

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

January Session of the January Adjourned

Term. 20 20

County of Boone

In the County Commission of said county, on the 21st day of January 2020

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 Agreement for Confinement of Prisoners between Boone County and Macon County.

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

Done this 21st day of January 2020.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

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

AGREEMENT FOR CONFINEMENT OF PRISONERS

This agreement is made and entered into on **January 1, 2020**, by and between the **Macon County Jail**, a Missouri Government Facility (hereinafter referred to as “**Facility**”), and the **County of Boone**, Missouri, (hereinafter referred to as “**Agency**”).

FACILITY AND THE AGENCY AGREE AS FOLLOWS:

- 1. Services Provided.** Facility shall provide detention services, food, clothing, medical services, shelter, and other usual services for minimum level, non-violent inmates, medium level and/or maximum, high security custody level inmates of the Agency being confined at Facility, which is located at 101 E Washington St. Macon, Missouri. Facility shall not move prisoners to any other location or turn prisoners over to the control or custody of any other person, agency or governmental entity without the prior written consent of the Agency. The Agency agrees to house their inmates at the Facility. Facility will invoice the Agency each month for the number of inmates at a rate of **\$45.00 per day**.
- a. Quality of Care and Treatment.** Facility shall at all times treat and care for all Inmates placed with the Facility in a humane, appropriate, and professional manner in compliance with all requirements of state, local, and federal law and consistent with industry standards. Nothing contained within this Agreement shall be construed to authorize or permit the imposition of any type of discipline prohibited by the laws, constitutions, or administrative regulations of the State of Missouri or in the United States of America.
- b. Licensing and Structures.** Facility shall maintain and ensure all necessary and appropriate licensing agreements, permits, and building, fire, health, and safety codes. Facility warrants to the Agency that the structure of the Facility meets or exceeds all applicable building codes and standards.
- c. Record-keeping.** Facility shall maintain accurate, timely, and confidential records with regard to the behavior, health, classification, disciplinary history and complaints made by and/or against all Inmates confined at the Facility. Facility shall also maintain records on Inmates regarding all incidents, involving use of force, inmate injuries, grievance, complaints, claims or lawsuits lodged against Facility. The Agency shall have a right of access to such records, and Facility expressly agrees to provide Agency with copies of such records upon request.
- d. Training.** Facility warrants to Agency that all of its employees are and will continue to be properly trained in the supervision and care of inmates in a humane, appropriate, and professional manner in compliance with all requirements of state, local, and federal law and consistent with industry standards, including training with regard to anti-discrimination policies.
- e. Notification.** Facility shall immediately notify Agency of any of the following events: the death of an Inmate; the emergency medical treatment of an Inmate; the escape of an Inmate;

the filing of a lawsuit or claim by an Inmate against Facility; the filing of a claim, lawsuit or administrative action against the Facility with regard to its treatment of Inmates; or the use of force on or against an Inmate.

- f. **Release of Inmates.** Facility shall release Inmates back to the Agency. Facility shall not release Inmates into the general populace without making proper warrants and warrant checks (Jake's Law). Facility shall not grant furloughs or passes to any Inmates without the specific written authorization of the Agency.
- g. **Resident Agent.** Facility shall designate a local agent for the acceptance of service in the State of Missouri.
- h. **Access to the Court System.** Facility shall ensure that all Inmates referred by the Agency will have access to the court system, including but not limited to the **Boone County Circuit Court** and the use of the U.S. Postal Service. The Agency will transport inmates to appear in Boone County Associate and Circuit Court divisions. Agency must assure that all court documents, warrants and commitments, must accompany the Inmate when returning from court to the Facility. The Facility may transport to the Department of Corrections for the Agency. The Agency must assure all judgment and sentence, transportation orders, and certificate of delivery are turned over to the facility.

2. **Medical Needs.**

- a. **Non-emergency.** Any inmate wishing to have an appointment scheduled for an appropriate medical condition will make such a request through the Agency. Transportation to and from said appointment will be provided by the Agency unless Jail Staffing allows. All costs for care shall be billed to the inmate. Prescriptions will be filled at the Agencies expense.
- b. **Emergency Treatment.** In the event of an emergency, ambulance services will be requested for all emergency medical situations and directly thereafter Agency will be notified, and prisoner will be solely responsible for ambulance, hospital, and physician charges incurred as a result thereof pursuant to Sec. 221.120 RSMo, unless otherwise approved in writing by the Agency in advance of the treatment. In case of death, the Agency will be responsible for all costs of an autopsy. During any emergency transportation from the Facility, the Facility will supply a detention officer to accompany the Inmate to the hospital/ER. The Agency will be responsible for the Inmates security while at the hospital as soon as practical.
- c. **Records.** Facility shall maintain complete medical records for each Inmate who has received health care services. The records shall be maintained in a manner consistent with applicable laws and NCCHC standards.

3. **Fit for Confinement.** The condition of the detainee must be such that he/she is not an immediate medical risk if admitted to the Facility in their current state. If either Agency or Facility staff believes the detainee is not "fit for confinement", the detainee must be evaluated at a hospital by a physician prior to being accepted into the Facility.
4. **Right of Inspection.** The Agency shall have the right to inspect, at any reasonable time, the correctional facility owned by Facility, which houses Inmates.
5. **Death of an Inmate.** In the event of the death of an Inmate, Facility shall immediately notify the Agency. Upon release by investigative authorities and County Coroner, arrangements shall be made by Facility to transport the body to the coroner of the local jurisdiction. All costs of any required autopsy shall be the responsibility of the Agency. The Agency shall assume full responsibility for said body upon its return to the Agency's jurisdiction.
6. **Escapes.** In the event of the escape of an Inmate in the care of Facility, Facility shall immediately notify the Agency and the local authorities. Facility shall take any necessary steps to assist in the apprehension of the escaped Inmate. Facility shall bear any and all costs of and/or charges as the result of an escape.
7. **Services for Inmate.** All Inmates have access to reading materials, scheduled visits, religious services, and recreational activities.
8. **Agreement.** This Agreement represents the entire agreement between the parties hereto. All prior representations, agreement, and understandings are superseded hereby.
9. **Amendment.** This Agreement may be amended, modified or supplemented only by a written instrument signed by each of the parties hereto.
10. **Notices.** All notices provided under this Agreement shall be in writing and shall be served by mailing, hand-delivery, or facsimile transmission as follows:

If to the Facility
Macon County Sheriff's Office/Jail
Attn: Sheriff Kevin Shoemaker
101 E. Washington, St.
Macon, Mo 63552

If to the Agency
Boone County Sheriff's Office
Attn: Sheriff Dwayne Carey
2121 County Drive
Columbina MO 65202

Either party may change their notification address or facsimile numbers upon reasonable notification of such change given to the other party.

11. **Inmate Accounts.** Facility shall establish and maintain an account for each Inmate and shall credit to such account all money that is received and shall make disbursements debiting such account for responsible amounts for the Inmates' purchases of personal items.

Disbursements shall be made in limited amount as are reasonably necessary for such personal items. Facility shall be accountable to Agency for such Inmate funds. Upon the Inmate's return to the Agency during normal business hours, the funds maintained in such account shall be returned with the Inmate to the Agency, after all debts are paid to the facility.

12. **Facility Damage.** Damage caused by an inmate to Facility property or equipment, will be the responsibility of the Inmate. All bills/estimates for the repair and/or replacement of said damage will be sent to the Prosecuting Attorney with charges to be filed against the inmate.
13. **Programs.** Inmates referred to Facility by the Agency shall have the same access to and right to participate in Facility's programs as all other general population Inmates of Facility.
14. **Publicity.** Facility shall not be authorized to release personal or criminal history information or photographs of Inmates referred from the Agency, or publicize personal or criminal history information to or on any media, or release information concerning their arrival or departure from the Facility.
15. **Facility and Agency,** in carrying out this Agreement, shall also comply with all other applicable existing federal, state, and local laws relative to equal opportunity and nondiscrimination, all of which are incorporated by reference and made a part of this Agreement.
16. **Closing.** This Agreement shall remain in full force from the Agreement date. The Sheriff's of both the Facility and the Agency shall review this agreement semi-annually for any changes, additions, deletions by the Facility and the Agency. All changes to this document shall be submitted for approval in writing to the Facility or the Agency. Termination of this agreement must be in writing 60 days prior to the termination effective date.

Macon County Presiding Commissioner

Macon County Sheriff

_____ Date _____

_____ Date _____

Boone County Presiding Commissioner

Boone County Sheriff

[Handwritten Signature]

Date

1-15-2020

[Handwritten Signature]

Date

1-15-2020

CERTIFICATION:

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

Samuel B. Mitchell by *ss* *1/20/2020*
Auditor Date

Term & Supply Accts 1255-72000
2906-72000

APPROVED AS
TO LEGAL FORM
[Signature]
DATE: *1/16/2020*

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

January Session of the January Adjourned

Term. 20 20

County of Boone

In the County Commission of said county, on the

21st

day of

January

2020

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 2020 Annual Consultant Services Agreements for Professional Services with the following:


- A Civil Group
- Anderson Engineering Inc
- Engineering Surveys and Services, LLC
- Malicoat-Winslow Engineers, P.C.
- Peopping, Stone, Bach & Associates, Inc

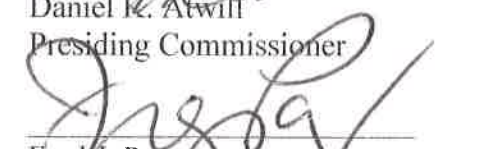
Terms of the agreement are stipulated in the attached Agreements. It is further ordered the Presiding Commissioner is hereby authorized to sign said General Consultant Services Agreements.


Done this 21st day of January 2020.

ATTEST:


 Brianna L. Lennon
 Clerk of the County Commission


 Daniel K. Atwill
 Presiding Commissioner


 Fred J. Parry
 District I Commissioner


 Absent
 Janet M. Thompson
 District II Commissioner

GENERAL CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT dated this 21 day of January, 2019/2020, by and between Boone County, Missouri, a first class county and political subdivision of the state of Missouri through its County Commission, (herein "Owner") and A Civil Group (herein "Consultant").

IN CONSIDERATION OF the performance of the services rendered under this Agreement and payment for such services, the parties agree to the following:

1. **Agreement duration** – This contract shall be in effect beginning January 1, 2020 or the date of full execution; which ever is later and run through the calendar year ending on December 31, 2020. This agreement may be terminated in accordance with the terms and conditions set forth in this agreement.

2. **Services** - As authorized by the Owner in writing, the Consultant shall provide the Owner all engineering, surveying, and other professional services for the benefit of the Owner as prescribed by the Owner based upon requests for proposals for projects assigned during the term of this agreement and the Consultant shall provide the Owner, as applicable, with the services, reports, studies, surveys, plans, specifications, and other work required by the Owner's request for proposal. Consultant agrees to provide all such services in a timely manner as established by the Owner in writing for each assigned project, or in the absence of the designation, within a reasonable time after receipt of Owner directives. Consultant agrees to provide services by and through qualified personnel under standards and conditions generally accepted by professionals in the field or occupations for which services are provided. Services shall be provided based only upon requests for proposals provided to the Consultant by the Owner or Owner's representative and to which the Consultant prepares and submits a written proposal for services which is approved by the Owner in writing. No work shall be performed nor shall compensation be paid for Consultant work performed without an Owner approved written proposal for professional services. Proposals for services shall be in written form, as required by the request for proposal, and shall be specifically responsive to the criteria provided by the Owner in its request for proposal. All work performed by the Consultant, based upon Owner approved proposals submitted by the Consultant, shall be subject to the terms and conditions of this agreement unless otherwise specifically agreed upon by the Owner and Consultant in writing. All proposals for work submitted by the Consultant to the Owner for work shall at a minimum contain the following:

2.1 **Scope of Services** - Each proposal for services shall contain a detailed description of work to be performed by the Consultant. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to the request with the same or greater level of specificity required by the request for proposal. The Consultant shall specifically identify services which are included as basic services and those services which are excluded from basic services in the proposal. Services which the Consultant does not identify as excluded from basic services under the proposal and which are necessary for successful completion of the work in the judgment of the Owner shall be presumed to be a part of basic services under the proposal. If a request for proposal requires the Consultant to provide optional services, the Consultant's proposal shall respond to the options requested, or provide

reasons why the Consultant cannot provide or respond to the request for optional services.

2.2 Time for Completion - Each proposal for services shall contain a detailed description of the estimated time to complete each task or item of work to be performed by the Consultant under the proposal. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to any request for estimated or maximum completion times for work with the same or greater level of specificity required by the request for proposal.

2.3 Compensation - Each proposal for services shall state the basis of compensation on either: (1) an hourly fee plus expense basis with a statement of a maximum compensation to be charged, or, (2) a lump sum payment of compensation for all work to be performed, or, (3) a payment based upon unit prices. Proposals for compensation for an hourly fee plus expense basis shall provide detailed time and expense estimates to support a maximum contract amount to be charged and shall be consistent with the hourly rates, unit prices and reimbursement rates made a part of this agreement by reference in paragraph two (2) below. When the Owner or Owner's representative requests the Consultant to provide work on an hourly fee plus expense basis, the Consultant's proposal shall be responsive to the request and shall not propose payment on another basis unless otherwise authorized. Unit price proposals shall identify and estimate the quantity of units as a part of the proposal when they can be identified and estimated, or as necessary in response to a particular request for proposal requesting such information. Each proposal for services shall also state a proposed payment schedule at a frequency no greater than monthly in such amounts as are consistent with amount of work to be performed and billed. Reimbursable expenses proposed shall be specifically identified and estimated as a part of the proposal with a statement of the maximum amount to be charged unless the Owner's request for proposal specifies otherwise.

2.4 Signatures - Consultant proposals for services under this agreement shall be signed and dated by the Consultant or an authorized representative of the Consultant (as applicable), and shall be considered binding offers to contract open for acceptance by the Owner for an indefinite duration unless limited in the proposal or withdrawn prior to acceptance by the Owner. All proposals for services under this agreement shall be on forms approved by the Owner; use of the signature block shown in this agreement on a proposal for services shall be considered an adequate signature block. In the absence of an Owner provided form, the signature block shall contain a signature line for Boone County, Missouri by its Presiding Commissioner, a signature line for attestation by the County Clerk, a signature line approving the proposal by the Director of Resource Management, and a signature line for the County Attorney approving the proposal as to legal form. In addition, the signature block shall contain a line for insertion of the date the proposal is approved by the Owner.

