on behalf of Vendor. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office contract file if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement shall prevail and control over the vendor's bid response.
2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with **Convex brand audio level and PTT control unit – model 2241A. Convex brand audio level and PTT control unit** shall be provided in conformity with the contract documents for the prices set forth in Bidder's quote(s), as needed and as ordered by the County as follows:

Description	Make/Model	Quantity	Each	Extended
Convex brand Audio Level and PTT control unit	model 2241A	3	\$3,780.00	\$11,340.00

GRAND TOTAL: **\$11,340.00**

3. **Warranty** – There is a one (1) year warranty on the convex brand audio level and PTT control unit. Replacement products are free of charge during this warranty period.
4. **Delivery** - Delivery after receipt of order and Notice to Proceed shall be made within 30 calendar days. Delivery address: Boone County Fire Protection Headquarters, 2201 I-70 Drive Northwest, Columbia, MO 65202. Telephone Contact for delivery is: (573) 447-5000.
5. **Billing and Payment** - All billing / invoices shall be sent to Boone County Joint Communications, Attn: Patricia Schreiner, 17 N. 7th Street, Suite A, Columbia, Missouri 65201 office. Billings may only include the prices as listed and/or calculated in the Vendor's quote response. No additional fees for extra services or taxes shall be included as additional charges in excess of the charges in the Vendor's quote response to the specifications. Vendor shall send just **one invoice** to the County at completion of service/delivery of goods.

Payment Terms: Net 30 days after receipt of invoice following delivery and acceptance of Simulcast Audio Control Equipment.

In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Vendor, 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.

6. **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.

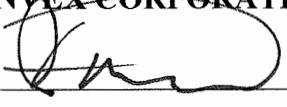
7. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality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

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

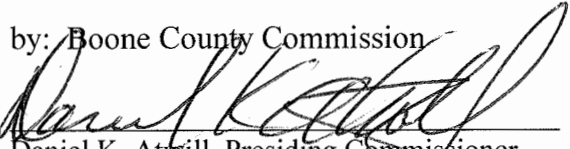
- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission delivery of products are delayed or products delivered are not in conformity with bidding specifications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

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

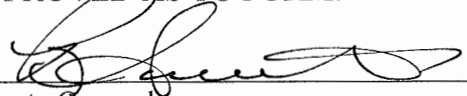
CONVEY CORPORATION

by  3/20/17
title VICE PRESIDENT JAMES TURNER,

BOONE COUNTY, MISSOURI

by: Boone County Commission

Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:


County Counselor

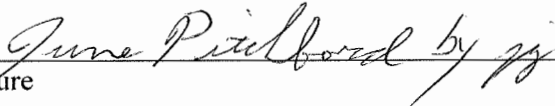
ATTEST:


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 the contract do not create in a measurable county obligation at this time.)

4102-71231 / \$11,340.00

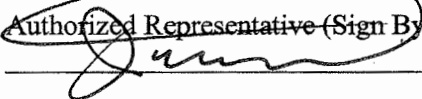
 by jj 03/29/2017
Signature Date Appropriation Account

4.0. RESPONSE FORM

Vendor Name: Convex Corporation
 Address: 1319 Shepard Drive
 City/Zip: Sterling, VA 20164
 Phone Number: 703-433-9901
 E-Mail: Turner_J@ConvexCorp.com
 Fax Number: 703-433-9901

Federal Tax I.D. 54-1011774
 Corporation
 Partnership – Name _____
 Individual/Proprietorship – Individual Name _____
 Other (Specify) _____

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 (Missouri Domestic Products Procurement Act) of the Revised Statutes of Missouri.

Authorized Representative (Sign By Hand):  Date: January 31, 2017

Print Name and Title of Authorized Representative:
 James F Turner, Vice President

4.1. PRICING –

4.1.1. BASE BID:

Description	Make/Model	Quantity	Each	Extended
Convex brand Audio Level and PTT control unit	model 2241A	3	\$ 3,780.00	\$ 11,340.00

4.1.2. Delivery: Delivery after receipt of order (# of calendar days): 30 DAYS

4.1.3. Warranty: Describe or attached warranty on equipment:

All Convex Products are warranted to be free of manufacturing defects for a period of one year.
 Warranty includes all parts and labor to repair. No other warranties are expressed or implied.
 Convex Corporation is not liable for consequential damages.

4.1.4. TERM AND SUPPLY: Pricing or discount structure shall be firm through February 28, 2018. Bidder may offer a firm, fixed price and/or a discount from list. See section 2.3.4. of bid.

Item	Description	Discount	Unit Price	Stocking
a.	Convex brand Audio Level and PTT control unit: Model 2241A		\$3,780.	
b.	Percent Discount from List and/or Specific Unit pricing for any other equipment ordered that is not detailed within.		%	

4.1.5. Term and Supply Equipment Delivery: Delivery after receipt of order (# of calendar days) for item 4.1.3.a.: 30 DAYS

4.1.6. Maximum Percent Increase or Decrease in Pricing for each Renewal Period: 0 %

4.1.7. Describe Any Deviations from specifications:

None

4.1.8. Describe or Attach Warranty for item 4.1.3.a.:

See Convex: Warranty.pdf attached.



Boone County Purchasing
613 E. Ash, Room 109
Columbia, MO 65201

Standard Terms and Conditions

Jacob M. Garrett, Buyer
Phone: (573) 886-4393 – Fax: (573) 886-4390

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
4. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
9. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.

12. No bid transmitted by fax machine or e-mail will be accepted.
13. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
15. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
19. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.



WARRANTY / SERVICE

WARRANTY

All Convex products are warranted to be free of manufacturing defects for a period of one year from the date of shipment. At its option, Convex will either repair or replace products which prove to be defective during the warranty period, provided they have not been subject to misuse, accident, or unauthorized alterations and are returned to the factory with transportation prepaid. Convex will promptly return the repaired product, transportation prepaid within the USA.

No other warranties are expressed or implied. Convex Corporation is not liable for consequential damages.

OUT OF WARRANTY REPAIR SERVICE

Post warranty repair service is available for Convex products. A modest charge will be made for materials, labor and transportation. On request, Convex will advise as to the nature and cost of repair and, subject to customer instruction, will promptly repair and return the product.

SERVICE

We invite your comments, questions or technical support requirements.

In the USA: Phone: 703-433-9901
FAX: 703-433-9904

On the internet: ConvexCorp.com

E-mail: Turner_J@convexcorp.com

If repair work is required, ship the product to our factory:

1. Include a note:

Trouble description
Your name and phone number
Return shipping address

2. Include packing material in the carton that will keep surface finishes from scratching and prevent transit damage.

3. Ship to: CONVEX CORPORATION
1319 Shepard Drive
Sterling, VA 20164 USA

WARRANTY.pdf

(c) 2010 Convex Corporation



January 31, 2017

Tel: 573-886-4393

Fax: 573-886-4390

JGarrett@boonecountymo.org

Convex Bid: Bid Number 10-15FEB17
Radio Simulcast Control Units

Jacob M. Garrett, Buyer
Boone County Purchasing
613 E. Ash Street, Room 109
Columbia, MO 65201

Mr. Garrett,

Convex Corporation is a small business and the original manufacturer of the Convex Model 2241A-AC. Convex sells directly to end users and prices are in the public domain at www.ConvexCorp.com

Convex is pleased to bid and has enclosed the following:

1. Bid Number: 10-15FEB17
 Page 7 / RESPONSE FORM has been completed
 Page 11 / Convex WARRANTY / SERVICE replaces "No Bid" Response Form
2. Data Sheet: Convex Model 2241A

Terms: Net 30 Days / FOB-Destination via UPS Ground

Availability: Convex can ship 3 units within 30 Days of receipt of order.

We appreciate this opportunity to bid. Please contact me for any assistance.

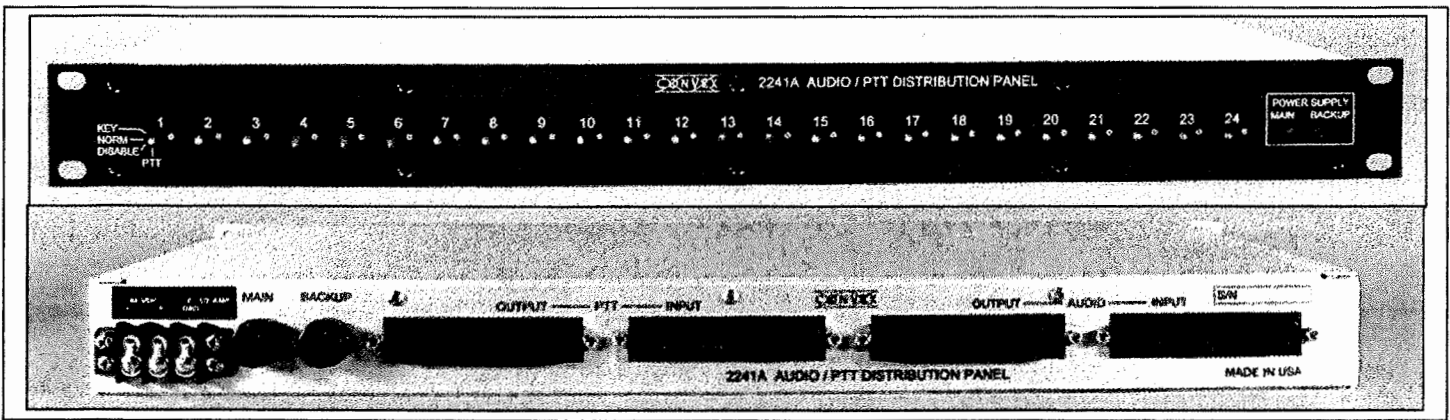
Sincerely,

James F Turner

James F Turner
Vice President

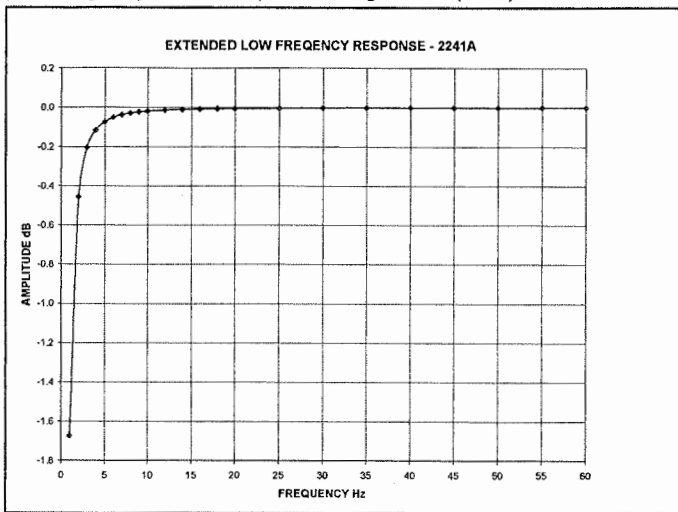
Sales@ConvexCorp.com

BOONE_04.pdf



2241A AUDIO / PTT DISTRIBUTION PANEL

The 2241A now has extended low frequency audio response to pass Digitally Coded Squelch / Digital PL (DPL) Codes.



It provides a compact means of distributing audio and Push to Talk (PTT) signals to as many as 24 base stations. In addition, it provides manual PTT override for individual transmitters. **24, lighted, front panel switches** permit each radio to be keyed, disabled, or track normal console control. Manual PTT control is used for installation and management of radio networks. It is also used to align simulcast networks by enabling one transmitter at a time to measure delay.

The 2241A is packaged in a 1U high, rack mounting, panel. Power options include a universal **AC Supply**; or **12, 24, or 48 Volt DC Supplies**. **Redundant** power supplies are provided. Front panel LEDs indicate the status of each power supply. A contact closure is provided across pins 25/50 on the Audio Output Connector to alarm in the event of a power module failure.