3. Compensation - In consideration for the Consultant's provision of services under this agreement, the Owner agrees to compensate the Consultant for services rendered in accordance with the hourly rates, unit prices and reimbursement rates for expenses set forth in the schedule for hourly rates and expense charges to be in effect for the calendar year of this agreement which is either attached to this agreement or maintained on file with the Boone County Resource Management Department and is hereby incorporated by reference. No increases in the rates and charges set forth in the attached schedule shall be permitted for this

calendar year without the written authorization of the Owner. Payments shall be made within thirty (30) days of receipt of invoice by the Owner. Invoices shall be submitted periodically as mutually agreed upon by the Owner and Consultant, or in the absence of such agreement, upon completion of the work constituting the task or project for which services are provided. Invoices for services on an hourly fee plus expense basis shall individually describe the task or project by name, show hours expended by classes of personnel in increments of not less than one-half hour and rates applied, as well as describe work performed during the invoice period; reimbursable expenses shall be itemized. Invoices for services performed on a unit price basis shall identify the task or project by name, identify and quantify units charged for services during the invoice period. Invoices for services on a lump sum basis shall identify the task or project by name and the invoiced amount. Periodic invoices shall not exceed the amounts permitted in the Consultant's proposal approved by the Owner. The Owner reserves the right to withhold payment for inadequately documented invoices until documented as required herein. The Owner further reserves the right to withhold payments for unperformed work or work not performed on a timely basis in accordance with the Consultant's proposal when delays in performance of services are not attributable to the Owner, or as a result of a billing dispute between the Owner and Consultant. However, Owner agrees to pay interest at a rate of nine percent (9%) annum on any disputed billed amounts for which payments are withheld beyond thirty (30) days of invoice if and to the extent that those disputed amounts are resolved in favor of the Consultant.

4. **Owner Responsibilities** - Owner agrees to furnish Consultant with all current and available information for each task or project assigned to Consultant, along with any information necessitated by changes in work or services initiated by the Owner which may affect services rendered thereunder.

5. **Coordination of Work and Work Product** - Consultant shall coordinate all work with the Owner's designated representative for each task or project assigned to Consultant and submit to the Owner's representative all work product in written or graphic form (and in electronic form if requested) as applicable or required. All reports, surveys, test data, memoranda, samples, plans, specifications, and other documents or materials submitted by or to the Owner shall be considered the property of the Owner. When available and requested by the Owner, work product shall be provided in electronic form at actual cost in media compatible for use with Owner software and equipment.

6. **Insurance** - Consultant shall procure and maintain professional liability insurance in such amounts as are deemed mutually agreeable to the parties and approved by the Owner or the Owner's representative in writing within thirty (30) days of this Agreement. Consultant shall also maintain general public liability insurance with coverage's no less than \$2,000,000.00 per occurrence, and worker's compensation insurance as required by state law. Failure of Consultant to obtain or maintain such insurance during this contract, or to provide proper proofs thereof upon request of the Owner, shall not diminish, waive or otherwise reduce the Consultant's obligations to maintain such insurance coverage and Consultant shall indemnify and hold the Owner and all its personnel harmless from and against any and all claims, damages, losses and expenses, including reasonable attorney's fees and litigation costs, arising out of or resulting from the performance of services, provided that any such claim, damage, loss or expenses, is caused in whole or in part by the negligent act, omission and or liability of the Consultant, its agents or employees. The Consultant shall provide the Owner with certificates of insurance

exhibiting the coverage as specified above within thirty (30) days of execution of this agreement and thereafter within five (5) working days after request by the Owner. All certificates of insurance shall contain provision that insurance provided shall not be canceled or altered except upon ten (10) days written notice to the Owner.

7. **Delegation and Subcontracting** - Unless otherwise proposed and approved in the Consultant's proposal for services, the Consultant shall not delegate or subcontract any work to be performed by the Consultant under this agreement to any other person, business or entity without the express advance written approval of the Owner for such delegation or subcontract work.

8. **Records and Samples** - To the extent not otherwise transferred to the Owner's possession, Consultant agrees to retain and provide the Owner with reasonable access to all work product, records, papers and other documents involving transactions and work related to or performed under this agreement for a period of three (3) years after this agreement expires. When services involve testing or sampling, Consultant agrees to either retain all test products or samples collected by or submitted to Consultant, or return same to the Owner as mutually agreed upon. In absence of agreement, Consultant shall not dispose of test samples or products without notice to or consent by the Owner or the Owner's representative.

9. **Additional Services** - No compensation shall be paid for any service rendered by the Consultant considered an additional service beyond the scope of services approved by the Owner unless rendition of that service and expense thereof has been authorized in writing by the Owner in advance of performance of such service. Any additional services performed by the Consultant prior to such authorization by the Owner shall be deemed a part of basic services for work performed under an Owner approved proposal for services governed by this agreement, whether enumerated in this agreement or not, for which the Consultant shall be entitled to no additional compensation.

10. **Owner Authorization** -When the term Owner is used in this agreement, it shall mean the government of Boone County, Missouri or the Boone County Commission, as the context requires. Authorization by the Owner shall mean authorization obtained by recorded majority vote of the Boone County Commission. It is further understood and agreed that no person or party is authorized to bind the Owner to any proposed agreement for services under the auspices of this agreement without having obtained the prior approval of the Boone County Commission by recorded majority vote for such authorization. In this regard, it is understood and agreed that the Consultant shall not be entitled to rely upon verbal or written representations by any agent or employee of the Owner in deviation to the terms and conditions of this agreement, or as authorization for compensation for services except as may be approved by recorded vote of the Boone County Commission. When the term Owner's representative is used, it shall mean the Director of the Boone County Resource Management Department or his designee as specified in writing. It shall be presumed that such representative shall have all necessary decision making authority with respect to services provided under this agreement and Owner approved proposals for services except such representative shall have no authority to make decisions concerning changes to the Consultant's compensation or reimbursement, or with respect to services to be performed under this agreement or Owner approved proposal for services which involve or affect cost, expense or budgetary allowances.

11. **Termination** - The Owner may and reserves the right to terminate this agreement at any time with or without cause by giving the Consultant written notice of termination. Upon receipt of such notice, Consultant shall discontinue all services in connection with the performance of services authorized under this agreement or Owner approved proposal for services and Owner shall upon invoice remit payment for all authorized services completed up to the date of termination notice. Upon payment of this invoice, the Consultant shall deliver any and all work product including drawings, plans, and specifications, or other documents, prepared as instruments of service, whether complete or in progress. It is further agreed that if services are terminated the Consultant shall be compensated for all services rendered through the date of termination not to exceed the amount authorized for services through the date of termination. If the Owner questions the extent of work on a final invoice, the Consultant shall give the Owner the opportunity to review and evaluate all work upon which the invoice is based in the offices of the Consultant prior to payment. This agreement or work performed under the provisions of this agreement may also be terminated by the Consultant upon not less than seven days written notice in the event the Owner shall substantially fail to perform in accordance with the terms and conditions of this agreement, through no fault of the Consultant. In the event of termination by the Consultant, the other provisions concerning termination contained in this paragraph shall be applicable.

12. **Governing Law** - This agreement shall be governed by the laws of the state of Missouri and it is agreed that this agreement is made in Boone County, Missouri and that Boone County, Missouri is proper venue for any action pertaining to the interpretation or enforcement of any provision within or services performed under this agreement.

13. **Certification of Lawful Presence / Work Authorization** - Consultant shall complete and return the Work Authorization Certification attached hereto, and if applicable, the other required lawful presence documents for an individual Consultant.

14. **Miscellaneous** - This agreement constitutes the entire agreement of the parties superseding all prior negotiations, written or verbal, and may only be amended by signed writing executed by the parties through their authorized representatives hereunder.

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized signatories effective the date and year first-above written.

A CIVIL GROUP

BOONE COUNTY, MISSOURI

By Jim Czerwinski

By [Signature]

Presiding Commissioner

Title CHIEF OPERATING MEMBER

Dated: 12/12/19

Dated: 1-21-2020

APPROVED AS TO FORM:

ATTEST:

[Signature]
County Attorney

[Signature]
County Clerk

APPROVED:

[Signature]
Director, Boone County Resource Management



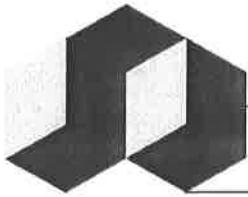
A Civil Group

2020 Discipline List

Instructions: Please place a check mark in the Services Offered box next to those disciplines provided by your firm

Discipline	Services Offered
Architecture	
Bridge Design	
Civil Engineering	X
Construction Management	
Electrical Engineering	
Geotechnical Engineering	
Lab Testing	
Mechanical Engineering	
Planning	X
Structural Engineering	X
Surveying	X
Traffic	
Transportation	
Acoustical	
Building Enclosure Consulting	
Control System Integration	
Design/Build	X
Environmental	
Forensic	
GIS	
Industrial	
Interior Design	
Landscape Architecture	
Natural Gas	
Photogrammetry	
Telecommunications	
Water Resources	

Reviewed by: dm



A CIVIL GROUP

CIVIL ENGINEERING - PLANNING - SURVEYING

FEE SCHEDULE 2020

ENGINEER I	\$180 / HOUR
ENGINEER II	\$145 / HOUR
ENGINEER III	\$135 / HOUR
ENGINEER IV	\$125 / HOUR

DESIGNER \$130 / HOUR

SURVEYOR I	\$ 110 / HOUR
SURVEYOR II	\$ 90 / HOUR
SURVEYOR III	\$ 80 / HOUR

DESIGN TECHNICIAN I	\$ 115/ HOUR
DESIGN TECHNICIAN II	\$ 100 / HOUR
DESIGN TECHNICIAN III	\$ 90 / HOUR

1-MAN FIELD CREW	\$ 135 / HOUR
2-MAN FIELD CREW	\$ 150 / HOUR

CLERICAL \$65 /HOUR

OUTSIDE COPIES ACTUAL EXPENSE

OFFICE COPIES

LARGE COPIES	\$4.00-\$6.00/EACH
BLACK AND WHITE COPIES	\$0.50/EACH
COLOR COPIES	\$1.00/EACH

GENERAL CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT dated this 21 day of January, 2019/2020, by and between Boone County, Missouri, a first class county and political subdivision of the state of Missouri through its County Commission, (herein "Owner") and Anderson Engineering Inc (herein "Consultant").

IN CONSIDERATION OF the performance of the services rendered under this Agreement and payment for such services, the parties agree to the following:

1. **Agreement duration** – This contract shall be in effect beginning January 1, 2020 or the date of full execution; which ever is later and run through the calendar year ending on December 31, 2020. This agreement may be terminated in accordance with the terms and conditions set forth in this agreement.

2. **Services** - As authorized by the Owner in writing, the Consultant shall provide the Owner all engineering, surveying, and other professional services for the benefit of the Owner as prescribed by the Owner based upon requests for proposals for projects assigned during the term of this agreement and the Consultant shall provide the Owner, as applicable, with the services, reports, studies, surveys, plans, specifications, and other work required by the Owner's request for proposal. Consultant agrees to provide all such services in a timely manner as established by the Owner in writing for each assigned project, or in the absence of the designation, within a reasonable time after receipt of Owner directives. Consultant agrees to provide services by and through qualified personnel under standards and conditions generally accepted by professionals in the field or occupations for which services are provided. Services shall be provided based only upon requests for proposals provided to the Consultant by the Owner or Owner's representative and to which the Consultant prepares and submits a written proposal for services which is approved by the Owner in writing. No work shall be performed nor shall compensation be paid for Consultant work performed without an Owner approved written proposal for professional services. Proposals for services shall be in written form, as required by the request for proposal, and shall be specifically responsive to the criteria provided by the Owner in its request for proposal. All work performed by the Consultant, based upon Owner approved proposals submitted by the Consultant, shall be subject to the terms and conditions of this agreement unless otherwise specifically agreed upon by the Owner and Consultant in writing. All proposals for work submitted by the Consultant to the Owner for work shall at a minimum contain the following:

2.1 **Scope of Services** - Each proposal for services shall contain a detailed description of work to be performed by the Consultant. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to the request with the same or greater level of specificity required by the request for proposal. The Consultant shall specifically identify services which are included as basic services and those services which are excluded from basic services in the proposal. Services which the Consultant does not identify as excluded from basic services under the proposal and which are necessary for successful completion of the work in the judgment of the Owner shall be presumed to be a part of basic services under the proposal. If a request for proposal requires the Consultant to provide optional services, the Consultant's proposal shall respond to the options requested, or provide

reasons why the Consultant cannot provide or respond to the request for optional services.

2.2 Time for Completion - Each proposal for services shall contain a detailed description of the estimated time to complete each task or item of work to be performed by the Consultant under the proposal. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to any request for estimated or maximum completion times for work with the same or greater level of specificity required by the request for proposal.

2.3 Compensation - Each proposal for services shall state the basis of compensation on either: (1) an hourly fee plus expense basis with a statement of a maximum compensation to be charged, or, (2) a lump sum payment of compensation for all work to be performed, or, (3) a payment based upon unit prices. Proposals for compensation for an hourly fee plus expense basis shall provide detailed time and expense estimates to support a maximum contract amount to be charged and shall be consistent with the hourly rates, unit prices and reimbursement rates made a part of this agreement by reference in paragraph two (2) below. When the Owner or Owner's representative requests the Consultant to provide work on an hourly fee plus expense basis, the Consultant's proposal shall be responsive to the request and shall not propose payment on another basis unless otherwise authorized. Unit price proposals shall identify and estimate the quantity of units as a part of the proposal when they can be identified and estimated, or as necessary in response to a particular request for proposal requesting such information. Each proposal for services shall also state a proposed payment schedule at a frequency no greater than monthly in such amounts as are consistent with amount of work to be performed and billed. Reimbursable expenses proposed shall be specifically identified and estimated as a part of the proposal with a statement of the maximum amount to be charged unless the Owner's request for proposal specifies otherwise.

2.4 Signatures - Consultant proposals for services under this agreement shall be signed and dated by the Consultant or an authorized representative of the Consultant (as applicable), and shall be considered binding offers to contract open for acceptance by the Owner for an indefinite duration unless limited in the proposal or withdrawn prior to acceptance by the Owner. All proposals for services under this agreement shall be on forms approved by the Owner; use of the signature block shown in this agreement on a proposal for services shall be considered an adequate signature block. In the absence of an Owner provided form, the signature block shall contain a signature line for Boone County, Missouri by its Presiding Commissioner, a signature line for attestation by the County Clerk, a signature line approving the proposal by the Director of Resource Management, and a signature line for the County Attorney approving the proposal as to legal form. In addition, the signature block shall contain a line for insertion of the date the proposal is approved by the Owner.

3. Compensation - In consideration for the Consultant's provision of services under this agreement, the Owner agrees to compensate the Consultant for services rendered in accordance with the hourly rates, unit prices and reimbursement rates for expenses set forth in the schedule for hourly rates and expense charges to be in effect for the calendar year of this agreement which is either attached to this agreement or maintained on file with the Boone County Resource Management Department and is hereby incorporated by reference. No increases in the rates and charges set forth in the attached schedule shall be permitted for this

calendar year without the written authorization of the Owner. Payments shall be made within thirty (30) days of receipt of invoice by the Owner. Invoices shall be submitted periodically as mutually agreed upon by the Owner and Consultant, or in the absence of such agreement, upon completion of the work constituting the task or project for which services are provided. Invoices for services on an hourly fee plus expense basis shall individually describe the task or project by name, show hours expended by classes of personnel in increments of not less than one-half hour and rates applied, as well as describe work performed during the invoice period; reimbursable expenses shall be itemized. Invoices for services performed on a unit price basis shall identify the task or project by name, identify and quantify units charged for services during the invoice period. Invoices for services on a lump sum basis shall identify the task or project by name and the invoiced amount. Periodic invoices shall not exceed the amounts permitted in the Consultant's proposal approved by the Owner. The Owner reserves the right to withhold payment for inadequately documented invoices until documented as required herein. The Owner further reserves the right to withhold payments for unperformed work or work not performed on a timely basis in accordance with the Consultant's proposal when delays in performance of services are not attributable to the Owner, or as a result of a billing dispute between the Owner and Consultant. However, Owner agrees to pay interest at a rate of nine percent (9%) annum on any disputed billed amounts for which payments are withheld beyond thirty (30) days of invoice if and to the extent that those disputed amounts are resolved in favor of the Consultant.

4. **Owner Responsibilities** - Owner agrees to furnish Consultant with all current and available information for each task or project assigned to Consultant, along with any information necessitated by changes in work or services initiated by the Owner which may affect services rendered thereunder.

5. **Coordination of Work and Work Product** - Consultant shall coordinate all work with the Owner's designated representative for each task or project assigned to Consultant and submit to the Owner's representative all work product in written or graphic form (and in electronic form if requested) as applicable or required. All reports, surveys, test data, memoranda, samples, plans, specifications, and other documents or materials submitted by or to the Owner shall be considered the property of the Owner. When available and requested by the Owner, work product shall be provided in electronic form at actual cost in media compatible for use with Owner software and equipment.

6. **Insurance** - Consultant shall procure and maintain professional liability insurance in such amounts as are deemed mutually agreeable to the parties and approved by the Owner or the Owner's representative in writing within thirty (30) days of this Agreement. Consultant shall also maintain general public liability insurance with coverage's no less than \$2,000,000.00 per occurrence, and worker's compensation insurance as required by state law. Failure of Consultant to obtain or maintain such insurance during this contract, or to provide proper proofs thereof upon request of the Owner, shall not diminish, waive or otherwise reduce the Consultant's obligations to maintain such insurance coverage and Consultant shall indemnify and hold the Owner and all its personnel harmless from and against any and all claims, damages, losses and expenses, including reasonable attorney's fees and litigation costs, arising out of or resulting from the performance of services, provided that any such claim, damage, loss or expenses, is caused in whole or in part by the negligent act, omission and or liability of the Consultant, its agents or employees. The Consultant shall provide the Owner with certificates of insurance

exhibiting the coverage as specified above within thirty (30) days of execution of this agreement and thereafter within five (5) working days after request by the Owner. All certificates of insurance shall contain provision that insurance provided shall not be canceled or altered except upon ten (10) days written notice to the Owner.

7. **Delegation and Subcontracting** - Unless otherwise proposed and approved in the Consultant's proposal for services, the Consultant shall not delegate or subcontract any work to be performed by the Consultant under this agreement to any other person, business or entity without the express advance written approval of the Owner for such delegation or subcontract work.

8. **Records and Samples** - To the extent not otherwise transferred to the Owner's possession, Consultant agrees to retain and provide the Owner with reasonable access to all work product, records, papers and other documents involving transactions and work related to or performed under this agreement for a period of three (3) years after this agreement expires. When services involve testing or sampling, Consultant agrees to either retain all test products or samples collected by or submitted to Consultant, or return same to the Owner as mutually agreed upon. In absence of agreement, Consultant shall not dispose of test samples or products without notice to or consent by the Owner or the Owner's representative.

9. **Additional Services** - No compensation shall be paid for any service rendered by the Consultant considered an additional service beyond the scope of services approved by the Owner unless rendition of that service and expense thereof has been authorized in writing by the Owner in advance of performance of such service. Any additional services performed by the Consultant prior to such authorization by the Owner shall be deemed a part of basic services for work performed under an Owner approved proposal for services governed by this agreement, whether enumerated in this agreement or not, for which the Consultant shall be entitled to no additional compensation.

10. **Owner Authorization** -When the term Owner is used in this agreement, it shall mean the government of Boone County, Missouri or the Boone County Commission, as the context requires. Authorization by the Owner shall mean authorization obtained by recorded majority vote of the Boone County Commission. It is further understood and agreed that no person or party is authorized to bind the Owner to any proposed agreement for services under the auspices of this agreement without having obtained the prior approval of the Boone County Commission by recorded majority vote for such authorization. In this regard, it is understood and agreed that the Consultant shall not be entitled to rely upon verbal or written representations by any agent or employee of the Owner in deviation to the terms and conditions of this agreement, or as authorization for compensation for services except as may be approved by recorded vote of the Boone County Commission. When the term Owner's representative is used, it shall mean the Director of the Boone County Resource Management Department or his designee as specified in writing. It shall be presumed that such representative shall have all necessary decision making authority with respect to services provided under this agreement and Owner approved proposals for services except such representative shall have no authority to make decisions concerning changes to the Consultant's compensation or reimbursement, or with respect to services to be performed under this agreement or Owner approved proposal for services which involve or affect cost, expense or budgetary allowances.

11. **Termination** - The Owner may and reserves the right to terminate this agreement at any time with or without cause by giving the Consultant written notice of termination. Upon receipt of such notice, Consultant shall discontinue all services in connection with the performance of services authorized under this agreement or Owner approved proposal for services and Owner shall upon invoice remit payment for all authorized services completed up to the date of termination notice. Upon payment of this invoice, the Consultant shall deliver any and all work product including drawings, plans, and specifications, or other documents, prepared as instruments of service, whether complete or in progress. It is further agreed that if services are terminated the Consultant shall be compensated for all services rendered through the date of termination not to exceed the amount authorized for services through the date of termination. If the Owner questions the extent of work on a final invoice, the Consultant shall give the Owner the opportunity to review and evaluate all work upon which the invoice is based in the offices of the Consultant prior to payment. This agreement or work performed under the provisions of this agreement may also be terminated by the Consultant upon not less than seven days written notice in the event the Owner shall substantially fail to perform in accordance with the terms and conditions of this agreement, through no fault of the Consultant. In the event of termination by the Consultant, the other provisions concerning termination contained in this paragraph shall be applicable.

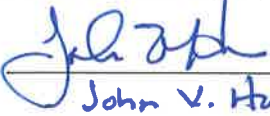
12. **Governing Law** - This agreement shall be governed by the laws of the state of Missouri and it is agreed that this agreement is made in Boone County, Missouri and that Boone County, Missouri is proper venue for any action pertaining to the interpretation or enforcement of any provision within or services performed under this agreement.

13. **Certification of Lawful Presence / Work Authorization** - Consultant shall complete and return the Work Authorization Certification attached hereto, and if applicable, the other required lawful presence documents for an individual Consultant.

14. **Miscellaneous** - This agreement constitutes the entire agreement of the parties superseding all prior negotiations, written or verbal, and may only be amended by signed writing executed by the parties through their authorized representatives hereunder.

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized signatories effective the date and year first-above written.

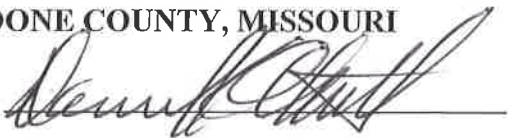
ANDERSON ENGINEERING INC

By 
John V. Huss

Title Vice President

Dated: 12/17/2019

BOONE COUNTY, MISSOURI

By 
Presiding Commissioner

Dated: 121.2020

APPROVED AS TO FORM:

by: 
County Attorney

ATTEST:


County Clerk

APPROVED:


Director, Boone County Resource Management



Anderson Engineering Inc

2020 Discipline List

Instructions: Please place a check mark in the Services Offered box next to those disciplines provided by your firm

Discipline	Services Offered
Architecture	
Bridge Design	✓
Civil Engineering	✓
Construction Management	✓
Electrical Engineering	
Geotechnical Engineering	✓
Lab Testing	
Mechanical Engineering	
Planning	✓
Structural Engineering	✓
Surveying	✓
Traffic	✓
Transportation	✓
Acoustical	
Building Enclosure Consulting	✓
Control System Integration	
Design/Build	✓
Environmental	✓
Forensic	✓
GIS	✓
Industrial	
Interior Design	
Landscape Architecture	✓
Natural Gas	
Photogrammetry	
Telecommunications	
Water Resources	✓

- IN OTHER OFFICES
MIN. CAPACITY IN
COLUMBIA *A.*

Reviewed by: *jm*

FEE SCHEDULE

THIS SCHEDULE IS PREPARED AS A METHOD OF CHARGING FOR SERVICES ON A UNIT AND HOURLY BASIS. THE RATES ARE BASED UPON THE SKILL AND KNOWLEDGE OF OUR PERSONNEL. INVOICES WILL BE SUBMITTED MONTHLY AND/OR UPON COMPLETION OF SERVICES. PAYMENT IS DUE ON RECEIPT OF THE INVOICE. ACCOUNTS OVER FORTY-FIVE DAYS ARE SUBJECT TO 1 1/2% PER MONTH SERVICE CHARGE. SERVICES WILL BE PERFORMED IN ACCORDANCE WITH ACCEPTED STANDARD METHODS UTILIZING PROPERLY TRAINED, REGISTERED, LICENSED, OR CERTIFIED PERSONNEL AS REQUIRED. HOWEVER, WE CANNOT ASSUME RESPONSIBILITY FOR CONSTRUCTION METHODS, MATERIALS, PROCEDURES, PRODUCTS, SAMPLING OR ACTIONS OF OTHERS.

ANDERSON ENGINEERING, INC., BY:  EFFECTIVE: 1/1/2020 THROUGH 12/31/2020
JERROD HOGAN P.L.S., CEO

PERSONNEL (HOURLY RATES):

PRINCIPAL	\$250.00	ENVIRONMENTAL SPECIALIST II	\$125.00
PRINCIPAL ENGINEER	\$208.00	ENVIRONMENTAL SPECIALIST I	\$100.00
ENGINEERING MANAGER	\$187.00	ONE MAN SURVEY CREW	\$118.50
PROJECT MANAGER	\$169.00	TWO MAN SURVEY CREW	\$150.00
PROJECT ENGINEER	\$150.00	THREE MAN SURVEY CREW	\$200.00
ASSOCIATE ENGINEER	\$126.50	FOUR MAN SURVEY CREW	\$249.00
DESIGN ENGINEER	\$101.00	LANDSCAPE ARCHITECT	\$135.00
PROJECT DESIGNER	\$133.00	GIS DIRECTOR	\$156.00
SENIOR DESIGNER	\$119.50	GIS MANAGER	\$130.00
DESIGNER III	\$108.00	GIS ANALYST	\$120.00
DESIGNER II	\$97.00	GIS SPECIALIST	\$100.00
DESIGNER	\$87.00	GIS TECHNICIAN	\$85.00
PROJECT COORDINATOR	\$96.00	IBC FIRESTOP INSPECTOR	\$100.00
PRINCIPAL SURVEYOR	\$187.00	DRILLING COORDINATOR	\$133.00
SURVEY MANAGER	\$160.00	PROJECT REPRESENTATIVE III	\$100.00
PROJECT SURVEYOR	\$125.00	PROJECT REPRESENTATIVE II	\$85.00
ASSOCIATE SURVEYOR	\$105.00	PROJECT REPRESENTATIVE I	\$72.50
LAB MANAGER	\$135.00	STRUCTURAL STEEL INSPECTOR	\$100.00
TECHNICIAN IV- SURVEY/LAB SPECIAL	\$100.00	AWS CERTIFIED WELD INSPECTOR	\$100.00
TECHNICIAN III- SURVEY/SENIOR LAB	\$82.00	ASNT TC-1A ULTRASONIC, MAG	
TECHNICIAN II _s - SURVEY	\$68.50	PARTICLE & DYE TESTING- LEVEL II	\$95.00
TECHNICIAN II- LAB	\$59.00	ADMINISTRATIVE ASSISTANT	\$50.00
TECHNICIAN I- SURVEY/LAB AIDE	\$49.00		

EXPENSES & EQUIPMENT CHARGES:

VEHICLE (3/4 TON OR LESS)	\$0.67/MILE	GPS	\$289.00/DAY
VEHICLE (SUBURBAN & 1 TON)	\$0.73/MILE	ROBOTIC TOTAL STATION	\$267.50/DAY
WATER TRUCK	\$77.00/DAY + \$0.73/MILE	DRONE	\$426.00/DAY
LASER SCANNING	\$425.00/DAY	COPIES	\$0.15/EACH
MOBILE LIDAR	\$1,000.00/MILE (\$5,000.00 MIN)	PRINTING PLANS	\$0.53/SF + TECH TIME

REIMBURSABLES:

(COST PLUS 15%) TRAVEL EXPENSES (INCLUDING MEALS AND LODGING), OUTSIDE PRINTING, CONSUMABLE MATERIALS, AND SUBCONTRACTOR EXPENSES.

OVERTIME (OVER 8 HOURS PER DAY OR STAUDDAYS, SUNDAYS, AND HOLIDAY WORK):

1.5 TIMES THE HOURLY RATE.

HOURLY RATES:

APPLY TO MEETINGS AND TRAVEL TIME.