Audio and PTT distribution is configured by 7 internal switches which can be set to fan out a single input to up to 24 outputs, 2 inputs to 12 outputs, or various other configurations.

- Distribution Capacity:**
- 24 Audio Outputs per 2241A
 - 8 Audio Inputs per 2241A
 - 8 Summing Inputs per 2241A
 - 24 PTT Outputs per 2241A
 - 8 PTT Inputs can be distributed
 - 24 PTT Inputs for buffering, or logic conversion*

PTT BUFFERING High current PTT Outputs permit direct drive of equipment requiring up to 100 mA keying current.

PTT LOGIC CONVERSION Independent PTT Input and Output Logic Selectors permit PTT logic conversion among: E/M, TTL, and *Digitac.

SPECIFICATIONS

AUDIO DISTRIBUTION AMPS

- Frequency Range: **4 Hz to 5000 Hz** (0.1 dB Bandwidth)
- Response Variation: **Less than 0.1 dB, 4 to 5000 Hz**
- Tx Inputs: **8 Floating, Balanced, 600 Ohm**
- Sum Inputs: **8 Floating, Balanced, 600 / Hi Z**
- Outputs: **24 Floating, Balanced, 600 Ohm**
- Gain: **0 dB, +/- 10 dB / 24 FP controls**
- I/O Return Loss: **Greater than 26 dB**
- Input/Output Level: **+10 dBm maximum**
- Noise: **Less than -60 dBmC**

PTT CIRCUITS

- Outputs: **24 High Current (100 mA) Outputs**
E/M, TTL, or *Digitac / Relay Closure
- Inputs: **24 E/M Type 1-5, TTL, or *Digitac**
8 Inputs for distribution applications
M Type I,II,III: Key <-20 V / Idle >-20 V
M Type IV, V; E: Key >-20 / Idle <-20 V
TTL: Key < +2.5 V / Idle > +2.5 V
*Digitac: Key < +6 V / Idle > +6 V
** Digitac is a Trademark of Motorola Inc.*

AUDIO / PTT DISTRIBUTION CONTROL

- 7 Switches: **1 Input to 24 Outputs, or**
2 Inputs to 12 Outputs each, or
numerous other distribution options.

MANUAL PTT CONTROL

- PTT Switches **24 (3 Position) Front Panel Switches**
- KEY:** Keys transmitter / Lit Red
- NORMAL** Console control / Lit Green = PTT
- DISABLE** Disables PTT / Lit Red

- ENVIRONMENT:** -30 to 60° C, 95% R.H.
- I/O CONNECTORS:** 2 sets of 50 pin "Telco" type
- DIMENSIONS:** 1.7" H x 12" D x 19" W. / 6 lbs.
- POWER** 90-264 VAC; Order: 2241A-AC
12, 24, or 48 VDC, Order: 2241A-XX

WARRANTY All Convex Products are warranted to be free of manufacturing defects for a period of one year.



Boone County Purchasing
613 E. Ash Street, Room 109
Columbia, MO 65201

REQUEST FOR BID (RFB)

Jacob M. Garrett
Buyer

(573) 886-4393 – Fax: (573) 886-4390
Email: JGarrett@boonecountymo.org

Bid Data

Bid Number: **10-15FEB17**
Commodity Title: **Radio Simulcast Control Units**

DIRECT ANY BID FORMAT OR SUBMISSION QUESTIONS TO PURCHASING DEPT.

Bid Submission Address and Deadline

Day/Date: Wednesday, February 15, 2017
Time: 3:00 p.m. (Bids received after this time will be returned unopened)
Location/Mail Address: Boone County Purchasing Department
Boone County Annex Building
613 E. Ash, Room 109
Columbia, MO 65201
Directions: Annex Building is located at corner of 7th & Ash St.

Bid Opening

Day/Date: Wednesday, February 15, 2017
Time: 3:00 p.m., Central Time
Location/Address: Boone County Purchasing Department
Boone County Annex Building
613 E. Ash, Room 109
Columbia, MO 65201

Bid Contents

1.0: Introduction and General Conditions of Bidding
2.0: Primary Specifications
3.0: Response Presentation and Review
4.0: Response Form
Attachments: Standard Terms and Conditions
"No Bid" Response Form

1. Introduction and General Conditions of Bidding

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
 - 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:
 - Purchasing* - The Purchasing Department, including its Purchasing Director and staff.
 - Department(s) or Office(s)* - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.
 - Designee* - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
 - 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with Boone County. The term may apply differently to different classes of entities, as the context will indicate.
 - Bidder* - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.
 - Contractor* - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
 - Supplier* - All business(s) entities which may provide the subject goods and/or services.
 - 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
 - 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax or e-mail, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: Written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
 - 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidders' failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
 - 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Addendum to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County.

- 1.4.1. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from state contract or other governmental entities under more favorable terms.
- 1.5. **CONTRACT PERIOD-** The initial contract period for any Term and Supply contract awarded will be **March 1 through February 28, 2018**, and may be renewed by the County for up to an **additional four (4) one-year periods** unless cancelled by the Purchasing Director in writing prior to any renewal period. Contractor's quoted costs shall remain firm during the initial contract period. Adjustments to costs for subsequent renewal terms shall be in accordance with the percentages quoted on the Response Form of this bid. Any renewals will be based on agreement by both parties as to pricing, past vendor service, etc. Contract may be cancelled by Boone County upon 10 days written notice to Contractor for non-compliance with these bid requirements, performance problems, or other just cause so deemed by the County.
- 1.6. **TERMINATION FOR CONVENIENCE** – The Purchasing Director may, by written notice, terminate this contract in whole or in part when it is in the best interest of the County. If this Contract is so terminated, the County shall be liable only for payment in accordance with the payment provisions of this contract for services rendered to the effective date of termination. Termination for convenience shall be effective thirty (30) days from the Contractor's receipt of notice unless a longer time period is provided in the notice.
- 1.7. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of 6 months from the date of the final contract period's expiration if it is deemed to be in the best interest of Boone County.
- 1.8. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.8.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
 - 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
- 1.9. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

2.1 GENERAL

2.1.1. These specifications describe a series of Convex brand radio simulcast control units being purchased as part of an ongoing countywide two-way radio improvement project in Boone County, Missouri.

2.1.2. The County will be responsible for equipment installation, system optimization and overall system operation.

2.1.3. Contractor shall be responsible for providing all the specified equipment with all advertised standard hardware accessories.

2.1.4. Contractor shall deliver equipment to Boone County Fire Protection Headquarters, 2201 I-70 Drive Northwest, Columbia, MO 65202. Telephone Contact for delivery drivers is: (573) 447-5000.

2.1.5. A complete itemized list of equipment, including printed literature and factory specification sheets, stating name, model number, and options of the proposed equipment shall be attached to the bid.

2.1.6. All equipment shall be factory new, not reconditioned, and in current production at time of delivery.

2.1.7. A Term and Supply pricing section has been added to allow County to purchase additional quantity of specified bid items on an on-going forward basis as needed and as ordered by County. Requirements for the Term and Supply component of this RFB are listed in Section 2.3.

2.2 TECHNICAL SPECIFICATIONS

2.2.1 Contractor shall furnish the following equipment. Pricing shall be supplied on the Response Form.

	Description	Make/Model	Quantity
a.	Convex brand Audio Level and PTT control unit. Provide for nominal 110VAC power.	model 2241A	3

2.3. REQUIREMENTS FOR TERM AND SUPPLY

2.3.1. Participation in Term and Supply Agreement by Contractor is optional and will not affect purchase award of items in Section 2.1. GENERAL for the Base Bid.

2.3.2. All Term and Supply contract purchases shall be handled under general conditions set out by County in this RFB document.

2.3.3. All pricing for equipment purchased under Term and Supply contract shall include prepaid freight and shall be quoted FOB, County of Boone, MO 65201.

- 2.3.4. Bidder shall complete the pricing form for item proposed for sale to County. Bidder shall provide:
- a. Pricing discount level below published MSRP and/or pricing for item on this RFB.
 - b. Estimated general stocking level (provide a number from 0-100% that reflects general Vendor stocking depth of product)
- 2.3.5. Bidder shall state all special conditions that could affect price or delivery of individual items including, but not limited to, any trans-shipping fees, small quantity purchase surcharge, specialized shipping fees, surcharges or special handling costs.
- 2.3.6. Term and Supply items are included below. Pricing shall be supplied on the attached Response Form.

Term and Supply Item Description

1. Convex brand Audio Level and PTT control unit. Provide for nominal 110VAC power. Model # model 2241A

2.4. ADDITIONAL TERMS AND CONDITIONS

2.4.1. INVOICES AND PAYMENT: Contractor shall send just **one** invoice to the County at completion of delivery and acceptance of goods/installation. All charges must be priced as listed on the contractor's bid response. No additional fees or taxes shall be charged. The County's Purchase Order Number must appear on the invoice. The County agrees to pay the invoice within thirty (30) days from receipt of a correct invoice and all other required documents. A lump sum payment shall be made upon acceptance by Boone County. Invoices shall be submitted to Boone County Joint Communications, 17 N. 7th Street, Suite A, Columbia, MO 65201.

2.4.2. Bid Clarification: Any questions or clarifications concerning bid documents should be addressed in writing, PRIOR TO BID OPENING, to Jacob Garrett, Buyer, 613 E. Ash Street, Room 109, Columbia, Missouri 65201. Phone: (573) 886-4393 Fax: (573) 886-4390 or Email: JGarrett@boonecountymo.org.

2.4.3. Delivery Terms: FOB- Destination with shipping and handling costs included, delivered to Boone County Fire Protection Headquarters, 2201 I-70 Drive Northwest, Columbia, MO 65202. Telephone Contact for delivery drivers is: (573) 447-5000.

2.4.4. Designee - Boone County Joint Communications

3.0. *Response Presentation and Review*

- 3.1. **RESPONSE CONTENT** – In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A". Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** – Responses MUST be received by the date and time notes on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- 3.3. **Advice of Award** – If you wish to be advised of the outcome of this Bid, the results may be viewed on the County's web page at www.showmeboone.com.
- 3.4. **BID OPENING** – On the date and time and at the location specified on the title page, all Responses will be opened in public. Brief summary information from each will be read aloud, and any person present will be allowed, under supervision, to scan any Response. In the event only one bid is received by the date and time of the bid opening, County reserves the right to not open the bid and extend the Closing Date for the purpose of inviting bid responses from more vendors in the interest of establishing competition.
- 3.5. **Removal from Vendor Database** – If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reason for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.6. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.7. **Rejection or Correction of Responses** – The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.8. **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contract selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 3.9. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
- 3.10. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
- 3.11. **Endurance of Pricing** – Bidder's pricing must be held until contract execution or 60 days, whichever comes first.



Boone County Purchasing
613 E. Ash Street, Room 109
Columbia, MO 65201

REQUEST FOR BID (RFB)

Jacob M. Garrett
Buyer

(573) 886-4393 – Fax: (573) 886-4390
Email: JGarrett@boonecountymo.org

Bid Data

Bid Number: **10-15FEB17**
Commodity Title: **Radio Simulcast Control Units**

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Day/Date: Wednesday, February 15, 2017
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Location/Mail Address: Boone County Purchasing Department
Boone County Annex Building
613 E. Ash, Room 109
Columbia, MO 65201
Directions: Annex Building is located at corner of 7th & Ash St.

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Day/Date: Wednesday, February 15, 2017
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Purchasing - The Purchasing Department, including its Purchasing Director and staff.
Department(s) or Office(s) - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.
Designee - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
 - 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with Boone County. The term may apply differently to different classes of entities, as the context will indicate.

Bidder - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.
Contractor - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
Supplier - All business(s) entities which may provide the subject goods and/or services.
 - 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A “Request for Bid” is used when the need is well defined. A “Request for Proposal” is used when the County will consider solutions, which may vary significantly from each other or from the County’s initial expectations.
 - 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax or e-mail, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: Written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
 - 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidders' failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
 - 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Addendum to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County.