DEPOSITION OR COURT TESTIMONY:

1.5 TIMES THE HOURLY RATE.

MINIMUM CHARGE:

2 HOURS OF TECHNICIAN TIME PER JOB SITE VISIT, EXCEPT FOR CYLINER AND SAMPLE PICK UP.

FEE SCHEDULE

JANUARY 1, 2020 TO DECEMBER 31, 2020

PAGE 3 OF 3

DRILLING SERVICES CHARGES:

ENGINEER, STANDBY TIME, STAKEOUT CREW & OFFICE PERSONNEL.....	BASIC CHARGES
MILEAGE- CME 55 RIGS.....	\$2.75/MILE (\$100.00 MINIMUM)
MILEAGE- CME 75 RIGS.....	\$3.11/MILE (\$100.00 MINIMUM)
MILEAGE- CME 550 RIGS.....	\$3.11/MILE (\$150.00 MINIMUM)
CME 55 DRILL RIG AND TWO MAN CREW.....	\$201.00/HOUR
CME 75 DRILL RIG AND TWO MAN CREW.....	\$234.00/HOUR
CME 550 DRILL RIG AND TWO MAN CREW.....	\$234.00/HOUR
CORE BIT CHARGE.....	\$6.59/FOOT
ROCK CORE SET UP.....	\$81.95/BORING
DECONTAMINATION EQUIPMENT.....	\$159.00/DAY
GROUT MACHINE.....	\$265.00/DAY
PLUG & BACKFILL BORINGS (UP TO 20 FT. DEPTH).....	\$12.60/EACH
ALL-TERRAIN DRILL RIG RENTAL SURCHARGE.....	\$318.00/DAY
CME 55 EQUIPMENT RENTAL SURCHARGE.....	\$175.00/DAY
CME 75 EQUIPMENT RENTAL SURCHARGE.....	\$225.00/DAY
WATER TRUCK TANK & EQUIPMENT SURCHARGE.....	\$85.00/DAY
RESISTIVITY, FIELD TESTING, EQUIPMENT.....	\$275.00/DAY
DOWNHOLE, CAMERA, ROCK CORE.....	\$125.00/DAY
MINIMUM DRILLING CHARGE.....	\$1,200.00/DAY

DRILLING ITEM

	<u>DEPTH</u>				
	<u>0' TO 20'</u>	<u>20' TO 40'</u>	<u>40' TO 60'</u>	<u>60' TO 100'</u>	<u>100' TO 150'</u>
SOIL OVERBURDEN, 4 IN. AUGER	\$8.75	\$9.75	\$10.80	\$12.10	-
SOIL OVERBURDEN, 6 IN. HS AUGER	\$10.55	\$12.10	\$13.10	\$14.65	-
SOIL OVERBURDEN, 8 IN. HS AUGER	\$10.55	\$13.10	\$15.95	\$18.55	-
SOIL OVERBURDEN, 10 IN. HS AUGER	\$12.10	\$18.55	-	-	-
SOIL OVERBURDEN, 12 IN. HS AUGER	\$14.65	\$18.55	-	-	-
ROCK PENETRATION	\$32.70	\$36.55	\$38.90	\$45.30	\$66.75
NQ CORING	\$42.50	\$45.30	\$51.00	\$58.70	-
STANDARD PENETRATION TEST	\$24.20	\$30.10	\$36.85	\$42.50	-
3 IN. SHELBY TUBES	\$30.10	\$36.85	\$42.50	\$48.95	-

NOTE: A HIGHER PRICE WILL APPLY WHEN THERE IS AN INCREASED RISK OF LOSING AUGERS OR BREAKING CORE BARRELS.



December 17, 2019

Ms. Kelle Westcott, Budget Administrator
Boone County Resource Management
801 East Walnut, Room 315
Columbia, MO 65201-7730

Re: Annual Consultant Services Agreement

Dear Kelle,

Enclosed please find the following documents as requested. Sorry for the delay, we were finalizing our 2020 fee schedule. Anderson Engineering appreciates this opportunity to serve Boone County.

- 3 executed agreements; I left the date blank to match that of when the County executes
- Executed 'Work Authorization Certification'
- 2020 Discipline List
- **AE** 2020 Standard Billing Rates

In addition to the checklist items, we own and operate a 'Mobile Lidar' unit. We recently completed a pavement inventory of the City of Jefferson's streets using this scanning equipment. This provides the City with overall condition and information to allow looking at any portion of a roadway. They will utilize this information to prioritize maintenance of their infrastructure.

Thank you again for the opportunity.

Sincerely,

ANDERSON ENGINEERING, INC.



John V. Huss, P.E., CDT
Vice President

Encl.

GENERAL CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT dated this 21 day of January, ~~2019~~ 2020, by and between Boone County, Missouri, a first class county and political subdivision of the state of Missouri through its County Commission, (herein "Owner") and Engineering Surveys and Services, LLC (herein "Consultant").

IN CONSIDERATION OF the performance of the services rendered under this Agreement and payment for such services, the parties agree to the following:

1. **Agreement duration** – This contract shall be in effect beginning January 1, 2020 or the date of full execution; which ever is later and run through the calendar year ending on December 31, 2020. This agreement may be terminated in accordance with the terms and conditions set forth in this agreement.

2. **Services** - As authorized by the Owner in writing, the Consultant shall provide the Owner all engineering, surveying, and other professional services for the benefit of the Owner as prescribed by the Owner based upon requests for proposals for projects assigned during the term of this agreement and the Consultant shall provide the Owner, as applicable, with the services, reports, studies, surveys, plans, specifications, and other work required by the Owner's request for proposal. Consultant agrees to provide all such services in a timely manner as established by the Owner in writing for each assigned project, or in the absence of the designation, within a reasonable time after receipt of Owner directives. Consultant agrees to provide services by and through qualified personnel under standards and conditions generally accepted by professionals in the field or occupations for which services are provided. Services shall be provided based only upon requests for proposals provided to the Consultant by the Owner or Owner's representative and to which the Consultant prepares and submits a written proposal for services which is approved by the Owner in writing. No work shall be performed nor shall compensation be paid for Consultant work performed without an Owner approved written proposal for professional services. Proposals for services shall be in written form, as required by the request for proposal, and shall be specifically responsive to the criteria provided by the Owner in its request for proposal. All work performed by the Consultant, based upon Owner approved proposals submitted by the Consultant, shall be subject to the terms and conditions of this agreement unless otherwise specifically agreed upon by the Owner and Consultant in writing. All proposals for work submitted by the Consultant to the Owner for work shall at a minimum contain the following:

2.1 **Scope of Services** - Each proposal for services shall contain a detailed description of work to be performed by the Consultant. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to the request with the same or greater level of specificity required by the request for proposal. The Consultant shall specifically identify services which are included as basic services and those services which are excluded from basic services in the proposal. Services which the Consultant does not identify as excluded from basic services under the proposal and which are necessary for successful completion of the work in the judgment of the Owner shall be presumed to be a part of basic services under the proposal. If a request for proposal requires the Consultant to provide optional services, the Consultant's proposal shall respond to the options requested, or provide

reasons why the Consultant cannot provide or respond to the request for optional services.

2.2 **Time for Completion** - Each proposal for services shall contain a detailed description of the estimated time to complete each task or item of work to be performed by the Consultant under the proposal. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to any request for estimated or maximum completion times for work with the same or greater level of specificity required by the request for proposal.

2.3 **Compensation** - Each proposal for services shall state the basis of compensation on either: (1) an hourly fee plus expense basis with a statement of a maximum compensation to be charged, or, (2) a lump sum payment of compensation for all work to be performed, or, (3) a payment based upon unit prices. Proposals for compensation for an hourly fee plus expense basis shall provide detailed time and expense estimates to support a maximum contract amount to be charged and shall be consistent with the hourly rates, unit prices and reimbursement rates made a part of this agreement by reference in paragraph two (2) below. When the Owner or Owner's representative requests the Consultant to provide work on an hourly fee plus expense basis, the Consultant's proposal shall be responsive to the request and shall not propose payment on another basis unless otherwise authorized. Unit price proposals shall identify and estimate the quantity of units as a part of the proposal when they can be identified and estimated, or as necessary in response to a particular request for proposal requesting such information. Each proposal for services shall also state a proposed payment schedule at a frequency no greater than monthly in such amounts as are consistent with amount of work to be performed and billed. Reimbursable expenses proposed shall be specifically identified and estimated as a part of the proposal with a statement of the maximum amount to be charged unless the Owner's request for proposal specifies otherwise.

2.4 **Signatures** - Consultant proposals for services under this agreement shall be signed and dated by the Consultant or an authorized representative of the Consultant (as applicable), and shall be considered binding offers to contract open for acceptance by the Owner for an indefinite duration unless limited in the proposal or withdrawn prior to acceptance by the Owner. All proposals for services under this agreement shall be on forms approved by the Owner; use of the signature block shown in this agreement on a proposal for services shall be considered an adequate signature block. In the absence of an Owner provided form, the signature block shall contain a signature line for Boone County, Missouri by its Presiding Commissioner, a signature line for attestation by the County Clerk, a signature line approving the proposal by the Director of Resource Management, and a signature line for the County Attorney approving the proposal as to legal form. In addition, the signature block shall contain a line for insertion of the date the proposal is approved by the Owner.

3. **Compensation** - In consideration for the Consultant's provision of services under this agreement, the Owner agrees to compensate the Consultant for services rendered in accordance with the hourly rates, unit prices and reimbursement rates for expenses set forth in the schedule for hourly rates and expense charges to be in effect for the calendar year of this agreement which is either attached to this agreement or maintained on file with the Boone County Resource Management Department and is hereby incorporated by reference. No increases in the rates and charges set forth in the attached schedule shall be permitted for this

calendar year without the written authorization of the Owner. Payments shall be made within thirty (30) days of receipt of invoice by the Owner. Invoices shall be submitted periodically as mutually agreed upon by the Owner and Consultant, or in the absence of such agreement, upon completion of the work constituting the task or project for which services are provided. Invoices for services on an hourly fee plus expense basis shall individually describe the task or project by name, show hours expended by classes of personnel in increments of not less than one-half hour and rates applied, as well as describe work performed during the invoice period; reimbursable expenses shall be itemized. Invoices for services performed on a unit price basis shall identify the task or project by name, identify and quantify units charged for services during the invoice period. Invoices for services on a lump sum basis shall identify the task or project by name and the invoiced amount. Periodic invoices shall not exceed the amounts permitted in the Consultant's proposal approved by the Owner. The Owner reserves the right to withhold payment for inadequately documented invoices until documented as required herein. The Owner further reserves the right to withhold payments for unperformed work or work not performed on a timely basis in accordance with the Consultant's proposal when delays in performance of services are not attributable to the Owner, or as a result of a billing dispute between the Owner and Consultant. However, Owner agrees to pay interest at a rate of nine percent (9%) annum on any disputed billed amounts for which payments are withheld beyond thirty (30) days of invoice if and to the extent that those disputed amounts are resolved in favor of the Consultant.

4. **Owner Responsibilities** - Owner agrees to furnish Consultant with all current and available information for each task or project assigned to Consultant, along with any information necessitated by changes in work or services initiated by the Owner which may affect services rendered thereunder.

5. **Coordination of Work and Work Product** - Consultant shall coordinate all work with the Owner's designated representative for each task or project assigned to Consultant and submit to the Owner's representative all work product in written or graphic form (and in electronic form if requested) as applicable or required. All reports, surveys, test data, memoranda, samples, plans, specifications, and other documents or materials submitted by or to the Owner shall be considered the property of the Owner. When available and requested by the Owner, work product shall be provided in electronic form at actual cost in media compatible for use with Owner software and equipment.

6. **Insurance** - Consultant shall procure and maintain professional liability insurance in such amounts as are deemed mutually agreeable to the parties and approved by the Owner or the Owner's representative in writing within thirty (30) days of this Agreement. Consultant shall also maintain general public liability insurance with coverage's no less than \$2,000,000.00 per occurrence, and worker's compensation insurance as required by state law. Failure of Consultant to obtain or maintain such insurance during this contract, or to provide proper proofs thereof upon request of the Owner, shall not diminish, waive or otherwise reduce the Consultant's obligations to maintain such insurance coverage and Consultant shall indemnify and hold the Owner and all its personnel harmless from and against any and all claims, damages, losses and expenses, including reasonable attorney's fees and litigation costs, arising out of or resulting from the performance of services, provided that any such claim, damage, loss or expenses, is caused in whole or in part by the negligent act, omission and or liability of the Consultant, its agents or employees. The Consultant shall provide the Owner with certificates of insurance

exhibiting the coverage as specified above within thirty (30) days of execution of this agreement and thereafter within five (5) working days after request by the Owner. All certificates of insurance shall contain provision that insurance provided shall not be canceled or altered except upon ten (10) days written notice to the Owner.

7. **Delegation and Subcontracting** - Unless otherwise proposed and approved in the Consultant's proposal for services, the Consultant shall not delegate or subcontract any work to be performed by the Consultant under this agreement to any other person, business or entity without the express advance written approval of the Owner for such delegation or subcontract work.

8. **Records and Samples** - To the extent not otherwise transferred to the Owner's possession, Consultant agrees to retain and provide the Owner with reasonable access to all work product, records, papers and other documents involving transactions and work related to or performed under this agreement for a period of three (3) years after this agreement expires. When services involve testing or sampling, Consultant agrees to either retain all test products or samples collected by or submitted to Consultant, or return same to the Owner as mutually agreed upon. In absence of agreement, Consultant shall not dispose of test samples or products without notice to or consent by the Owner or the Owner's representative.

9. **Additional Services** - No compensation shall be paid for any service rendered by the Consultant considered an additional service beyond the scope of services approved by the Owner unless rendition of that service and expense thereof has been authorized in writing by the Owner in advance of performance of such service. Any additional services performed by the Consultant prior to such authorization by the Owner shall be deemed a part of basic services for work performed under an Owner approved proposal for services governed by this agreement, whether enumerated in this agreement or not, for which the Consultant shall be entitled to no additional compensation.