- 1.4.1. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from state contract or other governmental entities under more favorable terms.
- 1.5. **CONTRACT PERIOD-** The initial contract period for any Term and Supply contract awarded will be **March 1 through February 28, 2018**, and may be renewed by the County for up to an **additional four (4) one-year periods** unless cancelled by the Purchasing Director in writing prior to any renewal period. Contractor's quoted costs shall remain firm during the initial contract period. Adjustments to costs for subsequent renewal terms shall be in accordance with the percentages quoted on the Response Form of this bid. Any renewals will be based on agreement by both parties as to pricing, past vendor service, etc. Contract may be cancelled by Boone County upon 10 days written notice to Contractor for non-compliance with these bid requirements, performance problems, or other just cause so deemed by the County.
- 1.6. **TERMINATION FOR CONVENIENCE** – The Purchasing Director may, by written notice, terminate this contract in whole or in part when it is in the best interest of the County. If this Contract is so terminated, the County shall be liable only for payment in accordance with the payment provisions of this contract for services rendered to the effective date of termination. Termination for convenience shall be effective thirty (30) days from the Contractor's receipt of notice unless a longer time period is provided in the notice.
- 1.7. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of 6 months from the date of the final contract period's expiration if it is deemed to be in the best interest of Boone County.
- 1.8. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.8.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
 - 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
- 1.9. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

2.1 GENERAL

2.1.1. These specifications describe a series of Convex brand radio simulcast control units being purchased as part of an ongoing countywide two-way radio improvement project in Boone County, Missouri.

2.1.2. The County will be responsible for equipment installation, system optimization and overall system operation.

2.1.3. Contractor shall be responsible for providing all the specified equipment with all advertised standard hardware accessories.

2.1.4. Contractor shall deliver equipment to Boone County Fire Protection Headquarters, 2201 I-70 Drive Northwest, Columbia, MO 65202. Telephone Contact for delivery drivers is: (573) 447-5000.

2.1.5. A complete itemized list of equipment, including printed literature and factory specification sheets, stating name, model number, and options of the proposed equipment shall be attached to the bid.

2.1.6. All equipment shall be factory new, not reconditioned, and in current production at time of delivery.

2.1.7. A Term and Supply pricing section has been added to allow County to purchase additional quantity of specified bid items on an on-going forward basis as needed and as ordered by County. Requirements for the Term and Supply component of this RFB are listed in Section 2.3.

2.2 TECHNICAL SPECIFICATIONS

2.2.1 Contractor shall furnish the following equipment. Pricing shall be supplied on the Response Form.

	Description	Make/Model	Quantity
a.	Convex brand Audio Level and PTT control unit. Provide for nominal 110VAC power.	model 2241A	3

2.3. REQUIREMENTS FOR TERM AND SUPPLY

2.3.1. Participation in Term and Supply Agreement by Contractor is optional and will not affect purchase award of items in Section 2.1. GENERAL for the Base Bid.

2.3.2. All Term and Supply contract purchases shall be handled under general conditions set out by County in this RFB document.

2.3.3. All pricing for equipment purchased under Term and Supply contract shall include prepaid freight and shall be quoted FOB, County of Boone, MO 65201.

- 2.3.4. Bidder shall complete the pricing form for item proposed for sale to County. Bidder shall provide:
- a. Pricing discount level below published MSRP and/or pricing for item on this RFB.
 - b. Estimated general stocking level (provide a number from 0-100% that reflects general Vendor stocking depth of product)
- 2.3.5. Bidder shall state all special conditions that could affect price or delivery of individual items including, but not limited to, any trans-shipping fees, small quantity purchase surcharge, specialized shipping fees, surcharges or special handling costs.
- 2.3.6. Term and Supply items are included below. Pricing shall be supplied on the attached Response Form.

Term and Supply Item Description

1. Convex brand Audio Level and PTT control unit. Provide for nominal 110VAC power. Model # model 2241A

2.4. ADDITIONAL TERMS AND CONDITIONS

2.4.1. INVOICES AND PAYMENT: Contractor shall send just **one** invoice to the County at completion of delivery and acceptance of goods/installation. All charges must be priced as listed on the contractor's bid response. No additional fees or taxes shall be charged. The County's Purchase Order Number must appear on the invoice. The County agrees to pay the invoice within thirty (30) days from receipt of a correct invoice and all other required documents. A lump sum payment shall be made upon acceptance by Boone County. Invoices shall be submitted to Boone County Joint Communications, 17 N. 7th Street, Suite A, Columbia, MO 65201.

2.4.2. Bid Clarification: Any questions or clarifications concerning bid documents should be addressed in writing, PRIOR TO BID OPENING, to Jacob Garrett, Buyer, 613 E. Ash Street, Room 109, Columbia, Missouri 65201. Phone: (573) 886-4393 Fax: (573) 886-4390 or Email: JGarrett@boonecountymo.org.

2.4.3. Delivery Terms: FOB- Destination with shipping and handling costs included, delivered to Boone County Fire Protection Headquarters, 2201 I-70 Drive Northwest, Columbia, MO 65202. Telephone Contact for delivery drivers is: (573) 447-5000.

2.4.4. Designee - Boone County Joint Communications

3.0. Response Presentation and Review

- 3.1. **RESPONSE CONTENT** – In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A". Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** – Responses MUST be received by the date and time notes on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- 3.3. **Advice of Award** – If you wish to be advised of the outcome of this Bid, the results may be viewed on the County's web page at www.showmeboone.com.
- 3.4. **BID OPENING** – On the date and time and at the location specified on the title page, all Responses will be opened in public. Brief summary information from each will be read aloud, and any person present will be allowed, under supervision, to scan any Response. In the event only one bid is received by the date and time of the bid opening, County reserves the right to not open the bid and extend the Closing Date for the purpose of inviting bid responses from more vendors in the interest of establishing competition.
- 3.5. **Removal from Vendor Database** – If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reason for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.6. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.7. **Rejection or Correction of Responses** – The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.8. **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contract selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 3.9. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
- 3.10. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
- 3.11. **Endurance of Pricing** – Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

4.0. RESPONSE FORM

Vendor Name: _____
 Address: _____
 City/Zip: _____
 Phone Number: _____
 E-Mail: _____
 Fax Number: _____

Federal Tax I.D. _____
 Corporation
 Partnership – Name _____
 Individual/Proprietorship – Individual Name _____
 Other (Specify) _____

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 (Missouri Domestic Products Procurement Act) of the Revised Statutes of Missouri.

Authorized Representative (Sign By Hand): _____ Date: _____

Print Name and Title of Authorized Representative:

4.1. PRICING –

4.1.1. BASE BID:

Description	Make/Model	Quantity	Each	Extended
Convex brand Audio Level and PTT control unit	model 2241A	3	\$	\$

4.1.2. Delivery: Delivery after receipt of order (# of calendar days): _____ DAYS

4.1.3. Warranty: Describe or attached warranty on equipment:

4.1.4. TERM AND SUPPLY: Pricing or discount structure shall be firm through February 28, 2018. Bidder may offer a firm, fixed price and/or a discount from list. See section 2.3.4. of bid.

Item	Description	Discount	Unit Price	Stocking
a.	Convex brand Audio Level and PTT control unit: Model 2241A			
b.	Percent Discount from List and/or Specific Unit pricing for any other equipment ordered that is not detailed within.	%		

4.1.5. Term and Supply Equipment Delivery: Delivery after receipt of order (# of calendar days) for item 4.1.3.a.: _____ DAYS

4.1.6. Maximum Percent Increase or Decrease in Pricing for each Renewal Period: _____%

4.1.7. Describe Any Deviations from specifications:

4.1.8. Describe or Attach Warranty for item 4.1.3.a.:



Boone County Purchasing
613 E. Ash, Room 109
Columbia, MO 65201

Standard Terms and Conditions

Jacob M. Garrett, Buyer
Phone: (573) 886-4393 – Fax: (573) 886-4390

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
4. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
9. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.

12. No bid transmitted by fax machine or e-mail will be accepted.
13. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
15. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
19. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.



“No Bid” Response Form

Boone County Purchasing
613 E. Ash, Room 109
Columbia, MO 65201

Jacob M. Garrett, Buyer
(573) 886-4393 – Fax: (573) 886-4390

“NO BID RESPONSE FORM”

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

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list **for this service/commodity**, 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.

Bid: 10-15FEB17 – Radio Simulcast Control Units

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

April Session of the April Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

3rd

day of April

20 17

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

Now on this day the County Commission of the County of Boone does hereby accept the recommendation by the Job Classification Committee to establish a "Deputy Sheriff Trainee" classification, class code 401310, pay range 32.

Done this 3rd day of April, 2017.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
Fred J. Parry
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

Boone County Human Resources

Jenna Redel
Director, Human Resources
and Risk Management



613 E. Ash Street
Columbia, MO 65201
Phone: (573) 886-4405
Fax: (573) 886-4444

March 30, 2017

Recommendations from Job Classification Committee

The Job Classification Committee met in person on March 14, 2017, to review and discuss a request for a new classification of Deputy Sheriff Trainee. The Committee unanimously voted to bring forward the following recommendation:

Establish a "Deputy Sheriff Trainee" classification (class code 401310) on pay range 32.

Pay Range 32 has a minimum hourly rate of \$17.47 and a maximum hourly rate of \$26.21.

The job description for the position is attached hereto.

Best Regards,

Jenna Redel



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Deputy Sheriff Trainee</u>	NEW: <u>X</u>	REVISED: _____ <small>(Please check one)</small>
REPORTS TO: <u>Sergeant</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>03/17</u>
DEPARTMENT: <u>Sheriff</u>	JOB CODE: 400	

OVERVIEW:

This is a non-sworn, entry-level position. Incumbents in this position are required to attend an applicable law enforcement training academy to gain POST approved peace officer licensure. This position is eligible for promotion to Deputy Sheriff upon successful completion of a POST academy. Incumbents who do not successfully complete academy training may be released from employment.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Attends an applicable law enforcement training academy to gain POST approved peace officer licensure. Under general supervision, learns and performs a wide variety of patrol and related duties involving the prevention of crime, the protection of life and property and the enforcement of laws and ordinances; makes investigations, assists in the preparation of cases and may testify in court; provides information and assistance to the public; and performs related work as required. Must be able to meet the attendance requirements of the POST academy.

KNOWLEDGE AND SKILLS:

1. Ability to learn applicable federal, state, and local statutes, ordinances and regulations.
2. Ability to undergo strenuous physical conditioning.
3. Demonstrated honesty and high moral character.
4. Analytical skills to be able to evaluate sensitive and/or dangerous situations quickly and to take effective and reasonable action.
5. Strong oral skills to interact and communicate tactfully and effectively with a culturally diverse population.
6. Good written communication skills to write clear and accurate reports.

PHYSICAL DEMANDS:

The position requires the ability to pull, push, and lift more than 150 pounds. Specific vision abilities required by this job include visual acuity of at least 20/200 correctable to 20/20 in both eyes, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to meet the physical requirements of the POST academy.

WORK ENVIRONMENT:

Work is performed in internal and external environments with exposure to inclement weather and varying temperatures. This position is subject to extended periods of driving vehicles and may be exposed to hazardous chemicals, drugs, and infectious and communicable diseases. The majority of work occurs in a law enforcement training environment and is subject to the POST academy schedule.

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. The applicant must be 21 years of age or older, have a clear criminal record excluding traffic violations, and must possess a valid Operator's license at time of application and a valid Missouri Operator's license at time of appointment. Visual acuity of at least 20/200 correctable to 20/20 in both eyes is required and applicant must pass a physical fitness test and medical examination prior to appointment.