10. **Owner Authorization** -When the term Owner is used in this agreement, it shall mean the government of Boone County, Missouri or the Boone County Commission, as the context requires. Authorization by the Owner shall mean authorization obtained by recorded majority vote of the Boone County Commission. It is further understood and agreed that no person or party is authorized to bind the Owner to any proposed agreement for services under the auspices of this agreement without having obtained the prior approval of the Boone County Commission by recorded majority vote for such authorization. In this regard, it is understood and agreed that the Consultant shall not be entitled to rely upon verbal or written representations by any agent or employee of the Owner in deviation to the terms and conditions of this agreement, or as authorization for compensation for services except as may be approved by recorded vote of the Boone County Commission. When the term Owner's representative is used, it shall mean the Director of the Boone County Resource Management Department or his designee as specified in writing. It shall be presumed that such representative shall have all necessary decision making authority with respect to services provided under this agreement and Owner approved proposals for services except such representative shall have no authority to make decisions concerning changes to the Consultant's compensation or reimbursement, or with respect to services to be performed under this agreement or Owner approved proposal for services which involve or affect cost, expense or budgetary allowances.

11. **Termination** - The Owner may and reserves the right to terminate this agreement at any time with or without cause by giving the Consultant written notice of termination. Upon receipt of such notice, Consultant shall discontinue all services in connection with the performance of services authorized under this agreement or Owner approved proposal for services and Owner shall upon invoice remit payment for all authorized services completed up to the date of termination notice. Upon payment of this invoice, the Consultant shall deliver any and all work product including drawings, plans, and specifications, or other documents, prepared as instruments of service, whether complete or in progress. It is further agreed that if services are terminated the Consultant shall be compensated for all services rendered through the date of termination not to exceed the amount authorized for services through the date of termination. If the Owner questions the extent of work on a final invoice, the Consultant shall give the Owner the opportunity to review and evaluate all work upon which the invoice is based in the offices of the Consultant prior to payment. This agreement or work performed under the provisions of this agreement may also be terminated by the Consultant upon not less than seven days written notice in the event the Owner shall substantially fail to perform in accordance with the terms and conditions of this agreement, through no fault of the Consultant. In the event of termination by the Consultant, the other provisions concerning termination contained in this paragraph shall be applicable.

12. **Governing Law** - This agreement shall be governed by the laws of the state of Missouri and it is agreed that this agreement is made in Boone County, Missouri and that Boone County, Missouri is proper venue for any action pertaining to the interpretation or enforcement of any provision within or services performed under this agreement.

13. **Certification of Lawful Presence / Work Authorization** - Consultant shall complete and return the Work Authorization Certification attached hereto, and if applicable, the other required lawful presence documents for an individual Consultant.

14. **Miscellaneous** - This agreement constitutes the entire agreement of the parties superseding all prior negotiations, written or verbal, and may only be amended by signed writing executed by the parties through their authorized representatives hereunder.

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized signatories effective the date and year first-above written.

ENGINEERING SURVEYS AND SERVICES, LLC BOONE COUNTY, MISSOURI

By *Fron Kamman*

By *David H. Atwell*

Presiding Commissioner

Title *President*

Dated: *31 December 2019*

Dated: *1.21.2020*

APPROVED AS TO FORM:

ATTEST:

[Signature]
County Attorney

Brianna J. Lemons
County Clerk

APPROVED:

[Signature]
Director, Boone County Resource Management



Engineering Surveys and Services LLC



2020 Discipline List

Instructions: Please place a check mark in the *Services Offered* box next to those disciplines provided by your firm.

	Discipline	Services Offered	Discipline	Services Offered	
Sub	Architecture *	<input checked="" type="checkbox"/>	Building Enclosure Consulting *	<input checked="" type="checkbox"/>	Sub
	Bridge Design	<input type="checkbox"/>	Control System Integration	<input type="checkbox"/>	
	Civil Engineering	<input checked="" type="checkbox"/>	Design/Build	<input checked="" type="checkbox"/>	
	Construction Management	<input checked="" type="checkbox"/>	Environmental	<input checked="" type="checkbox"/>	
	Electrical Engineering	<input type="checkbox"/>	Forensic	<input type="checkbox"/>	
	Geotechnical Engineering	<input checked="" type="checkbox"/>	GIS	<input checked="" type="checkbox"/>	
	Lab Testing	<input checked="" type="checkbox"/>	Industrial *	<input checked="" type="checkbox"/>	Sub
	Mechanical Engineering	<input type="checkbox"/>	Interior Design	<input type="checkbox"/>	
	Planning **	<input checked="" type="checkbox"/>	Landscape Architecture *	<input checked="" type="checkbox"/>	Sub
	Structural Engineering	<input type="checkbox"/>	Natural Gas	<input type="checkbox"/>	
	Surveying	<input checked="" type="checkbox"/>	Photogrammetry	<input checked="" type="checkbox"/>	
Sub	Traffic *	<input checked="" type="checkbox"/>	Telecommunications	<input type="checkbox"/>	
	Transportation	<input checked="" type="checkbox"/>	Water Resources	<input checked="" type="checkbox"/>	
	Acoustical	<input type="checkbox"/>	Unmanned Aircraft Systems	<input checked="" type="checkbox"/>	

* Denotes discipline services not provided directly by ES&S, but where projects routinely require the services provided by the firm. Therefore, we wish to be on the notification list for such projects.

** Typical planning services include site evaluation & layout, municipal infrastructure, construction materials quality assurance, etc. Not facility needs assessment or space planning.

Reviewed by: *dm*
 (review by Boone County staff)

Engineering Surveys & Services

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

Columbia (573) 449-2646
Jefferson City (573) 636-3303
Sedalia (660) 826-8618
Wildwood (314) 254-4498

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

FEE SCHEDULE January 1, 2020

Service of:	Rate:
Senior Professional Engineer	\$ 150 / hour
Professional Engineer	\$ 130 / hour
Engineer Intern	\$ 90 / hour
Professional Land Surveyor	\$ 130 / hour
Technician (Survey or CAD)	\$ 68 / hour
Concrete Technician	\$ 55 / Hour
Soils Technician	\$ 60 / hour
Special Inspector	\$ 80 / hour
AWS Certified Weld Inspector (Senior)	\$ 115 / hour
AWS Certified Weld Inspector	\$ 85 / hour
Chemist	\$ 70 / hour
Administrative Assistant	\$ 55 / hour
Survey - Stakes	\$ 0.30 / each
Survey - Iron Pins	\$ 3.50 / each
Survey - Fence Posts	\$ 7 / each
Drill Rig and other equipment	By Quote
Large Format Copies	\$ 3.50 / each
Photocopies –	
8 ½" x 11" single-sided, black & white	\$ 0.25 / each
8 ½" x 11" single-sided, color	\$ 0.50 / each
11" x 17" single-sided, black & white	\$ 1.00 / each
Travel	\$ 0.60 / mile
Per Diem	\$ 30 / day
Lodging	Cost

NOTES:

1. Overtime charges are at 1.4 times above rates.
2. Scheduled construction phase services and/or field observations will be charged at a 2-hour minimum.
3. Weekend work will be charged at a 2-hour minimum overtime.

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MATERIALS LABORATORY TESTING FEE SCHEDULE

January 1, 2020

The testing services shown herein represent the majority of tests that can be performed "in-house". Please call our office to discuss services and/or tests that are not shown on this Fee Schedule. We reserve the right to add, delete, or otherwise alter the information contained herein without notice, but will honor commitments previously made.

Concrete

Cast Specimen	Cylinder - Compressive Strength (6 x 12)	\$ 16.00 / ea.
	Cylinder - Compressive Strength (4 x 8)	\$ 14.50 / ea.
	Concrete Beam - Flexural Strength	\$ 45.00 / ea.
	Mortar Cube - Compressive Strength	\$ 21.00 / ea.
	Grout/Prism - Compressive Strength	\$ 23.00 / ea.
	Cylinder - Compressive Strength Cast by Others	\$ 21.50 / ea.
	Cylinder Held (spare)	\$ 5.00 / ea.
	Cylinder Mold	\$ 2.00 / ea.
	Mix Design (single point)	\$ 750.00 / ea.
	Mix Design (three point)	\$ 1,450.00 / ea.
	Mix Design (single point FAA)	\$ 950.00 / ea.
	Mix Design (three point FAA)	\$ 2,050.00 / ea.
	Chloride Ion Content (ASTM C 1218)	\$ 200.00 / ea.
	Cylinder Pickup Made by Others	\$ Hourly
	Slump, Air, Cylinders	\$ Hourly
Cores	Core Drilling and Testing	\$ Hourly
	Concrete/Asphalt Core Drill	\$ 185.00 / hr.
	Generator	\$ 100.00 / hr.
	Special Handling of Cores or Irregular Size Specimens	\$ 36.00 / ea.

Asphalt

	Core Density	\$ 40.00 / ea.
	Extraction Test for Oil	\$ 230.00 / ea.
	Sieve Analysis of Extracted Agg. & Extraction Test for Oil	\$ 330.00 / ea.

Structural Steel

	Structural Weld and Bolt Inspection	\$ Hourly
	Ultra-Sonic Weld Testing Equipment	\$ 175.00 / day
	Magnetic Particles or Dye Penetration	\$ Hourly

Aggregate

Particle Size	Sieve Analysis, dry	\$ 74.00 / ea.
	Sieve Analysis, wet	\$ 83.00 / ea.
	Finer than #200 by Washing	\$ 52.00 / ea.
Weight Properties	Specific Gravity & Absorption	\$ 101.00 / ea.
	Unit Weight	\$ 56.00 / ea.
Impurities	Organic Impurities in Fine Aggregate (colorimetric)	\$ 38.00 / ea.
	Lightweight Pieces (coal & lignite)	\$ 84.00 / ea.
	Clay Lumps & Friable Particles	\$ 56.00 / ea.
	Chert Content of Coarse Aggregate	\$ 125.00 / ea.
	Deleterious Materials	\$ 125.00 / ea.
	Thin or Elongated Pieces in Course Aggregate	\$ 84.00 / ea.
Rock Quality	Soundness by Sodium or Magnesium Sulfate (5 cycles)	\$ 305.00 / ea.
	Freeze-Thaw	\$ 700.00 / ea.
	L.A. Abrasion of Course Aggregate	\$ 200.00 / ea.

Soil

Classification Tests	Moisture Content	\$ 10.00 / ea.
	Particle-Size Analysis, Wet Sieve	\$ 98.00 / ea.
	Particle-Size Analysis, Hydrometer	\$ 84.00 / ea.
	Material finer than #200	\$ 70.00 / ea.
	Specific Gravity	\$ 70.00 / ea.
	Atterberg Limits	\$ 56.00 / ea.
	Shrinkage Limit	\$ 80.00 / ea.
	Dry Density of undisturbed sample	\$ 34.00 / ea.
	Fractional Organic Carbon	\$ 70.00 / ea.
Shear	Unconfined Compression Test (qu)	\$ 53.00 / ea.
	Triaxial (Q), multistage	\$ 350.00 / ea.
Compressibility Tests	Consolidation	\$ 450.00 / ea.
	Swell	\$ 205.00 / ea.
Compaction Tests	Standard Proctor	\$ 140.00 / ea.
	Modified Proctor	\$ 170.00 / ea.
	Field Density Testing	\$ Hourly
	Field Density Testing - Nuclear Meter	\$ 13.00 / hr.
	CBR	\$ 300.00 / ea.
	Flex-Wall Permeability	\$ 320.00 / ea.
	Falling-Head Permeability	\$ 260.00 / ea.
Geotechnical Drilling	Equipment and Crew	\$ Quote
	3" Shelby Tubes	\$ 18.00 / ea.
	Sample Jars	\$ 3.00 / ea.
	Special Sample Preparation	\$ Hourly

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ANALYTICAL LABORATORY FEE SCHEDULE

January 1, 2020

The testing services shown herein represent the majority of tests that can be performed "in-house". Please call our office to discuss services and/or tests that are not shown on this Fee Schedule. We reserve the right to add, delete, or otherwise alter the information contained herein without notice, but will honor commitments previously made.

WASTEWATER AND WATER ANALYSIS

	Unit Price
Biochemical Oxygen Demand (5-day BOD)	\$ 41.00
Chemical Oxygen Demand (COD)	\$ 38.00
Fecal Coliform Bacteria	\$ 30.00
E. Coli	\$ 29.00
Total Coliform Bacteria	\$ 100.00
Dissolved Oxygen (DO)	\$ 12.00
Hydrogen Sulfide	\$ 12.00
Total Solids (Residue/Matter)	\$ 14.00
Total Filterable (Dissolved)	\$ 15.00
Total Nonfilterable (Suspended)	\$ 16.00
Total Volatile Solids	\$ 15.00
Settleable Solids	\$ 14.00
pH	\$ 8.00
Acidity	\$ 12.00
Alkalinity	\$ 12.00
Bicarbonate Alkalinity	\$ 12.00
Carbonate Alkalinity	\$ 12.00
Phenolphthalein Alkalinity	\$ 12.00
Carbonate Hardness	\$ 20.00
Noncarbonate Hardness	\$ 21.00
Conductivity	\$ 9.00
Grease & Oil	\$ 40.00
Grease & Oil, Soxhlet	\$ 70.00
Turbidity	\$ 12.00
Specific Gravity	\$ 14.00
"NO DISCHARGE" NPDES Report	\$ 50.00
Sample Preparation when Required (Two Hour Minimum)	Hourly

ANALYSIS FOR ELEMENTS & METALS

	Unit Price
Aluminum	\$ 20.00
Antimony (Sb)	\$ 20.00
Ammonia (NH ₄)	\$ 20.00
Arsenic (As)	\$ 20.00
Barium (Ba)	\$ 20.00
Beryllium (Be)	\$ 20.00
Bismuth (Bi)	\$ 20.00
Boron (B)	\$ 25.00
Cadmium (Cd)	\$ 20.00
Calcium (Ca)	\$ 20.00
Carbon, Organic (TOC)	\$ 35.00
Chloride (Cl)	\$ 20.00
Chlorine, Demand	\$ 33.00
Chlorine, Residual	\$ 33.00
Chromium (Cr)	\$ 20.00
Chromium, Hex.(Cr-VI)	\$ 40.00
Cobalt (Co)	\$ 20.00
Copper (Cu)	\$ 20.00
Cyanide (Cn)	\$ 40.00
Cyanide, ATC (Cn)	\$ 40.00
Fluoride (F)	\$ 24.00
Iodine (I)	\$ 23.00
Iron (Fe)	\$ 20.00
Kjeldahl Nitrogen	\$ 33.00
Lead (Pb)	\$ 20.00
Lithium (Li)	\$ 25.00

	Unit Price
Magnesium (Mg)	\$ 20.00
Manganese (Mn)	\$ 20.00
Mercury (Hg)	\$ 35.00
Molybdenum (Mo)	\$ 20.00
Nickel (Ni)	\$ 20.00
Nitrogen (N)	\$ 12.00
Nitrate (NO ₃)	\$ 20.00
Nitrite (NO ₂)	\$ 20.00
Organic Nitrogen	\$ 12.00
Phenols	\$ 63.00
Phosphorous, Total	\$ 24.00
Phosphate, Ortho	\$ 23.00
Potassium (K)	\$ 20.00
Selenium (Se)	\$ 20.00
Silicon (Si)	\$ 19.00
Silver (Ag)	\$ 20.00
Sodium (Na)	\$ 20.00
Sulfate (SO ₄)	\$ 18.00
Sulfide (S)	\$ 25.00
Sulfite (SO ₃)	\$ 18.00
Thallium (Tl)	\$ 20.00
Tin (Sn)	\$ 20.00
Titanium (Ti)	\$ 20.00
Vanadium (V)	\$ 20.00
Zinc (Zn)	\$ 20.00

Sample Preparation when Required, Two Hour Minimum Charge

Hourly

All metals shown are quoted per analysis for "dissolved" concentration.