No marijuana use or possession in the past 2 years; no other illegal drug use or possession in the past 5 years. Applicant must pass a pre-employment drug screen, must be able to type a minimum net score of 35 wpm, and must reside in Boone County. Applicant must be able to successfully complete a Peace Officer Standard Training (POST) academy and obtain a class A or B Missouri Peace Officer License.

CERTIFIED COPY OF ORDER

April Session of the April Adjourned

Term. 20 17

STATE OF MISSOURI }
County of Boone } ea.

In the County Commission of said county, on the 3rd day of April 20 17

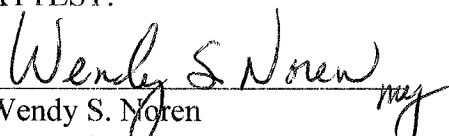
the following, among other proceedings, were had, viz:

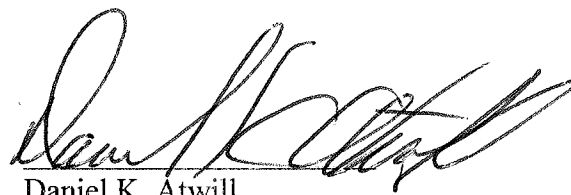
Now on this day the County Commission of the County of Boone does hereby approve the Consultant Services Agreement between Boone County and Engineering Surveys & Services for concrete testing per proposal description as described in the attached agreement.

It is further ordered the Presiding Commissioner is hereby authorized to sign said consultant services agreement.

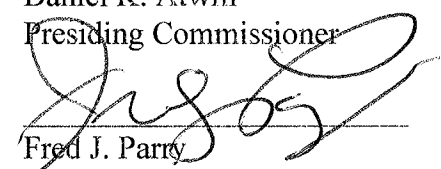
Done this 3rd day of April, 2017.

ATTEST:

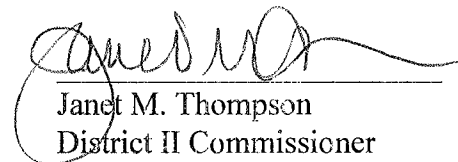

Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner

APPROVAL OF PROPOSAL FOR CONSULTANT SERVICES

Effective the 3rd day of April, 2017, Boone County, Missouri, a political subdivision of the State of Missouri through its County Commission (herein "Owner") hereby approves and authorizes professional services by the Consultant referred to below for the services specified herein.

Consultant Name: Engineering Surveys & Services; 1113 Fay Street; Columbia, MO 65201

Project/Work Description: Concrete testing

Proposal Description: Concrete compressive strength and aggregate testing as detailed in the attached proposals for private developments of Nursery Heights, Heatherhills Estates, Delmar Estates and maintenance or contracted concrete repairs on County owned roads.

Modifications to Proposal: Fees and expenses shall not exceed 24 sets of cylinders @ Nursery Heights not to exceed \$5,500.00; 20 sets of cylinders @ Heatherhills Estates not to exceed \$4,800.00; 35 sets of cylinders @ Delmar Estates not to exceed \$7,500.00 & 15 sets of cylinders @ various locations throughout the County not to exceed \$3,500.00 without prior written approval of Owner.

This form agreement and any attachments to it shall be considered the approved proposal; signature by all parties below constitutes a contract for services in accordance with the above described proposal and any approved modifications to the proposal, both of which shall be in accordance with the terms and conditions of the General Consultant Services Agreement signed by the Consultant and Owner for the current calendar year on file with the Boone County Resource Management Department, which is hereby incorporated by reference. Performance of Consultant's services and compensation for services shall be in accordance with the approved proposal and any approved modifications to it and shall be subject to and consistent with the General Consultant Services Agreement for the current calendar year. In the event of any conflict in interpretation between the proposal approved herein and the General Consultant Services Agreement, or the inclusion of additional terms in the Consultant's proposal not found in the General Consultant Services Agreement, the terms and conditions of the General Consultant Services Agreement shall control unless the proposal approved herein specifically identifies a term or condition of the General Consultant Services Agreement that shall not be applicable or this Approval of Proposal indicates agreement with a specific term or terms of Consultant's proposal not found in the General Consultant Services Agreement.

ENGINEERING SURVEYS & SERVICES

By [Signature]
Title Member
Dated: 3/21/17

BOONE COUNTY, MISSOURI

By [Signature]
Presiding Commissioner
Dated: 4-3-17

APPROVED AS TO FORM:

[Signature]
County Attorney

ATTEST:

[Signature]
County Clerk

APPROVED:

[Signature]
Resource Management Director

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 appropriations sufficient to pay the costs arising from this contract.

[Signature]
Auditor by cgl
Date 3/24/17 2041-71101

Engineering Surveys & Services

Consulting Engineers, Land Surveyors, and Geoprofessionals
Analytical and Materials Laboratories

1113 Fay Street
Columbia, Missouri 65201
Telephone: 573-449-2646
Facsimile: 573-499-1499

ess@ess-inc.com
www.ess-inc.com

March 13, 2017

Mr. Derin Campbell
Boone County Resource Management
801 E. Walnut, Room 315
Columbia, MO 65201

Re: Quality Assurance Proposal
Nursery Heights
Boone County, Missouri

Dear Mr. Campbell:

Thank you for the opportunity to submit this proposal for professional services on the referenced project. We propose to provide the following services:

- Field and laboratory concrete testing
 - 4 cylinder sets (1-7 day compressive strength tests, 2-28 day compressive strength tests, and 1 spare cylinder)
 - Assumed 24 sets of cylinders for paving
 - Assumed 3 coarse aggregate samples for sieve analysis, finer than #200 material, specific gravity and absorption.

We propose to provide these services on a time expended basis with a not to exceed cost of \$5,500. All fees are applicable for the project duration. There are no mileage charges. All time is charged on a "portal to portal" basis from our Columbia office. All tests will be performed by Engineering Surveys & Services personnel using equipment and instruments owned by this firm.

Our experience on construction projects has shown that the final cost for quality assurance testing is affected by at least four variables which we as an independent laboratory cannot control. They include 1) the ability of the contractor/subcontractor to comply with the project specifications in a timely manner, 2) the level of effort for quality assurance testing the construction project manager deems necessary for the site specific job 3) the project schedule versus weather conditions and 4) onsite delays such as waiting on materials or the failure of site personnel to properly schedule testing and inspection services. Therefore, our proposed not to exceed cost for quality assurance testing is based on the project plans and specifications as well as historical costs for similar sized projects.

All scheduling can be coordinated with Mr. Colin Smialek at our office.

If you have any questions regarding this proposal, please contact me.

Respectfully submitted,



Joshua D. Lehmen, PE

Other Offices
Jefferson City, Missouri • Sedalia, Missouri

Engineering Surveys & Services

Consulting Engineers, Land Surveyors, and Geoprofessionals
Analytical and Materials Laboratories

1113 Fay Street
Columbia, Missouri 65201
Telephone: 573-449-2646
Facsimile: 573-499-1499

ess@ess-inc.com
www.ess-inc.com

March 13, 2017

Mr. Derin Campbell
Boone County Resource Management
801 E. Walnut, Room 315
Columbia, MO 65201

Re: Quality Assurance Proposal
Heatherhill Estates
Boone County, Missouri

Dear Mr. Campbell:

Thank you for the opportunity to submit this proposal for professional services on the referenced project. We propose to provide the following services:

- Field and laboratory concrete testing
 - 4 cylinder sets (1-7 day compressive strength tests, 2-28 day compressive strength tests, and 1 spare cylinder)
 - Assumed 20 sets of cylinders for paving
 - Assumed 3 coarse aggregate samples for sieve analysis, finer than #200 material, specific gravity and absorption.

We propose to provide these services on a time expended basis with a not to exceed cost of \$4,800. All fees are applicable for the project duration. There are no mileage charges. All time is charged on a "portal to portal" basis from our Columbia office. All tests will be performed by Engineering Surveys & Services personnel using equipment and instruments owned by this firm.

Our experience on construction projects has shown that the final cost for quality assurance testing is affected by at least four variables which we as an independent laboratory cannot control. They include 1) the ability of the contractor/subcontractor to comply with the project specifications in a timely manner, 2) the level of effort for quality assurance testing the construction project manager deems necessary for the site specific job 3) the project schedule versus weather conditions and 4) onsite delays such as waiting on materials or the failure of site personnel to properly schedule testing and inspection services. Therefore, our proposed not to exceed cost for quality assurance testing is based on the project plans and specifications as well as historical costs for similar sized projects.

All scheduling can be coordinated with Mr. Colin Smialek at our office.

If you have any questions regarding this proposal, please contact me.

Respectfully submitted,



Joshua D. Lehmen, PE

Other Offices
Jefferson City, Missouri • Sedalia, Missouri

Engineering Surveys & Services

Consulting Engineers, Land Surveyors, and Geoprofessionals
Analytical and Materials Laboratories

1113 Fay Street
Columbia, Missouri 65201
Telephone: 573-449-2646
Facsimile: 573-499-1499

ess@ess-inc.com
www.ess-inc.com

March 13, 2017

Mr. Derin Campbell
Boone County Resource Management
801 E. Walnut, Room 315
Columbia, MO 65201

Re: Quality Assurance Proposal
Delmar Estates
Boone County, Missouri

Dear Mr. Campbell:

Thank you for the opportunity to submit this proposal for professional services on the referenced project. We propose to provide the following services:

- Field and laboratory concrete testing
 - 4 cylinder sets (1-7 day compressive strength tests, 2-28 day compressive strength tests, and 1 spare cylinder)
 - Assumed 35 sets of cylinders for paving
 - Assumed 3 coarse aggregate samples for sieve analysis, finer than #200 material, specific gravity and absorption.

We propose to provide these services on a time expended basis with a not to exceed cost of \$7,500. All fees are applicable for the project duration. There are no mileage charges. All time is charged on a "portal to portal" basis from our Columbia office. All tests will be performed by Engineering Surveys & Services personnel using equipment and instruments owned by this firm.

Our experience on construction projects has shown that the final cost for quality assurance testing is affected by at least four variables which we as an independent laboratory cannot control. They include 1) the ability of the contractor/subcontractor to comply with the project specifications in a timely manner, 2) the level of effort for quality assurance testing the construction project manager deems necessary for the site specific job 3) the project schedule versus weather conditions and 4) onsite delays such as waiting on materials or the failure of site personnel to properly schedule testing and inspection services. Therefore, our proposed not to exceed cost for quality assurance testing is based on the project plans and specifications as well as historical costs for similar sized projects.

All scheduling can be coordinated with Mr. Colin Smialek at our office.

If you have any questions regarding this proposal, please contact me.

Respectfully submitted,



Joshua D. Lehmen, PE

Other Offices
Jefferson City, Missouri • Sedalia, Missouri

Engineering Surveys & Services

Consulting Engineers, Land Surveyors, and Geoprofessionals
Analytical and Materials Laboratories

1113 Fay Street
Columbia, Missouri 65201
Telephone: 573-449-2646
Facsimile: 573-499-1499

ess@ess-inc.com
www.ess-inc.com

March 13, 2017

Mr. Derin Campbell
Boone County Resource Management
801 E. Walnut, Room 315
Columbia, MO 65201

Re: Quality Assurance Proposal
General Patching and Paving
Boone County, Missouri

Dear Mr. Campbell:

Thank you for the opportunity to submit this proposal for professional services on the referenced project. We propose to provide the following services:

- Field and laboratory concrete testing
 - 4 cylinder sets (1-7 day compressive strength tests, 2-28 day compressive strength tests, and 1 spare cylinder)
 - Assumed 15 sets of cylinders for paving
 - Assumed 6 coarse aggregate samples for specific gravity and absorption.

We propose to provide these services on a time expended basis with a not to exceed cost of \$3,500. All fees are applicable for the project duration. There are no mileage charges. All time is charged on a "portal to portal" basis from our Columbia office. All tests will be performed by Engineering Surveys & Services personnel using equipment and instruments owned by this firm.

Our experience on construction projects has shown that the final cost for quality assurance testing is affected by at least four variables which we as an independent laboratory cannot control. They include 1) the ability of the contractor/subcontractor to comply with the project specifications in a timely manner, 2) the level of effort for quality assurance testing the construction project manager deems necessary for the site specific job 3) the project schedule versus weather conditions and 4) onsite delays such as waiting on materials or the failure of site personnel to properly schedule testing and inspection services. Therefore, our proposed not to exceed cost for quality assurance testing is based on the project plans and specifications as well as historical costs for similar sized projects.

All scheduling can be coordinated with Mr. Colin Smialek at our office.

If you have any questions regarding this proposal, please contact me.

Respectfully submitted,



Joshua D. Lehmen, PE

Other Offices
Jefferson City, Missouri • Sedalia, Missouri

CERTIFIED COPY OF ORDER

April Session of the April Adjourned

Term. 20 17

STATE OF MISSOURI }
County of Boone } ca.

In the County Commission of said county, on the 3rd day of April 20 17

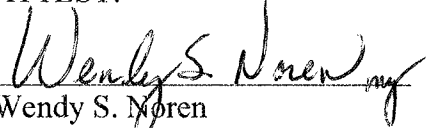
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the Consultant Services Agreement between Boone County and Shafer, Kline & Warren, Inc. for final engineering design services for the replacement on one (1) structure located at BR 3170016 E. St. Charles Road as described in Attachment A.

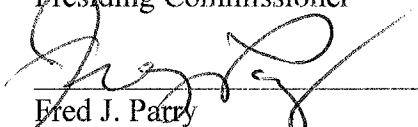
It is further ordered the Presiding Commissioner is hereby authorized to sign said consultant services agreement.

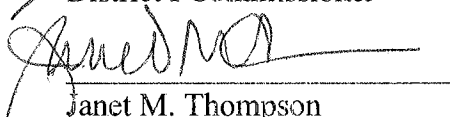
Done this 3rd day of April, 2017.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Fred J. Parry
District I Commissioner


Janet M. Thompson
District II Commissioner

APPROVAL OF PROPOSAL FOR CONSULTANT SERVICES

Effective the 3rd day of April, 2017, Boone County, Missouri, a political subdivision of the State of Missouri through its County Commission (herein "Owner") hereby approves and authorizes professional services by the Consultant referred to below for the services specified herein.

Consultant Name: SHAFER, KLINE & WARREN, INC.; 3200 Penn Terrace, Suite 100, Columbia, MO 65202

Project/Work Description: SEE ATTACHMENT A

Proposal Description: Final Engineering Design Services for the replacement of one(1) structure located at:

- BR 3170016 E St. Charles Road West of Dozier's Station Road

Modifications to Proposal: Fees and expenses for Design Services shall not exceed **\$51,750.00, (Fifty-One Thousand Seven Hundred Fifty Dollars) Lump Sum** without written approval of Owner. Invoices will be a reflection of the percent of work completed. **If needed, Additional Bidding and Construction Services not to exceed 20 hours** shall be billed at the hourly rate in the General Consultant Services Agreement and shall be invoiced separately from the Lump Sum Design Services Fees.

This form agreement and any attachments to it shall be considered the approved proposal; signature by all parties below constitutes a contract for services in accordance with the above described proposal and any approved modifications to the proposal, both of which shall be in accordance with the terms and conditions of the General Consultant Services Agreement signed by the Consultant and Owner for the current calendar year on file with the Boone County Resource Management Department, which is hereby incorporated by reference. Performance of Consultant's services and compensation for services shall be in accordance with the approved proposal and any approved modifications to it and shall be subject to and consistent with the General Consultant Services Agreement for the current calendar year. In the event of any conflict in interpretation between the proposal approved herein and the General Consultant Services Agreement, or the inclusion of additional terms in the Consultant's proposal not found in the General Consultant Services Agreement, the terms and conditions of the General Consultant Services Agreement shall control unless the proposal approved herein specifically identifies a term or condition of the General Consultant Services Agreement that shall not be applicable or this Approval of Proposal indicates agreement with a specific term or terms of Consultant's proposal not found in the General Consultant Services Agreement.

SHAFER, KLINE & WARREN, INC

By [Signature]
President, Infrastructure Services

Dated: 3/22/2017

BOONE COUNTY, MISSOURI

By [Signature]
Presiding Commissioner

Dated: 4-3-17

APPROVED AS TO FORM:

[Signature]
County Attorney

ATTEST:

[Signature]
County Clerk

APPROVED:

[Signature]
Resource Management Director

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 appropriations sufficient to pay the costs arising from this contract.

[Signature] 3/27/17 2041-71102
Auditor by [Signature] Date

ATTACHMENT A
(Revised 2017-03-22)



Scope of Work for Final Engineering Design Services
2017 Boone County Structure Replacement

Design Phase includes:

1. Final Engineering Design Services for the replacement of one(1) Structure located at:
 - a. BR 3170016 E St. Charles Road West of Doziers Station Road
2. conduct topographic, section tie, property and utility surveys to develop plans for the project;
3. arrange for subsurface investigations;
4. conduct hydraulic studies, prepare County preference design recommendation as stated in 2016 "Preliminary Design Services Report for Boone County", develop preliminary plans, and recommend to Boone County the best overall general design based on these studies;
5. submit one copy of preliminary plans for review by Boone County and conduct up to three (3) preliminary review meetings and up to two (2) final review meetings;
6. secure adequate property title information, determine right-of-way requirements, prepare right-of-way plans, provide legal descriptions for roadway easements/utility easements/drainage easements/temporary construction easements, provide survey data to County for purposes of staking easement locations and disturbance limits;
7. apply for and obtain 404/401 permits and provide plans in compliance with water quality requirements by coordinating with the Missouri Department of Natural Resources (MDNR) and the U.S. Army Corps of Engineers (USACE) and also in compliance with the requirements of the Federal Emergency Management Agency (FEMA);
8. apply for and obtain Floodplain Development permit in coordination with the County Floodplain Administrator;
9. coordinate specifications for United States Fish and Wildlife (USF&W), Threatened and Endangered Species (T&E) Clearance;
10. contact project utility companies describing project and request relocation plan and utility agreement letter stating no cost to the County for relocation, if applicable, add proposed utility line relocation information provided by utility companies to construction plans.
11. prepare detailed construction plans, technical specifications and a construction cost estimate for the purpose of soliciting bids for constructing the project;
12. provide Boone County with one set of completed plans, technical specifications and a construction cost estimate for review;

Additional Services:

1. Bidding and Construction services for a maximum of 20 hours to be billed at the hourly rate in the Boone County General Services Agreement (BCGSA) and billed through the BCGSA, separate from this lump sum contract.

Exclusions:

1. Acquisition, Negotiation or Appraisal of ROW properties.
2. Wetland delineation, wetland mitigation or individual 404 permits.
3. SWPPP.
4. Section 106 permit and compliance with Missouri Department of Natural Resources (MDNR);
5. Archeological Study for MDNR.
6. Memorandum of Agreement (MOA) for State Historic Preservation Office (SHPO).
7. Farmland Impact study permit AD-1006 in coordination with the U.S. Department of Agriculture
8. Lead and Asbestos testing and inspection report;
9. Create or provide a relocation plan for utility companies
10. Prepare utility agreement letter or negotiate/acquire utility easements for the utility companies.
11. Assist in advertising for bids, using a planroom and providing documents for bidding.
12. Attend Prebid Meeting and Bid Letting.
13. Assist Boone County in providing bid tabulation and award recommendation.
14. Provide Notice to Proceed for construction.
15. Attend Preconstruction Conference.
16. Construction Observation, Inspection & Administration.
17. Soft-Match Credit Submittal

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

April Session of the April Adjourned

Term. 20 17

County of Boone

}

ea.

In the County Commission of said county, on the

3rd

day of April

20 17

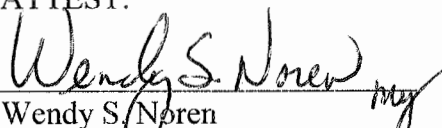
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following budget revision from the Assessor's Office to transfer funds out of Contingency to Interfund Services Used for reimbursement of GIS technology services.


Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2010	86850	Assessment	Contingency	69,300	
2010	83810	Assessment	Interfund Services Used		69,300
				69,300	69,300

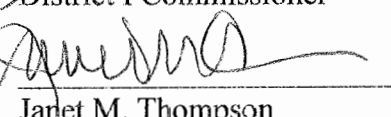
Done this 3rd day of April, 2017.

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Daniel K. Atwill
 Presiding Commissioner


 Fred J. Parry
 District I Commissioner


 Janet M. Thompson
 District II Commissioner

**BOONE COUNTY, MISSOURI
REQUEST FOR BUDGET REVISION**

To: County Clerk's Office
Comm Order # 177-2017
Please return purchase req with back up to Auditor's Office.

RECEIVED

MAR 28 2017

3/27/17
EFFECTIVE DATE

FOR AUDITORS USE

BOONE COUNTY AUDITOR

(Use whole \$ amounts)
Transfer From Transfer To
Decrease Increase

Dept	Account	Fund/Dept Name	Account Name	Transfer From Decrease	Transfer To Increase
2010	86850	Assessment	Contingency	69,300	
2010	83810	Assessment	Interfund Services Used		69,300
				<u>69,300</u>	<u>69,300</u>

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

Transfer funds out of contingency to interfund services used for reimbursement of GIS technology services.

MOVE FUNDS FOR GIS SERVICES

Do you anticipate that this Budget Revision will provide sufficient funds to compete the year? YES or NO
If not, please explain (use an attachment if necessary):

Tom Schum
Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached
- Unencumbered funds are available for this budget revision.
- Comments:

AG Auditor's Office *Agenda*

David K. Clark *Paul* *Agenda*
PRESIDING COMMISSIONER DISTRICT I COMMISSIONER DISTRICT II COMMISSIONER

Year	<u>2017</u>	Original Appropriation	<u>80,000.00</u>
Dept	<u>2010 ASSESSMENT</u>	Revisions	
Acct	<u>86850 CONTINGENCY</u>	Original + Revisions	<u>80,000.00</u>
Fund	<u>201 ASSESSMENT FUND</u>	Expenditures	
		Encumbrances	
Class/Account	<u>A ACCOUNT</u>	Actual To Date	
Account Type	<u>E EXPENSE</u>	Remaining Balance	<u>80,000.00</u>
Normal Balance	<u>D DEBIT</u>	Shadow Balance	<u>80,000.00</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 F9=Budget

Assessment Reimbursement for GIS Services

	2015	
	Actual Operating	
	Expenditures	
Class 1 Personal Services	\$ 135,770.78	
Class 2 Materials & Supplies	\$ 2,330.94	
Class 3 Dues Travel & Training	\$ 9,074.70	
Class 4 Utilities	\$ 966.05	
Class 5 Vehicle Expense	\$ -	
Class 6 Equip & Building Maintenance	\$ -	
Class 7 Contractual Services	\$ 27,111.71	
Class 8 Other	\$ 45.06	
Class 9 Fixed Asset Additions	\$ -	
Total Operating Expenditures	\$ 175,299.24	
 Less: Amounts Excludable from the Calculation		
	\$ -	
	\$ -	
	\$ -	
Total Amounts to be Excluded from the Calculation	\$ -	
Net Operating Expenditures Subject to Reimbursement	\$ 175,299.24	
 % Allocated to Assessment Fund		39.53%
(Source: IT Dept allocation)		
 Reimbursement from Assessment Fund	\$ 69,296.00	

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

April Session of the April Adjourned

Term. 20 17

In the County Commission of said county, on the 3rd day of April 20 17


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

Now on this day the County Commission of the County of Boone does hereby approve the attached Air Service Guarantee Participation Agreement among Boone County, City of Columbia, University of Missouri, City of Jefferson and Cole 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 Air Service Guarantee Participation Agreement.