- Analysis for "total" metal concentration will be performed for an additional cost of \$13.00 per sample.

MRBCA ANALYSIS**MRBCA Volatiles – List 1
EPA Method 5035/8260B**

Soil \$97.00 Water \$88.00

Benzene
Toluene
Ethylbenzene
Xylenes (mixed)
Ethylene Dibromide (EDB)
Ethylene Dichloride (EDC)
Methyl-tert-butyl-ether (MTBE)
TPH-GRO
Tertiary-amyl-methyl-ether (TAME)
Tertiary-butyl- alcohol (TBA)
Ethyl-tert-butyl-ether (ETBE)
Di-isopropyl ether (DIPE)

Surrogates

Dibromofluoromethane
Toluene – d8
Bromofluorobenzene

**MRBCA Volatiles – List 2 (Water Only)
EPA Method 8015**

Water \$94.00

Ethanol
Methanol

**MRBCA Metals
EPA Method 6010B/6020**

Soil \$116.00 Water \$110

Arsenic	Chromium (VI)
Barium	Lead
Cadmium (III)	Selenium Chromium
LEAD ONLY	\$22.50

**MRBCA Semivolatiles – List 2 (PAH)
EPA Method 8270**

Soil \$97.00 Water \$88.00

Acenaphthene
Anthracene
Benzo(a)anthracene
Benzo(a)pyrene
Benzo(b)fluoranthene
Benzo(k)fluoranthene
Chrysene
Dibenzo(a,h)anthracene
Fluoranthene
Fluorene
Naphthalene
Pyrene

Surrogates

Nitrobenzene – d5
2 - Fluorobiphenyl
p – Terphenyl – d14

**MRBCA Semivolatiles – List 1 (TPH)
EPA Method 8270C**

Soil \$97.00 Water \$88.00

TPH-DRO
TPH-ORO**TERRA Core Sampling Kit**

\$14.00 each

ORGANIC ANALYSIS

	Unit Price
Pesticides	\$ 190.00
Herbicides	\$ 225.00
Polychlorinated Biphenyls (PCB)	
In Water	\$ 220.00
In Transformer Oil	\$ 220.00
In Tissue	\$ 220.00
In Sediment/Soil	\$ 220.00
Trihalomethanes	\$ 145.00
Volatile Organic Compounds (VOC)	\$ 255.00
BTEX (Benzene, Toluene, Ethylbenzene, Xylene)	\$ 220.00
Sample Preparation when Required (Two Hour Minimum Charge.)	Hourly

GENERAL CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT dated this 21 day of January, 2019/2020, by and between Boone County, Missouri, a first class county and political subdivision of the state of Missouri through its County Commission, (herein "Owner") and Malicoat-Winslow Engineers, P.C. (herein "Consultant").

IN CONSIDERATION OF the performance of the services rendered under this Agreement and payment for such services, the parties agree to the following:

1. **Agreement duration** – This contract shall be in effect beginning January 1, 2020 or the date of full execution; which ever is later and run through the calendar year ending on December 31, 2020. This agreement may be terminated in accordance with the terms and conditions set forth in this agreement.

2. **Services** - As authorized by the Owner in writing, the Consultant shall provide the Owner all engineering, surveying, and other professional services for the benefit of the Owner as prescribed by the Owner based upon requests for proposals for projects assigned during the term of this agreement and the Consultant shall provide the Owner, as applicable, with the services, reports, studies, surveys, plans, specifications, and other work required by the Owner's request for proposal. Consultant agrees to provide all such services in a timely manner as established by the Owner in writing for each assigned project, or in the absence of the designation, within a reasonable time after receipt of Owner directives. Consultant agrees to provide services by and through qualified personnel under standards and conditions generally accepted by professionals in the field or occupations for which services are provided. Services shall be provided based only upon requests for proposals provided to the Consultant by the Owner or Owner's representative and to which the Consultant prepares and submits a written proposal for services which is approved by the Owner in writing. No work shall be performed nor shall compensation be paid for Consultant work performed without an Owner approved written proposal for professional services. Proposals for services shall be in written form, as required by the request for proposal, and shall be specifically responsive to the criteria provided by the Owner in its request for proposal. All work performed by the Consultant, based upon Owner approved proposals submitted by the Consultant, shall be subject to the terms and conditions of this agreement unless otherwise specifically agreed upon by the Owner and Consultant in writing. All proposals for work submitted by the Consultant to the Owner for work shall at a minimum contain the following:

2.1 **Scope of Services** - Each proposal for services shall contain a detailed description of work to be performed by the Consultant. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to the request with the same or greater level of specificity required by the request for proposal. The Consultant shall specifically identify services which are included as basic services and those services which are excluded from basic services in the proposal. Services which the Consultant does not identify as excluded from basic services under the proposal and which are necessary for successful completion of the work in the judgment of the Owner shall be presumed to be a part of basic services under the proposal. If a request for proposal requires the Consultant to provide optional services, the Consultant's proposal shall respond to the options requested, or provide

reasons why the Consultant cannot provide or respond to the request for optional services.

2.2 **Time for Completion** - Each proposal for services shall contain a detailed description of the estimated time to complete each task or item of work to be performed by the Consultant under the proposal. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to any request for estimated or maximum completion times for work with the same or greater level of specificity required by the request for proposal.

2.3 **Compensation** - Each proposal for services shall state the basis of compensation on either: (1) an hourly fee plus expense basis with a statement of a maximum compensation to be charged, or, (2) a lump sum payment of compensation for all work to be performed, or, (3) a payment based upon unit prices. Proposals for compensation for an hourly fee plus expense basis shall provide detailed time and expense estimates to support a maximum contract amount to be charged and shall be consistent with the hourly rates, unit prices and reimbursement rates made a part of this agreement by reference in paragraph two (2) below. When the Owner or Owner's representative requests the Consultant to provide work on an hourly fee plus expense basis, the Consultant's proposal shall be responsive to the request and shall not propose payment on another basis unless otherwise authorized. Unit price proposals shall identify and estimate the quantity of units as a part of the proposal when they can be identified and estimated, or as necessary in response to a particular request for proposal requesting such information. Each proposal for services shall also state a proposed payment schedule at a frequency no greater than monthly in such amounts as are consistent with amount of work to be performed and billed. Reimbursable expenses proposed shall be specifically identified and estimated as a part of the proposal with a statement of the maximum amount to be charged unless the Owner's request for proposal specifies otherwise.

2.4 **Signatures** - Consultant proposals for services under this agreement shall be signed and dated by the Consultant or an authorized representative of the Consultant (as applicable), and shall be considered binding offers to contract open for acceptance by the Owner for an indefinite duration unless limited in the proposal or withdrawn prior to acceptance by the Owner. All proposals for services under this agreement shall be on forms approved by the Owner; use of the signature block shown in this agreement on a proposal for services shall be considered an adequate signature block. In the absence of an Owner provided form, the signature block shall contain a signature line for Boone County, Missouri by its Presiding Commissioner, a signature line for attestation by the County Clerk, a signature line approving the proposal by the Director of Resource Management, and a signature line for the County Attorney approving the proposal as to legal form. In addition, the signature block shall contain a line for insertion of the date the proposal is approved by the Owner.

3. **Compensation** - In consideration for the Consultant's provision of services under this agreement, the Owner agrees to compensate the Consultant for services rendered in accordance with the hourly rates, unit prices and reimbursement rates for expenses set forth in the schedule for hourly rates and expense charges to be in effect for the calendar year of this agreement which is either attached to this agreement or maintained on file with the Boone County Resource Management Department and is hereby incorporated by reference. No increases in the rates and charges set forth in the attached schedule shall be permitted for this

calendar year without the written authorization of the Owner. Payments shall be made within thirty (30) days of receipt of invoice by the Owner. Invoices shall be submitted periodically as mutually agreed upon by the Owner and Consultant, or in the absence of such agreement, upon completion of the work constituting the task or project for which services are provided. Invoices for services on an hourly fee plus expense basis shall individually describe the task or project by name, show hours expended by classes of personnel in increments of not less than one-half hour and rates applied, as well as describe work performed during the invoice period; reimbursable expenses shall be itemized. Invoices for services performed on a unit price basis shall identify the task or project by name, identify and quantify units charged for services during the invoice period. Invoices for services on a lump sum basis shall identify the task or project by name and the invoiced amount. Periodic invoices shall not exceed the amounts permitted in the Consultant's proposal approved by the Owner. The Owner reserves the right to withhold payment for inadequately documented invoices until documented as required herein. The Owner further reserves the right to withhold payments for unperformed work or work not performed on a timely basis in accordance with the Consultant's proposal when delays in performance of services are not attributable to the Owner, or as a result of a billing dispute between the Owner and Consultant. However, Owner agrees to pay interest at a rate of nine percent (9%) annum on any disputed billed amounts for which payments are withheld beyond thirty (30) days of invoice if and to the extent that those disputed amounts are resolved in favor of the Consultant.

4. **Owner Responsibilities** - Owner agrees to furnish Consultant with all current and available information for each task or project assigned to Consultant, along with any information necessitated by changes in work or services initiated by the Owner which may affect services rendered thereunder.

5. **Coordination of Work and Work Product** - Consultant shall coordinate all work with the Owner's designated representative for each task or project assigned to Consultant and submit to the Owner's representative all work product in written or graphic form (and in electronic form if requested) as applicable or required. All reports, surveys, test data, memoranda, samples, plans, specifications, and other documents or materials submitted by or to the Owner shall be considered the property of the Owner. When available and requested by the Owner, work product shall be provided in electronic form at actual cost in media compatible for use with Owner software and equipment.

6. **Insurance** - Consultant shall procure and maintain professional liability insurance in such amounts as are deemed mutually agreeable to the parties and approved by the Owner or the Owner's representative in writing within thirty (30) days of this Agreement. Consultant shall also maintain general public liability insurance with coverage's no less than \$2,000,000.00 per occurrence, and worker's compensation insurance as required by state law. Failure of Consultant to obtain or maintain such insurance during this contract, or to provide proper proofs thereof upon request of the Owner, shall not diminish, waive or otherwise reduce the Consultant's obligations to maintain such insurance coverage and Consultant shall indemnify and hold the Owner and all its personnel harmless from and against any and all claims, damages, losses and expenses, including reasonable attorney's fees and litigation costs, arising out of or resulting from the performance of services, provided that any such claim, damage, loss or expenses, is caused in whole or in part by the negligent act, omission and or liability of the Consultant, its agents or employees. The Consultant shall provide the Owner with certificates of insurance

exhibiting the coverage as specified above within thirty (30) days of execution of this agreement and thereafter within five (5) working days after request by the Owner. All certificates of insurance shall contain provision that insurance provided shall not be canceled or altered except upon ten (10) days written notice to the Owner.

7. **Delegation and Subcontracting** - Unless otherwise proposed and approved in the Consultant's proposal for services, the Consultant shall not delegate or subcontract any work to be performed by the Consultant under this agreement to any other person, business or entity without the express advance written approval of the Owner for such delegation or subcontract work.

8. **Records and Samples** - To the extent not otherwise transferred to the Owner's possession, Consultant agrees to retain and provide the Owner with reasonable access to all work product, records, papers and other documents involving transactions and work related to or performed under this agreement for a period of three (3) years after this agreement expires. When services involve testing or sampling, Consultant agrees to either retain all test products or samples collected by or submitted to Consultant, or return same to the Owner as mutually agreed upon. In absence of agreement, Consultant shall not dispose of test samples or products without notice to or consent by the Owner or the Owner's representative.

9. **Additional Services** - No compensation shall be paid for any service rendered by the Consultant considered an additional service beyond the scope of services approved by the Owner unless rendition of that service and expense thereof has been authorized in writing by the Owner in advance of performance of such service. Any additional services performed by the Consultant prior to such authorization by the Owner shall be deemed a part of basic services for work performed under an Owner approved proposal for services governed by this agreement, whether enumerated in this agreement or not, for which the Consultant shall be entitled to no additional compensation.

10. **Owner Authorization** - When the term Owner is used in this agreement, it shall mean the government of Boone County, Missouri or the Boone County Commission, as the context requires. Authorization by the Owner shall mean authorization obtained by recorded majority vote of the Boone County Commission. It is further understood and agreed that no person or party is authorized to bind the Owner to any proposed agreement for services under the auspices of this agreement without having obtained the prior approval of the Boone County Commission by recorded majority vote for such authorization. In this regard, it is understood and agreed that the Consultant shall not be entitled to rely upon verbal or written representations by any agent or employee of the Owner in deviation to the terms and conditions of this agreement, or as authorization for compensation for services except as may be approved by recorded vote of the Boone County Commission. When the term Owner's representative is used, it shall mean the Director of the Boone County Resource Management Department or his designee as specified in writing. It shall be presumed that such representative shall have all necessary decision making authority with respect to services provided under this agreement and Owner approved proposals for services except such representative shall have no authority to make decisions concerning changes to the Consultant's compensation or reimbursement, or with respect to services to be performed under this agreement or Owner approved proposal for services which involve or affect cost, expense or budgetary allowances.