Done this 3rd day of April, 2017.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
District I Commissioner

Janet M. Thompson
District II Commissioner

Air Service Guarantee Participation Agreement

This agreement is entered into on this 3rd day of April, 2017 among the City of Columbia, Missouri, a constitutional charter city ("Columbia"), the County of Boone, a political subdivision of the State of Missouri ("Boone County"), the University of Missouri, a public corporation of the State of Missouri ("University"), the City of Jefferson, a constitutional charter city ("Jefferson City") and Cole County, a political subdivision of the State of Missouri.

The parties agree as follows:

1. **Background.** Improved air service at the Columbia Regional Airport is in the best interest of all parties to this agreement. United Airlines, Inc. ("United") is interested in providing air service between Columbia Regional Airport and Denver International Airport. United, however, is willing to initiate this air service only if it is able to limit its economic risk by receiving a revenue guarantee. Columbia and United have negotiated an Air Service Agreement that provides for revenue guarantees (the "Air Service Agreement"). Columbia is unable by itself to provide a sufficient revenue guarantee and is separately contributing \$250,000.00 in marketing. In order to induce United to provide flights between Columbia and Denver, the parties wish to pool their resources to provide the necessary revenue guarantees for United.

2. **Revenue Guarantee.** The parties agree to share the liability for the \$600,000.00 revenue guarantee contained in the Air Service Agreement, substantially in the form of Exhibit A, which is attached to and made a part of this Agreement.

3. **Limitation on Liability.** The maximum liability for the revenue guarantees for each of the parties is as follows:

For the one year beginning on the date United begins air service between Columbia and Denver:

Boone County	50,000.00
University of Missouri	200,000.00
Jefferson City	100,000.00
Cole County	50,000.00

Columbia anticipates entering into agreements similar to this agreement with other parties. Columbia's maximum liability for the revenue guarantees under this agreement shall be reduced by the aggregate amount of funds paid by such other parties into the Central Missouri Air Service Fund to be established pursuant to paragraph 4.

4. **Payment of Funds.** Each of the parties shall pay the total amount for which they may be liable under paragraph 3 to Columbia upon execution of this agreement. Columbia shall place these funds, into a separate account established, maintained and controlled by Columbia (“Central Missouri Air Service Fund”). Columbia shall use these funds, and any interest earned thereon, solely for paying United for any revenue shortfalls as required by the Air Service Agreement. If Columbia and United fail to enter into the Air Service Agreement substantially in the form of Exhibit A within 180 days of execution of this agreement, Columbia shall return the funds paid by each of the other parties.
5. **Excess Funds.** Any funds remaining at the end of the guarantee period or upon any other termination of the guarantee requirements under the Air Service Agreement shall be dispersed pro rata to the parties and other persons who contribute to the Central Missouri Air Service Fund.
6. **Monthly Statements.** Columbia shall provide quarterly statements to the other parties on the status of the Central Missouri Air Service Fund showing the amount of any interest earned and the amount of any payments made.
7. **Records.** All records available to Columbia under the Air Service Agreement shall be made available to the other parties upon request.
8. **Audits.** Columbia, at the request of any party or parties, shall exercise its right under the Air Service Agreement to conduct an audit of United’s records. The party or parties requesting the audit shall pay all costs of the audit.
9. **Benefit of Parties.** This agreement is for the sole benefit of the parties and United. Nothing in this agreement is intended to confer any rights or remedies on any other person.
10. **Authority of Signatories.** The signatories to this agreement, by signing this agreement, represent that they have obtained authority to enter into this agreement on behalf of the respective parties to this agreement and bind such parties to all terms and conditions contained in this agreement.
11. **Counterparts.** This agreement may be executed by the parties in several counterparts, each of which shall be deemed an original instrument.

[Signatures on following pages.]

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first written above.

CITY OF COLUMBIA, MISSOURI

By: _____
Mike Matthes, City Manager

Attest:

Sheela Amin, City Clerk

Approved as to Form:

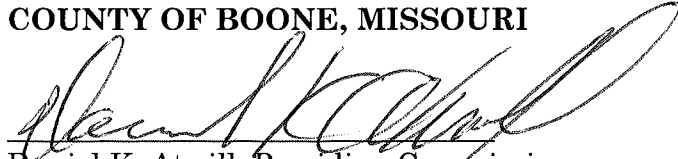
Nancy Thompson, City Counselor

Certification: I hereby certify that this contract is within the purpose of the appropriation to which it is to be charged, Account No. _____, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

Michelle Nix, Director of Finance

COUNTY OF BOONE, MISSOURI

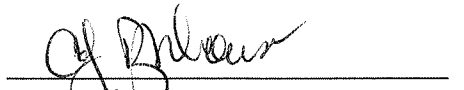
By:


Daniel K. Atwill, Presiding Commissioner

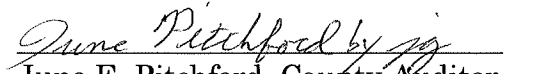
Attest:


Wendy S. Noren, County Clerk

Approved as to Form:


C.J. Dykhouse, County Attorney

Certification: I hereby certify that this contract is within the purpose of the appropriation to which it is to be charged, Account No. 1510-84200 \$50,000.00, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.


June E. Pitchford, County Auditor
Budget Amendment Approval Pending

THE UNIVERSITY OF MISSOURI

By: _____
Gary Ward, Vice Chancellor of Operations

Attest:

Signature

Name: _____

Title: _____

Approved as to Form:

Name and Title

Certification: I hereby certify that this contract is within the purpose of the appropriation to which it is to be charged, Account No. _____, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

Finance Director

CITY OF JEFFERSON, MISSOURI

By: _____
Carrie Tergin, Mayor

Attest:

Name: _____

Title: _____

Approved as to Form:

Ryan Moehlman, City Counselor

Certification: I hereby certify that this contract is within the purpose of the appropriation to which it is to be charged, Account No. _____, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

Finance Director

COLE COUNTY, MISSOURI

By: _____
Sam Bushman, Presiding Commissioner

Attest:

Name: _____

Title: _____

APPROVED AS TO FORM:

Name: _____

Title: _____

Certification: I hereby certify that this contract is within the purpose of the appropriation to which it is to be charged, Account No. _____, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

County Auditor

**AIR SERVICES AGREEMENT
BETWEEN
UNITED AIRLINES, INC.
AND
CITY OF COLUMBIA, MISSOURI**

This Air Services Agreement (this "**Agreement**") is entered into on this ____ day of February, 2017, by and between UNITED AIRLINES, INC. ("**United**"), a Delaware corporation with a place of business at 233 S. Wacker Drive, Chicago, Illinois 60606 and CITY OF COLUMBIA, a Missouri municipal government entity ("**Guarantor**"), with principal offices at 701 E Broadway, P.O. Box 6015, Columbia, MO 65205.

WHEREAS, the Guarantor has an interest in promoting air service to and from Columbia Regional Airport ("**COU**")

WHEREAS, United is a certified air carrier conducting scheduled and unscheduled flight operations within the U.S. and between the U.S. and a number of foreign locations;

WHEREAS, Guarantor desires to increase access to and from COU from and to locations where United operates so as to benefit the citizens of Columbia, MO and the surrounding community and Guarantor's interest therein;

WHEREAS, Guarantor has requested that United commence operating scheduled non-stop air service between COU and Denver International Airport ("**DEN**") and, in consideration thereof, Guarantor shall compensate United and make certain concessions as provided herein;

WHEREAS, subject to the foregoing and to the obtainment of appropriate governmental authorizations, United is willing to operate scheduled air service between DEN and COU;

NOW, THEREFORE, in consideration of the mutual promises made herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Schedule to be Operated.

A. United will operate or will cause to be operated scheduled round-trip air service to and from COU with the aircraft indicated as follows:

- Operates with 50 seat regional aircraft (50 coach class seats).
 - Departs DEN at approximately 7:50 p.m. and arrives COU at approximately 10:49 p.m. and departs COU at approximately 6:00 a.m. and arrives DEN at approximately 7:15 a.m.
 - Operates daily from DEN August 1st, 2017 through July 30th, 2018 (both dates inclusive), excluding December 24th, 2017 and December 31st, 2017
 - Operates daily from COU August 2nd, 2017 through July 31st, 2018 (both dates inclusive), excluding December 25th, 2017 and January 1st, 2018

Each flight between COU and DEN is hereinafter, referred to as the "**COU Flight**" and the flights between COU and DEN are hereinafter, collectively, referred to as the "**COU Flights**."

B. At its discretion, United may change the schedule or aircraft operating the COU Flights. The COU Flights will be operated under the direction and control of United and/or one of its regional carriers and Guarantor shall have no right to make decisions with respect to the operation of the COU

Flights. Without limiting the generality of the foregoing provisions of this paragraph and the provisions of Section 2 below, United agrees to use good faith efforts to consider Guarantor's comments on issues related to marketing, pricing and revenue management of the COU Flights.

C. The parties acknowledge that due to operating conditions, including weather related issues, United may operate the COU Flights with fewer passengers than the capacity of aircraft used for operating the COU Flights.

D. For the avoidance of doubt, Guarantor acknowledges that if United operates flights and from COU in addition to the COU Flights or operates flights to and from COU after the end of the Term (as defined in Section 9 below) of this Agreement, such other flights shall not be governed by or operated under the terms of this Agreement.

E. United's obligations under this Agreement, including its obligation to operate the COU Flights, shall be conditioned upon the City Council of the Guarantor, on or prior to March 25, 2017 having approved, authorized, reserved, restricted and allocated funds for the Guarantor's payment of and to secure Guarantor's obligation to pay all amounts Guarantor may be required to pay to United under this Agreement (but in all cases in an amount not less than the MRG Cap).

2. Air Fares. United agrees to establish fares for the COU Flights that are consistent with United's current internal pricing strategies while remaining competitive within the airline industry generally; provided, however, for the avoidance of doubt, United shall have no obligation to establish fares for the COU Flights that are the same as or similar to fares established by other airlines.

3. Financial Performance Guaranty. The Guarantor will unconditionally guaranty that United will receive "Minimum Revenues" (as such term is defined below) for operating the COU Flights during the Term, which shall be calculated as follows:

the sum of (i) US \$12,402 per round trip ("**Per Round-Trip Cost**"), (ii) US \$15.26 per round trip revenue passenger and (iii) 4.1% of passenger revenue for each COU Flight.

The sum of (i), (ii) and (iii) above constitutes the "Guaranteed Amount," and may also be referred to herein as the "**Minimum Revenues**."

4. Revenues, Guaranty Payment and MRG Cap.

A. For purposes of this Agreement, "**Revenues**" shall mean the total segment revenues (including passenger revenue and surcharges, cargo revenue and any other revenue, but excluding revenues estimated to be accrued with respect to and/or under this Agreement) from the operation of the COU Flights, as measured by (and using the methodology used by) United's Flight Profitability System ("**FPS**"); provided, however, and for the avoidance of doubt, "Revenues" shall exclude any revenues, such as MileagePlus[®] Premium revenue, not directly attributable to the operation of the COU Flights.

B. To the extent that United receives less than the applicable Guaranteed Amount in Revenue from the COU Flights for any given Period, as defined below, Guarantor will pay to United an amount equal to the difference between the Guaranteed Amount applicable to the COU Flights for such Period and the amount of Revenue for such Period actually received by United from operating the COU Flights (the aggregate difference for each Period being the "**Guaranty Payment**" and the term "**Guaranty Payments**" shall be construed accordingly).

C. To the extent a Guaranty Payment is owed for a Period, Guarantor will pay to United in U.S. dollars the amount of the Guaranty Payment within twenty (20) days of receipt of an invoice for the Guaranty Payment. United will render invoices for the Guaranty Payment for the following periods (each a "**Period**" and collectively, the "**Periods**"):

- i. Period 1: August 1, 2017 – October 31, 2017
- ii. Period 2: November 1, 2017 – January 31, 2018
- iii. Period 3: February 1, 2018 – April 30, 2018
- iv. Period 4: May 1, 2018 – July 31, 2018

United will also provide an itemization of monthly Revenues for all COU Flights during the Period for which the Guaranty Payment is requested. Notwithstanding anything contained herein to the contrary, no failure or delay by United to render the invoice(s) shall prejudice United's right to receive or the Guarantor's obligation to pay the Guaranty Payments upon United rendering the invoice for the Guaranty Payment.

D. If aggregate Revenues during the Term exceed the aggregate Minimum Revenues for the Term, United shall refund the Guarantor the *lesser* of (i) the excess of the aggregate Revenues for the Term over the aggregate Minimum Revenues for the Term and (ii) the total Guaranty Payments received by United during the Term; provided, however, and for the avoidance of doubt, under no circumstances will the Guarantor be entitled to a refund hereunder (x) in an amount greater than the total Guaranty Payments received by United during the Term of this Agreement or (y) if the cumulative Guaranty Payments for the Term exceed the MRG Cap. If a refund is owed to the Guarantor as provided in this subsection, United will pay the Guarantor in U.S. Dollars within sixty (60) days of the issuance of the Period 4 invoice.

E. The Guaranty Payment the Guarantor will be required to pay for all COU Flights, under this Agreement, for the Term (as defined in Section 9 hereof) shall not exceed US \$600,000 (the "**MRG Cap**").

F. The Guarantor's obligation to make payments in accordance with the provisions of this Agreement shall survive the expiration or earlier termination of this Agreement.

5. Marketing Support. Guarantor will work with United in good faith to market the COU Flights in a mutually beneficial cost-effective manner. In furtherance thereof, Guarantor will give United prominent placement (such placement to be, in any event, no less than that received by any other carrier) in any marketing campaign conducted by Guarantor to promote similar service to and from COU. Additionally, without limiting the generality of the foregoing provisions of this Section 5 and without, in any way, affecting Guarantor's obligation to pay any and all amounts due to United in accordance with this Agreement, Guarantor shall expend a minimum of \$250,000 in the marketing and promotion of the COU Flights.

6. Cost of Service.

A. United shall bear all costs of providing the service described and provided for in this Agreement, including by way of illustration but not by way of limitation, the costs of all required aircraft, equipment and facilities (including facilities for ticketing, baggage handling, and like services); personnel; ground costs, including landing fees and use charges; credit card commissions; travel agent commissions; deicing; and fuel ferrying. Guarantor shall waive any and all landing fees and facility rents and other charges for the Term of this Agreement, to the extent attributable to the COU Flights. For the avoidance of doubt, if United operates flights to and from COU in addition to the COU Flights, the waiver of landing fees provided herein shall apply only to the COU Flights and, the waiver of facility rents and other charges will be reduced in proportion to the number of flights attributable to the COU Flights.

B. United and Guarantor acknowledge that United may be required to cancel or divert flights, including COU Flights, due to mechanical problems, weather conditions, or other circumstances beyond the reasonable control of United. If circumstances or conditions result in canceled or diverted COU Flights, United, at its sole cost, shall have the obligation to provide alternate air and/or ground transportation to COU, from the airport to which the COU Flight is diverted, for passengers who are ticketed on the COU Flights to COU in compliance with United's standard procedures for such circumstances. The costs of any cancelled COU Flights shall not be included in the calculation of any Guaranteed Amount.

C. The amounts/percentages referred to in Section 3 hereof are based on United's assumed total cost of jet fuel (into plane) inclusive of all charges including taxes and into plane fees (the "**Assumed Baseline Fuel Cost**") for the COU Flights. The Assumed Baseline Fuel Cost for the COU Flights shall be \$1.97 per gallon. Notwithstanding anything contained herein to the contrary, the parties will adjust the Per Round-Trip Cost referenced in Section 3, and hence the Guaranteed Amount owed on a cent for cent basis to the extent the monthly average cost of fuel varies, either up or down, from the Assumed Baseline Fuel Cost to take into account changes in the price of fuel. At the end of each month, United will determine, through United's FPS, the monthly average cost of jet fuel per gallon for the COU Flights (the "**Average FPS Fuel Cost**"). If the Average FPS Fuel Cost for the applicable COU Flights varies from the Assumed Baseline Fuel Cost for the applicable COU Flights, the Guaranteed Amount will be adjusted as follows:

(I) by \$15 for the per penny difference between the Assumed Baseline Fuel Cost for the COU Flights for that month and the Average FPS Fuel Cost for such COU Flights for that same month.

For example: If United determines that the Average FPS Fuel Cost in December for the COU Flights is \$1.99 per gallon, then the Per Round-Trip Cost used in calculating the Guaranteed Amount in December for the COU Flights will reflect an increase of \$30 per each COU Flight round-trip.

7. Intentionally Omitted.

8. Government Authority and Slot Availability. United's ability and willingness to operate the COU Flights is contingent on United being able to maintain all necessary governmental approvals to operate the COU Flights, access to departure and arrival slots that are acceptable to United and ticket counter and other facilities that are acceptable to United.

9. Term. The term (the "**Term**") of this Agreement shall commence on the date first written above and shall continue, unless terminated earlier as provided herein, until July 31, 2018.

10. Termination and Renegotiation.

A. In addition to the rights of either party enumerated elsewhere in this Agreement or available to either party under law or in equity, each party shall have the right to terminate this Agreement upon written notice to the other party if the other party fails to perform any of its material obligations under this Agreement and such failure continues un-remedied during the ten (10) day period following the receipt by the other party of the notice of termination. The effective date of any such termination shall be the date provided in the notice from the party terminating this Agreement, but may not be less than the ten (10) day period provided above.

B. This Agreement will terminate immediately if United ceases to hold the governmental authorities or slots necessary to operate the COU Flights.

C. United shall have the right to terminate this Agreement upon no less than thirty (30) days' prior written notice to the Guarantor, if United believes the MRG Cap, as calculated by United's FPS, may be achieved at any time (without regard to the timing of the monthly close out of United's FPS) during the Term.

D. If (i) United notifies Guarantor of a "Material Cost Circumstance", as defined below, United may request a renegotiation of the amounts of Minimum Revenues and/or the MRG Cap or (ii) Guarantor notifies United of a "Material Cost Circumstance", Guarantor may request a renegotiation of the amounts of Minimum Revenues and/or the MRG Cap. If, within ten (10) business days of such request, negotiations do not result in the establishment of revised Minimum Revenues and/or the MRG Cap amounts reasonably acceptable to United, United may terminate this Agreement upon no less than five (5) days' written notice to Guarantor, at which time all of United's obligations under this Agreement shall cease. For the purposes of this Agreement, "**Material Cost Circumstance**" means that, at any time during

the Term of this Agreement, the Spot Price for Kerosene-Type Jet fuel, U.S. Gulf Coast as published by the U.S. Energy Information Administration in its weekly "Petroleum Status Report" exceeds \$2.02.

E. United may request a renegotiation of the COU Flight Per Round-Trip Cost and/or MRG Cap if the (i) Guarantor markets and/or subsidizes any markets not being operated to and/or from COU to any point west of COU on the date of United's execution of this Agreement, other than air service that was scheduled, published for sale and in existence prior to United executing this Agreement, or (ii) any additional markets not currently being operated to and/or from COU to any point west of COU on the date of United's execution of this Agreement, other than air service that was scheduled, published for sale and in existence prior to United executing this Agreement, is announced after this Agreement is executed by United. If, within ten (10) business days of such request, negotiations do not result in terms reasonably acceptable to United, United may terminate this Agreement upon no less than five (5) days' prior written notice to Guarantor, at which time all of United's obligations under this Agreement shall cease.

F. Without limiting the generality of any other provisions of this Agreement, United shall have the right to terminate this Agreement and/or withdraw any publication or operation of the COU Flights if, on or prior to March 24, 2017, City Council of the Guarantor has not approved, authorized, restricted, reserved and allocated funds, in an amount not less than the MRG Cap, for Guarantor's payment of and to secure Guarantor's obligation to pay amounts due to United pursuant to this Agreement.

Except as otherwise provided in this Agreement, upon termination of this Agreement, neither party shall have any rights or obligations to the other party except for those obligations that may have accrued through the date of such termination (including Guarantor's obligation to pay any amounts due to United hereunder) and such obligations which, by their nature or the express terms of this Agreement, survive the expiration or earlier termination of this Agreement.

11. Remedies Upon Termination.

A. A termination pursuant to Section 10 shall not limit United's right to pursue or enforce any of its rights under this Agreement.

B. Any termination or expiration of this Agreement shall not affect Guarantor's obligation to pay United all amounts to United as of the effective date of such expiration or termination.

C. In the event of a termination of this Agreement prior to its natural expiration for any reason, in accordance with the provisions of this Agreement, Guarantor shall pay amounts owed to United, as of the effective date of the termination, within ten (10) days after receipt of an invoice from United.

The provisions of this Section 11 shall survive the expiration or earlier termination of this Agreement.

12. Force Majeure. United shall have no obligation to operate the COU Flights, where cessation of such flights is due to an event or events beyond United's reasonable control, including, without limitation, equipment failures, air traffic control, governmental actions, strikes and Acts of God.

13. Audit. Upon reasonable notice, the Guarantor, at its expense, shall have the right to audit and inspect, at United's offices during normal business hours, United's books and records as they relate to the determination of Revenue on the COU Flights for the sole purpose of ensuring that, in determining the amount of Revenue, United is utilizing the same methodology as is applied to all of United's similar routes.

14. Confidentiality. No party hereto may disclose to a third party any part of this Agreement, any information pertaining to the specific contents of this Agreement or any proprietary information received from the other party pursuant to this Agreement unless such information shall have already become publicly known without breach of this provision or unless required to do so pursuant to applicable law, regulation, governmental order or subpoena, provided that in the case of any such law, regulation, governmental order or subpoena the parties will consult in good faith as to how to proceed with the aim of taking all appropriate action to limit the scope of such law, regulation, governmental order or subpoena and/or obtain confidential treatment for any material required to be

disclosed in response thereto and, further, Guarantor shall give United not less than thirty (30) days' prior written notice of any such required disclosure and an opportunity for United to assert objections and exceptions to such disclosure. The parties shall agree upon the timing and content of any public disclosure or press release relating to this Agreement or the COU Flights and no such public disclosure or press release shall be made or issued that has not been agreed upon by the parties hereto. Guarantor represents and warrants that (a) it is required by law (including Section 610.021 of the revised Statutes of Missouri and City Ordinance 2-15.3) to disclose and release an un-redacted copy of this Agreement to Guarantor's City Council in connection with Guarantor's City Council's (x) approval of this Agreement and (y) approval, authorization, reservation, restriction and allocation of funds for the Guarantor's payment of and to secure Guarantor's obligation to pay all amounts Guarantor may be required to pay to United under this Agreement, and (b) such disclosure and release of an un-redacted copy of this Agreement referenced in sub-subsection (a) above is accomplished by Guarantor posting, on the Guarantor's website, an un-redacted copy of this Agreement with the agenda for Guarantor's City Council meeting. In reliance of the foregoing representations, United hereby consents to Guarantor's disclosure and release of an un-redacted copy of this Agreement to Guarantor's City Council (by Guarantor posting an un-redacted copy of this Agreement in connection with the agenda for the Guarantor's City Council meeting scheduled for the purposes set forth in (x) and (y) above). Neither party shall have the right to use the other party's name, logo or other marks without the express written permission of the other party.