11. **Termination** - The Owner may and reserves the right to terminate this agreement at any time with or without cause by giving the Consultant written notice of termination. Upon receipt of such notice, Consultant shall discontinue all services in connection with the performance of services authorized under this agreement or Owner approved proposal for services and Owner shall upon invoice remit payment for all authorized services completed up to the date of termination notice. Upon payment of this invoice, the Consultant shall deliver any and all work product including drawings, plans, and specifications, or other documents, prepared as instruments of service, whether complete or in progress. It is further agreed that if services are terminated the Consultant shall be compensated for all services rendered through the date of termination not to exceed the amount authorized for services through the date of termination. If the Owner questions the extent of work on a final invoice, the Consultant shall give the Owner the opportunity to review and evaluate all work upon which the invoice is based in the offices of the Consultant prior to payment. This agreement or work performed under the provisions of this agreement may also be terminated by the Consultant upon not less than seven days written notice in the event the Owner shall substantially fail to perform in accordance with the terms and conditions of this agreement, through no fault of the Consultant. In the event of termination by the Consultant, the other provisions concerning termination contained in this paragraph shall be applicable.

12. **Governing Law** - This agreement shall be governed by the laws of the state of Missouri and it is agreed that this agreement is made in Boone County, Missouri and that Boone County, Missouri is proper venue for any action pertaining to the interpretation or enforcement of any provision within or services performed under this agreement.

13. **Certification of Lawful Presence / Work Authorization** - Consultant shall complete and return the Work Authorization Certification attached hereto, and if applicable, the other required lawful presence documents for an individual Consultant.

14. **Miscellaneous** - This agreement constitutes the entire agreement of the parties superseding all prior negotiations, written or verbal, and may only be amended by signed writing executed by the parties through their authorized representatives hereunder.

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized signatories effective the date and year first-above written.

MALICOAT-WINSLOW ENGINEERS, P.C.

BOONE COUNTY, MISSOURI

By Fred Malicoat

By [Signature]

Presiding Commissioner

Title President

Dated: 1-6-20

Dated: 1-21-2020

APPROVED AS TO FORM:

ATTEST:

by: [Signature]
County Attorney

[Signature]
County Clerk

APPROVED:

[Signature]
Director, Boone County Resource Management



Mallicoat-Winslow Engineers,
P.C.

2019 Discipline List

Instructions: Please place a check mark in the Services Offered box next to those disciplines provided by your firm

Discipline	Services Offered
Architecture	
Bridge Design	
Civil Engineering	
Construction Management	
Electrical Engineering	X
Geotechnical Engineering	
Lab Testing	
Mechanical Engineering	X
Planning	
Structural Engineering	
Surveying	
Traffic	
Transportation	
Acoustical	
Building Enclosure Consulting	
Control System Integration	X
Design/Build	
Environmental	
Forensic	
GIS	
Industrial	
Interior Design	
Landscape Architecture	
Natural Gas	
Photogrammetry	
Telecommunications	

Reviewed by: Jim

MALICOAT-WINSLOW ENGINEERS, P.C.
MECHANICAL AND ELECTRICAL ENGINEERS

5649 NORTH CLEARVIEW ROAD
COLUMBIA, MISSOURI 65202-9687

FREDDIE L. MALICOAT, P.E
email: fredm@mwengrs.com

Phone: 573-875-1300
Fax: 573-875-1305

HOURLY RATES

PRINCIPAL ENGINEER	\$150/hr
PROFESSIONAL ENGINEER	\$125/hr
ENGINEER-IN-TRAINING	\$95/hr
CADD TECHNICIAN	\$75/hr
CLERICAL	\$70/hr

GENERAL CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT dated this 21 day of January, 2019/2020, by and between Boone County, Missouri, a first class county and political subdivision of the state of Missouri through its County Commission, (herein "Owner") and Poepping, Stone, Bach & Associates, Inc. (herein "Consultant").

IN CONSIDERATION OF the performance of the services rendered under this Agreement and payment for such services, the parties agree to the following:

1. **Agreement duration** – This contract shall be in effect beginning January 1, 2020 or the date of full execution; which ever is later and run through the calendar year ending on December 31, 2020. This agreement may be terminated in accordance with the terms and conditions set forth in this agreement.

2. **Services** - As authorized by the Owner in writing, the Consultant shall provide the Owner all engineering, surveying, and other professional services for the benefit of the Owner as prescribed by the Owner based upon requests for proposals for projects assigned during the term of this agreement and the Consultant shall provide the Owner, as applicable, with the services, reports, studies, surveys, plans, specifications, and other work required by the Owner's request for proposal. Consultant agrees to provide all such services in a timely manner as established by the Owner in writing for each assigned project, or in the absence of the designation, within a reasonable time after receipt of Owner directives. Consultant agrees to provide services by and through qualified personnel under standards and conditions generally accepted by professionals in the field or occupations for which services are provided. Services shall be provided based only upon requests for proposals provided to the Consultant by the Owner or Owner's representative and to which the Consultant prepares and submits a written proposal for services which is approved by the Owner in writing. No work shall be performed nor shall compensation be paid for Consultant work performed without an Owner approved written proposal for professional services. Proposals for services shall be in written form, as required by the request for proposal, and shall be specifically responsive to the criteria provided by the Owner in its request for proposal. All work performed by the Consultant, based upon Owner approved proposals submitted by the Consultant, shall be subject to the terms and conditions of this agreement unless otherwise specifically agreed upon by the Owner and Consultant in writing. All proposals for work submitted by the Consultant to the Owner for work shall at a minimum contain the following:

2.1 **Scope of Services** - Each proposal for services shall contain a detailed description of work to be performed by the Consultant. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to the request with the same or greater level of specificity required by the request for proposal. The Consultant shall specifically identify services which are included as basic services and those services which are excluded from basic services in the proposal. Services which the Consultant does not identify as excluded from basic services under the proposal and which are necessary for successful completion of the work in the judgment of the Owner shall be presumed to be a part of basic services under the proposal. If a request for proposal requires the Consultant to provide optional services, the Consultant's proposal shall respond to the options requested, or provide

reasons why the Consultant cannot provide or respond to the request for optional services.

2.2 **Time for Completion** - Each proposal for services shall contain a detailed description of the estimated time to complete each task or item of work to be performed by the Consultant under the proposal. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to any request for estimated or maximum completion times for work with the same or greater level of specificity required by the request for proposal.

2.3 **Compensation** - Each proposal for services shall state the basis of compensation on either: (1) an hourly fee plus expense basis with a statement of a maximum compensation to be charged, or, (2) a lump sum payment of compensation for all work to be performed, or, (3) a payment based upon unit prices. Proposals for compensation for an hourly fee plus expense basis shall provide detailed time and expense estimates to support a maximum contract amount to be charged and shall be consistent with the hourly rates, unit prices and reimbursement rates made a part of this agreement by reference in paragraph two (2) below. When the Owner or Owner's representative requests the Consultant to provide work on an hourly fee plus expense basis, the Consultant's proposal shall be responsive to the request and shall not propose payment on another basis unless otherwise authorized. Unit price proposals shall identify and estimate the quantity of units as a part of the proposal when they can be identified and estimated, or as necessary in response to a particular request for proposal requesting such information. Each proposal for services shall also state a proposed payment schedule at a frequency no greater than monthly in such amounts as are consistent with amount of work to be performed and billed. Reimbursable expenses proposed shall be specifically identified and estimated as a part of the proposal with a statement of the maximum amount to be charged unless the Owner's request for proposal specifies otherwise.

2.4 **Signatures** - Consultant proposals for services under this agreement shall be signed and dated by the Consultant or an authorized representative of the Consultant (as applicable), and shall be considered binding offers to contract open for acceptance by the Owner for an indefinite duration unless limited in the proposal or withdrawn prior to acceptance by the Owner. All proposals for services under this agreement shall be on forms approved by the Owner; use of the signature block shown in this agreement on a proposal for services shall be considered an adequate signature block. In the absence of an Owner provided form, the signature block shall contain a signature line for Boone County, Missouri by its Presiding Commissioner, a signature line for attestation by the County Clerk, a signature line approving the proposal by the Director of Resource Management, and a signature line for the County Attorney approving the proposal as to legal form. In addition, the signature block shall contain a line for insertion of the date the proposal is approved by the Owner.

3. **Compensation** - In consideration for the Consultant's provision of services under this agreement, the Owner agrees to compensate the Consultant for services rendered in accordance with the hourly rates, unit prices and reimbursement rates for expenses set forth in the schedule for hourly rates and expense charges to be in effect for the calendar year of this agreement which is either attached to this agreement or maintained on file with the Boone County Resource Management Department and is hereby incorporated by reference. No increases in the rates and charges set forth in the attached schedule shall be permitted for this

calendar year without the written authorization of the Owner. Payments shall be made within thirty (30) days of receipt of invoice by the Owner. Invoices shall be submitted periodically as mutually agreed upon by the Owner and Consultant, or in the absence of such agreement, upon completion of the work constituting the task or project for which services are provided. Invoices for services on an hourly fee plus expense basis shall individually describe the task or project by name, show hours expended by classes of personnel in increments of not less than one-half hour and rates applied, as well as describe work performed during the invoice period; reimbursable expenses shall be itemized. Invoices for services performed on a unit price basis shall identify the task or project by name, identify and quantify units charged for services during the invoice period. Invoices for services on a lump sum basis shall identify the task or project by name and the invoiced amount. Periodic invoices shall not exceed the amounts permitted in the Consultant's proposal approved by the Owner. The Owner reserves the right to withhold payment for inadequately documented invoices until documented as required herein. The Owner further reserves the right to withhold payments for unperformed work or work not performed on a timely basis in accordance with the Consultant's proposal when delays in performance of services are not attributable to the Owner, or as a result of a billing dispute between the Owner and Consultant. However, Owner agrees to pay interest at a rate of nine percent (9%) annum on any disputed billed amounts for which payments are withheld beyond thirty (30) days of invoice if and to the extent that those disputed amounts are resolved in favor of the Consultant.

4. **Owner Responsibilities** - Owner agrees to furnish Consultant with all current and available information for each task or project assigned to Consultant, along with any information necessitated by changes in work or services initiated by the Owner which may affect services rendered thereunder.

5. **Coordination of Work and Work Product** - Consultant shall coordinate all work with the Owner's designated representative for each task or project assigned to Consultant and submit to the Owner's representative all work product in written or graphic form (and in electronic form if requested) as applicable or required. All reports, surveys, test data, memoranda, samples, plans, specifications, and other documents or materials submitted by or to the Owner shall be considered the property of the Owner. When available and requested by the Owner, work product shall be provided in electronic form at actual cost in media compatible for use with Owner software and equipment.

6. **Insurance** - Consultant shall procure and maintain professional liability insurance in such amounts as are deemed mutually agreeable to the parties and approved by the Owner or the Owner's representative in writing within thirty (30) days of this Agreement. Consultant shall also maintain general public liability insurance with coverage's no less than \$2,000,000.00 per occurrence, and worker's compensation insurance as required by state law. Failure of Consultant to obtain or maintain such insurance during this contract, or to provide proper proofs thereof upon request of the Owner, shall not diminish, waive or otherwise reduce the Consultant's obligations to maintain such insurance coverage and Consultant shall indemnify and hold the Owner and all its personnel harmless from and against any and all claims, damages, losses and expenses, including reasonable attorney's fees and litigation costs, arising out of or resulting from the performance of services, provided that any such claim, damage, loss or expenses, is caused in whole or in part by the negligent act, omission and or liability of the Consultant, its agents or employees. The Consultant shall provide the Owner with certificates of insurance

exhibiting the coverage as specified above within thirty (30) days of execution of this agreement and thereafter within five (5) working days after request by the Owner. All certificates of insurance shall contain provision that insurance provided shall not be canceled or altered except upon ten (10) days written notice to the Owner.

7. **Delegation and Subcontracting** - Unless otherwise proposed and approved in the Consultant's proposal for services, the Consultant shall not delegate or subcontract any work to be performed by the Consultant under this agreement to any other person, business or entity without the express advance written approval of the Owner for such delegation or subcontract work.

8. **Records and Samples** - To the extent not otherwise transferred to the Owner's possession, Consultant agrees to retain and provide the Owner with reasonable access to all work product, records, papers and other documents involving transactions and work related to or performed under this agreement for a period of three (3) years after this agreement expires. When services involve testing or sampling, Consultant agrees to either retain all test products or samples collected by or submitted to Consultant, or return same to the Owner as mutually agreed upon. In absence of agreement, Consultant shall not dispose of test samples or products without notice to or consent by the Owner or the Owner's representative.

9. **Additional Services** - No compensation shall be paid for any service rendered by the Consultant considered an additional service beyond the scope of services approved by the Owner unless rendition of that service and expense thereof has been authorized in writing by the Owner in advance of performance of such service. Any additional services performed by the Consultant prior to such authorization by the Owner shall be deemed a part of basic services for work performed under an Owner approved proposal for services governed by this agreement, whether enumerated in this agreement or not, for which the Consultant shall be entitled to no additional compensation.

10. **Owner Authorization** -When the term Owner is used in this agreement, it shall mean the government of Boone County, Missouri or the Boone County Commission, as the context requires. Authorization by the Owner shall mean authorization obtained by recorded majority vote of the Boone County Commission. It is further understood and agreed that no person or party is authorized to bind the Owner to any proposed agreement for services under the auspices of this agreement without having obtained the prior approval of the Boone County Commission by recorded majority vote for such authorization. In this regard, it is understood and agreed that the Consultant shall not be entitled to rely upon verbal or written representations by any agent or employee of the Owner in deviation to the terms and conditions of this agreement, or as authorization for compensation for services except as may be approved by recorded vote of the Boone County Commission. When the term Owner's representative is used, it shall mean the Director of the Boone County Resource Management Department or his designee as specified in writing. It shall be presumed that such representative shall have all necessary decision making authority with respect to services provided under this agreement and Owner approved proposals for services except such representative shall have no authority to make decisions concerning changes to the Consultant's compensation or reimbursement, or with respect to services to be performed under this agreement or Owner approved proposal for services which involve or affect cost, expense or budgetary allowances.

11. **Termination** - The Owner may and reserves the right to terminate this agreement at any time with or without cause by giving the Consultant written notice of termination. Upon receipt of such notice, Consultant shall discontinue all services in connection with the performance of services authorized under this agreement or Owner approved proposal for services and Owner shall upon invoice remit payment for all authorized services completed up to the date of termination notice. Upon payment of this invoice, the Consultant shall deliver any and all work product including drawings, plans, and specifications, or other documents, prepared as instruments of service, whether complete or in progress. It is further agreed that if services are terminated the Consultant shall be compensated for all services rendered through the date of termination not to exceed the amount authorized for services through the date of termination. If the Owner questions the extent of work on a final invoice, the Consultant shall give the Owner the opportunity to review and evaluate all work upon which the invoice is based in the offices of the Consultant prior to payment. This agreement or work performed under the provisions of this agreement may also be terminated by the Consultant upon not less than seven days written notice in the event the Owner shall substantially fail to perform in accordance with the terms and conditions of this agreement, through no fault of the Consultant. In the event of termination by the Consultant, the other provisions concerning termination contained in this paragraph shall be applicable.