15. Indemnification and Hold Harmless. To the extent permitted by applicable law, each party (the "**Indemnifying Party**") shall indemnify and hold harmless the other party, and its officers, directors, employees and agents (each an "**Indemnified Party**" and collectively, the "**Indemnified Parties**") from and against all liabilities, damages, losses, claims, suits, judgments, costs and expenses (including reasonable attorneys' fees), of any nature whatsoever, suffered by the Indemnified Party as a result of claims by third parties arising out of the willful misconduct or negligent acts, errors or omissions of the Indemnifying Party in connection with this Agreement, except to the extent caused by any Indemnified Party's negligence or willful misconduct. The provisions of this Section 15 shall survive the expiration or earlier termination of this Agreement.

16. Attorneys' Fees. In the event of any litigation between the parties hereto concerning this Agreement and the enforcement hereof, the prevailing party in such action shall be entitled to receive from the other party all reasonable costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in such action.

17. Counterparts and Headings. This Agreement may be executed in several counterparts, which together shall constitute one and the same instrument, and any party hereto may execute this Agreement by PDF or other electronic signature, which shall be effective as an original signature for all intents and purposes. The headings used to identify Section are for reference purposes only and shall have no bearing on the interpretation of this Agreement.

18. Notice. All notices and other communications required or permitted under this Agreement shall be in writing and shall be deemed given (A) upon delivery by hand, (B) one (1) day after delivery to a commercial courier (example, FedEx) for next business day delivery properly addressed and prepaid, or (C) within three (3) days after placement in the U.S. mail properly addressed and with sufficient postage for certified mail, return receipt requested to the addresses set forth in the first paragraph of this Agreement or such other address as a party may designate, in writing, pursuant to this notice provision (provided, however, and notwithstanding the foregoing, any invoices rendered by United may be sent to Guarantor via electronic communication to James McDonald at James.McDonald@CoMo.gov and Stacey Button at Stacey.Button@CoMo.gov).

To United:

United Airlines, Inc.
Attention: Vice President – Domestic Network Planning
233 S. Wacker Dr.
WHQAS
Chicago, IL 60606

To Guarantor:

City of Columbia
Attention: James McDonald, Sr. Accountant
701 E. Broadway Fifth Floor
P.O. Box 6015
Columbia, MO 65205

19. Miscellaneous.

A. This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof. This Agreement or any provision of this Agreement may not be amended, modified or waived except by a written agreement signed by both parties hereto.

B. This Agreement may not be assigned by either party hereto without the written consent of the other party; provided that United may assign this Agreement without such consent to an air carrier that is its corporate affiliate or successor without such consent.

C. THIS AGREEMENT SHALL BE INTERPRETED AND CONSTRUED IN ACCORDANCE WITH THE SUBSTANTIVE LAW OF THE STATE OF MISSOURI.

D The parties hereto represent that they have the authority to enter into this Agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, United and Guarantor have each caused this Agreement to be signed and delivered by its duly authorized representative, all as of the date first written above.

UNITED AIRLINES, INC.

By: _____ ^{RH}
Grant Whitney
Vice President - Domestic Network Planning

CITY OF COLUMBIA, MISSOURI

By: _____
Mike Matthes, City Manager

Date: _____

ATTEST:

By: _____
Sheela Amin, City Clerk

Date: _____

APPROVED AS TO FORM:

By: _____
Nancy Thompson, City Attorney

Date: _____

I hereby certify that this Agreement is within the purpose of the appropriation to which it is to be charged, that is, account _____, and that there is an unencumbered balance to the credit of such account sufficient to pay therefore.

Michele Nix, Director of Finance

Date: _____

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

April Session of the April Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

3rd

day of April

20 17

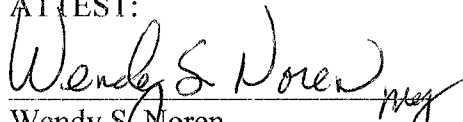
the following, among other proceedings, were had, viz:

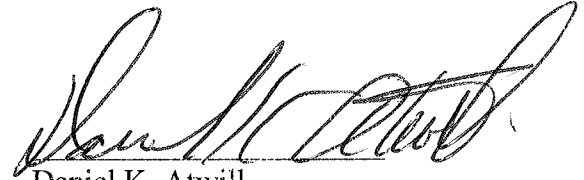
Now on this day the County Commission of the County of Boone does hereby re-appoint the following:

Name	Board	Period
Nancy McKerrow	Children's Services Board	April 1, 2017 through March 31, 2020
Dewey Riehn	Children's Services Board	April 1, 2017 through March 31, 2020
Rusty Antel	Judicial & Law Enforcement Task Force	April 1, 2017 through March 31, 2020
Dr. Elizabeth Hussey	Vicious Dog Advisory Board	April 1, 2017 through March 31, 2020
Chuck Wilson	Vicious Dog Advisory Board	April 1, 2017 through March 31, 2020

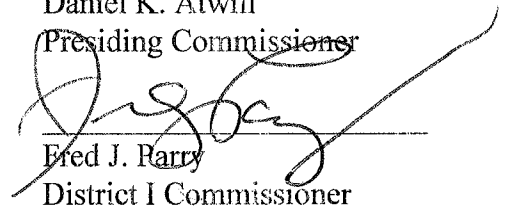
Done this 3rd day of April, 2017.

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

April Session of the April Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

3rd

day of April

20 17

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

Now on this day the County Commission of the County of Boone does hereby approve the Organizational Use of the Boone County Courthouse Plaza by March for Science, Mid-Missouri for April 22, 2017 from 1:30 p.m. to 3:30 p.m.


Done this 3rd day of April, 2017.

ATTEST:

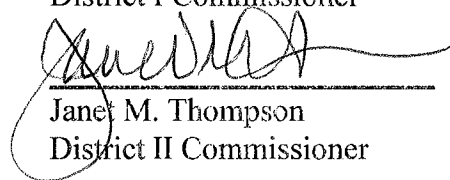
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner

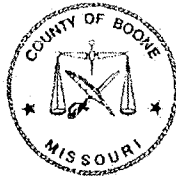


Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner

Daniel K. Atwill, Presiding Commissioner
Fred J. Parry, District I Commissioner
Janet M. Thompson, District II Commissioner



Roger B. Wilson
Boone County Government Center
801 East Walnut, Room 333
Columbia, MO 65201-7732
573-886-4305 • FAX 573-886-4311

Boone County Commission

APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE PLAZA

The undersigned organization hereby applies for a use permit to use the Boone County Courthouse Plaza as follows:

Organization: March For Science-Mid Missouri (sponsored project of Mid-Missouri peaceworks)

Address: 1205 University Ave. Apt 327

City: Columbia State: Mo ZIP Code 65201

Phone: 4173506890 Website: _____

Individual Requesting Use: Christopher Dade

Position in Organization: Logistics Organizer

Address: same as above

City: _____ State: _____ ZIP Code _____

Phone: _____ Email: cmdade@mizzou.edu

Event: March For Science

Description of Use (ex. Concert, speaker, 5K): speakers/rally in support of science in society

Date(s) of Use: April 22

Start Time of Setup: 1:30 pm AM/PM

Start Time of Event: 2:00 pm AM/PM (If start times vary for multiple day events, please specify)

End Time of Event: 3:00 pm AM/PM (If end times vary for multiple day events, please specify)

End Time of Cleanup: 3:30 pm AM/PM

Emergency Contact During Event: Chris Dade Phone: 4173506890

Will this event be open to the public? Yes No

If yes, please explain the publicity that will be used to promote the event, including names and contact information of any promoters: Facebook event, twitter, and word of mouth

750

How many attendees (including volunteers) do you anticipate being at your event? _____

If you anticipate more than 50 attendees (including volunteers) at your event, please detail your safety plan in the event of an emergency. If you have a separate Fire Safety, Public Safety and Evacuation Plan, please submit with application. **We will have at least a dozen people in the crowd that can relay information about any emergency situation and contact police or emergency services if needed.**

If you anticipate more than 1000 attendees (including volunteers), please provide the names and contact information of your crowd managers (1 per every 250 attendees): _____

Will the majority of attendees be under the age of 18? Yes No

If yes, please note the number of adult supervisors in attendance: _____ # adults per _____ #minors

Will you need access to electricity? Yes No

Will you be using amplifiers? Yes No

Will you be serving food and/or non-alcoholic drinks? Yes No

If yes, will you be selling food and/or non-alcoholic drinks? Yes No

If yes, please provide the following with copies of licenses attached to application:

Missouri Department of Revenue Sales Tax Number: _____

County Merchant's License Number: _____

City Temporary Business License Number: _____

Will you be serving alcoholic beverages? Yes No

If yes, will you be selling alcoholic beverages? Yes No

If yes, please provide the following with copies of licenses attached to application:

State Liquor License Number: _____

County Liquor License Number: _____

City Liquor License Number: _____

Will you be selling non-food items? Yes No

If yes, please provide the following with copies of licenses attached to application:

Missouri Department of Revenue Sales Tax Number: _____

County Merchant's License Number: _____

City Temporary Business License Number: _____

Will outside vendors be selling food, beverages or non-food items at this event? Yes No

If yes, please provide the following information (use separate sheet if necessary):

Vendor	Type of Sales	Contact Information	License Number(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Will you be requesting a road and/or sidewalk closure? Yes No

If yes, what road(s) and/or sidewalk(s)? _____

Please attach to application a copy of the order showing City of Columbia City Council approval.

Does your event include cooking or use of open flames? Yes No

If yes, please provide the Columbia Fire Department Special Events Permit Number: _____

Please attach to application a copy of the approved Columbia Fire Department Special Events Permit

Events that may pose increased responsibilities to the local law enforcement may be required to enlist the services of a professional security company. This will be determined by the Boone County Sheriff's Department and Boone County Commission. If necessary, have you hired a security company to handle security arrangements for this event?

Yes No

If yes, please provide the following:

Security Company: _____

Contact Person Name and Position: _____

Phone: _____ Email: _____

Will you be using portable toilets for your event? Yes No

**Please note: portable toilets are not permitted on the Boone County Courthouse Plaza grounds. Please contact the City of Columbia for options.

If your event is such that requires insurance per the Boone County Courthouse Plaza Rules and Regulations, please provide a copy of acquired insurance plan.

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

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and date of use and abide by all applicable laws, ordinances and county policies in using Courthouse Plaza grounds.
2. To abide by all rules and regulations as set forth in the Boone County Courthouse Plaza Rules and Regulations document updated July 11, 2013 and attached to this document.
3. To remove all trash or other debris that may be deposited (by participants) on the courthouse grounds and/or in rooms by the organizational use.
4. To repair, replace, or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds and/or carpet and furnishings in rooms.
5. To conduct its use of Courthouse Plaza grounds in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building functions.
6. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds and/or use of rooms as specified in this application.

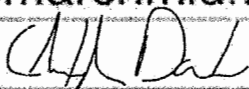
Organization Representative/Title: Christopher Dade/ Logistics organizer

Address: 1205 University ave. Apt. 327

Phone Number: 4173506890

Date of Application: 3/28/17

Email Address: sciencemarchmidmo@gmail.com

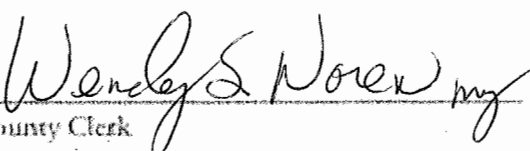
Signature: 

Applications may be submitted in person or by mail to the Boone County Commission, 801 E. Walnut, Room 333, Columbia, MO 65201 or by email to commission@boonecountymissouri.org.

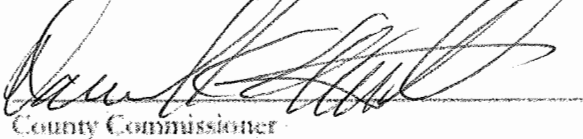
PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE PLAZA

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

ATTEST:


County Clerk

BOONE COUNTY, MISSOURI


County Commissioner

DATE: 4-3-17