12. **Governing Law** - This agreement shall be governed by the laws of the state of Missouri and it is agreed that this agreement is made in Boone County, Missouri and that Boone County, Missouri is proper venue for any action pertaining to the interpretation or enforcement of any provision within or services performed under this agreement.

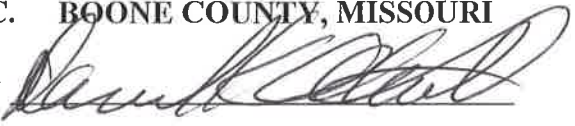
13. **Certification of Lawful Presence / Work Authorization** - Consultant shall complete and return the Work Authorization Certification attached hereto, and if applicable, the other required lawful presence documents for an individual Consultant.

14. **Miscellaneous** - This agreement constitutes the entire agreement of the parties superseding all prior negotiations, written or verbal, and may only be amended by signed writing executed by the parties through their authorized representatives hereunder.

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized signatories effective the date and year first-above written.

POEPPING, STONE, BACH & ASSOCIATES, INC. BOONE COUNTY, MISSOURI

By 
Michael J. Purol, P.E.

By 
Presiding Commissioner


Title President, Tri-State Operations


Dated: 1/3/2020

Dated: 1 21 2020

APPROVED AS TO FORM:

ATTEST:

by: 
County Attorney


County Clerk

APPROVED:


Director, Boone County Resource Management

**WORK AUTHORIZATION CERTIFICATION
PURSUANT TO 285.530 RSMo
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of Marion)
)ss
State of Missouri)

My name is Michael J. Puro1 . I am an authorized agent of Poepping, Stone, Bach & Assoc., Inc.(Consultant). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.


Affiant 1/3/2020
Date

Michael J. Puro1, President, Tri-State Operations
Printed Name

Subscribed and sworn to before me this 3 day of January, 2020 .




Notary Public



**Poepping, Stone, Bach &
Associates, Inc.**

2020 Discipline List

*Instructions: Please place a check mark in the
Services Offered box next to those disciplines
provided by your firm*

Discipline	Services Offered
Architecture	✓
Bridge Design	✓
Civil Engineering	✓
Construction Management	
Electrical Engineering	✓
Geotechnical Engineering	✓
Lab Testing	✓
Mechanical Engineering	✓
Planning	✓
Structural Engineering	✓
Surveying	✓
Traffic	✓
Transportation	✓
Acoustical	
Building Enclosure Consulting	✓
Control System Integration	
Design/Build	
Environmental	
Forensic	
GIS	
Industrial	
Interior Design	
Landscape Architecture	
Natural Gas	
Photogrammetry	
Telecommunications	

Sub.

Reviewed by: MJP *jm*

BOONE COUNTY PROFESSIONAL FEE SCHEDULE

<u>CLASSIFICATION</u>	<u>RATE PER HOUR</u>
14. ADMINISTRATIVE	\$62.00
13E/13A. ENGINEERING/ARCHITECTURAL AID	\$78.00
12E/12A. ENGINEERING/ARCHITECTURAL/GIS TECHNICIAN I	\$88.00
11E/11A. ENGINEERING/ARCHITECTURAL/GIS TECHNICIAN II	\$92.00
10E/10A. SENIOR ENGINEERING/ARCHITECTURAL/GIS TECHNICIAN/S.I.T.	\$105.00
9. SUPERVISING TECHNICIAN	\$62.00
8. LAND SURVEYOR	\$115.00
7E/7A. ENGINEER/ARCHITECT/GIS SPECIALIST I	\$85.00
6E/6A. ENGINEER/ARCHITECT/GIS SPECIALIST II	\$95.00
5E/5A. ENGINEER/ARCHITECT/GIS SPECIALIST III	\$105.00
4E/4A. ASSOCIATE ENGINEER/ASSOCIATE ARCHITECT	\$115.00
3E/3A. PROJECT ENGINEER/PROJECT ARCHITECT	\$125.00
3C. SENIOR PROJECT ENGINEER/ PROJECT ARCHITECT	\$145.00
2D. PROJECT MANAGER	\$160.00
2C. SENIOR PROJECT MANAGER	\$165.00
1. PRINCIPAL OF FIRM	\$195.00

OUT-OF-POCKET EXPENSES

PHONE CALLS, MEALS AND LODGING	COST
BLUEPRINTS, AERIAL PHOTOS, PHOTOCOPIES	COST + 15%
MILEAGE	CURRENT IRS RATE

FIELD PARTY EXTRAS

STAKES, IRON PINS, CONCRETE MONUMENTS, ETC	COST + 15%
GPS - \$/HOUR	\$11.00

SPECIAL ITEMS

COMPUTER TECHNICAL TIME/HOUR	\$12.00
COURT TESTIMONY BY LICENSED PROFESSIONALS	\$2,300 PER DAY
SPECIAL CONSULTANTS	COST + 15%
COMPUTERIZED RENDERING AND ANIMATION	\$185/HOUR

THESE RATES EFFECTIVE UNTIL DECEMBER 31, 2020

- | | | | | |
|---|--------------|----------------------|----------------------|--------------------|
| <input type="checkbox"/> 100 SOUTH 54TH STREET | P.O. BOX 709 | • QUINCY, IL 62306 | • PHONE 217/223-4605 | • FAX 217/223-1546 |
| <input type="checkbox"/> 3523 MAIN STREET | P.O. BOX 817 | • KEOKUK, IA 52632 | • PHONE 319/524-8730 | • FAX 217/223-1546 |
| <input type="checkbox"/> 801 BROADWAY SUITE 248 | P.O. BOX 190 | • HANNIBAL, MO 63401 | • PHONE 573/406-0541 | • FAX 217/223-1546 |

EMPLOYEE CLASSIFICATIONS

1. PRINCIPAL OF FIRM.
- 2C. SENIOR PROJECT MANAGER: Minimum Qualifications - Registered Professional Engineer, Registered Structural Engineer or Licensed Architect with a minimum 20 years of combined academic, management and professional experience.
- 2D. PROJECT MANAGER: Minimum Qualifications - Registered Professional Engineer, Registered Structural Engineer or Licensed Architect with a minimum 14 years of combined academic and professional experience.
- 3C. SENIOR PROJECT ENGINEER/ PROJECT ARCHITECT: Minimum Qualifications - Registered Professional Engineer, Registered Structural Engineer or Licensed Architect with a minimum 20 years of combined academic and professional experience.
- 3E/3A. PROJECT ENGINEER OR PROJECT ARCHITECT: Minimum Qualifications - Registered Professional Engineer, Registered Structural Engineer or Licensed Architect with a minimum 12 years of combined academic and professional experience.
- 4E/4A. ASSOCIATE ENGINEER OR ASSOCIATE ARCHITECT: Minimum Qualifications - Registered Professional Engineer, Registered Structural Engineer or Licensed Architect with a minimum 8 years of combined academic and professional experience.
- 5E/5A. ENGINEER/ARCHITECT/GIS SPECIALIST III: Minimum Qualifications - Bachelor Degree in Engineering, Architecture, or GIS Related Degree and 8 years of professional experience or 2 years of Engineering, Architectural or GIS Related Education in an approved School with 16 or more years of practical engineering, architectural or GIS experience, and responsibility for the supervision of other technical personnel.
- 6E/6A. ENGINEER/ARCHITECT/GIS SPECIALIST II: Minimum Qualifications - Bachelor Degree in Engineering, Architecture, or GIS Related Degree and 4 years of professional experience or 2 years of Engineering, Architectural or GIS Related Education in an approved School with 12 or more years of practical engineering, architectural or GIS experience, and responsibility for the supervision of other technical personnel.
- 7E/7A. ENGINEER/ARCHITECT/GIS SPECIALIST I: Minimum Qualifications - Bachelor Degree in Engineering, Architecture, or GIS Related Degree or 2 years of Engineering, Architectural or GIS Related Education in an approved School with 8 or more years of practical engineering, architectural or GIS experience, and responsibility for the supervision of other technical personnel.
8. LAND SURVEYOR: Minimum Qualifications - Professional Land Surveyor in the States of Illinois, Missouri or Iowa.
9. SUPERVISING TECHNICIAN: Minimum Qualifications - 12 years of technical experience.
- 10E/10A. SENIOR ENGINEERING/ARCHITECTURAL/GIS TECHNICIAN/S.I.T.: Minimum Qualifications - 8 years of combined academic and technical experience.
- 11E/11A. ENGINEERING/ARCHITECTURAL/GIS TECHNICIAN II: Minimum Qualifications - 4 years of combined academic and technical experience.
- 12E/12A. ENGINEERING/ARCHITECTURAL/GIS TECHNICIAN I: Minimum Qualifications - 0 to 4 years of combined academic and technical experience.
- 13E/13A. ENGINEERING/ARCHITECTURAL AID: Assistant in Drafting, Surveying or other related type work.
14. ADMINISTRATIVE: Clerical duties directly related to a specific job requirement (reports, specifications, etc.).

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

January Session of the January Adjourned

Term. 20 20

County of Boone

} ea.

In the County Commission of said county, on the 21st day of January 2020

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 Contract Amendment Number One to Contract 145-012024SS – CollectiveFleet Support and Maintenance.

Terms of the amendment are stipulated in the attached Amendment. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Amendment Number One.

Done this 21st day of January 2020.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

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

Boone County Purchasing

Melinda Bobbitt, CPPO
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: Robert Wilson
DATE: January 14, 2020
RE: Amendment Number One – *145-012024SS – Collective Fleet Support and Maintenance*

Contract *145-012024SS – Collective Fleet Support and Maintenance* was approved by commission for award to Collective Data, Inc. of Cedar Rapids, Iowa on February 26, 2019, commission order 78-2019.

This amendment replaces the annual support and maintenance for the second year with the attached quote dated 11/27/2019.

Invoice will be paid from department 2040 – Road & Bridge Maintenance Operations, account 70050 – Software Service Contract.

cc: Greg Edington, Road & Bridge
Contract File

**CONTRACT AMENDMENT NUMBER ONE
PURCHASE AGREEMENT FOR
FLEET SOFTWARE SUPPORT AND MAINTENANCE**

The Agreement **145-012024SS** dated February 26, 2019 made by and between Boone County, Missouri and **Collective Data, Inc.** for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

- 1. REPLACE the 2nd Year Maintenance pricing with the following for the period of January 21, 2020 to January 20, 2021:

Annual Support and Maintenance	Price
01/21/2020 – 01/20/2021	\$ 6,750.00

- 2. Except as specifically amended hereunder, all other terms, conditions and provisions of the original agreement shall remain in full force and effect.

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

COLLECTIVE DATA, INC.

DocuSigned by:
 By Listi Robinson
 4A31161AE8B34A9...
 Title National Account Manager

BOONE COUNTY, MISSOURI

By: Boone County Commission
 DocuSigned by:
Daniel K. Atwill
 B44B9347EBD654EB
 Presiding Commissioner

APPROVED AS TO FORM:

DocuSigned by:
Charley J. Johnson
 by: [Signature]
 5958A907D99A6145
 County Counselor

ATTEST:

DocuSigned by:
Brianna L Lennon by MT
 7D93A968F6494
 County Clerk

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.)

DocuSigned by:
Gene E. Probst
 78D08ADB184244D...
 Signature 1/9/2020 Date 2040 /70050 - \$6,750.00 Appropriation Account

STANDARD CONTRACT TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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. Prices shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department.
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. 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.
4. When products or materials of any particular producer or manufacturer are mentioned in our contracts, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in billing, as law exempts the County from them.
6. The delivery date shall be stated in definite terms.
7. 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.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Contractor from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. 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.
12. 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. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase advertising from other vendors.
13. 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.

14. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
15. 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.
16. **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.
17. **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.



QUOTE

Boone County Public Works
Greg Edington
5551 South Bass Road
Columbia, MO 65201

Quote #: 8635
Date: 11/27/2019
Expiration Date: 12/27/2019

Item	Price
Support and Maintenance 7: Support and Maintenance Agreement	\$6,750.00

Your support includes:

- * Technical support staff available from 8-6 PM (Central), Monday through Friday
- * Support via: phone, email and Online Support Center
- * Free online training webinars hosted monthly, topics to be announced
- * Software maintenance / bug-fix updates
- * Four (4) hours of web-based training

Coverage Dates: 1/21/2020 - 1/20/2021

The price of your annual support is calculated at 18% of the list price of the software plus any enhancement options, configurations, additional users, or ongoing imports that have been added to your application since your last renewal

Your Investment: \$6,750.00

Terms and Conditions

- * Standard Payment Terms: The total price listed on the renewal quote is invoiced once the quote and the End User License Agreement (EULA) are signed by the client, due Net 30. A one-and-a half (1½) percent monthly late payment penalty (18% annum) will be charged on all past due balances, effective the last business day of the following month. In the event Collective Data, Inc. inactivates client's support account due to non-payment, re-activation of the support account will be performed upon payment receipt equal to one hundred twenty (120) percent of the total price listed on the renewal quote.
- * By signing this document, the signer is committing to purchase the products / services listed in this quote. The signer acknowledges the authority to sign this document on behalf of the organization listed. Client will be invoiced 100% upon quote acceptance.

To accept this quote, please e-mail this signed document to: lrobinson@collectivedata.com

Print Name: _____

Signature: _____

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

January Session of the January Adjourned

Term. 20 20

County of Boone

} ea.

In the County Commission of said county, on the 21st day of January 2020

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 Contract Amendment Number Three to Contract 137-123117SS – Cartegraph Upgrade, Subscriptions, Support, Maintenance.

Terms of the amendment are stipulated in the attached Amendment. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Amendment Number Three.

Done this 21st day of January 2020.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

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

Boone County Purchasing

Melinda Bobbitt, CPPO
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: Robert Wilson
DATE: January 9, 2020
RE: Amendment Number Three – *137-123117SS – Cartegraph Upgrade, Subscription, Support, Maintenance*

Contract *137-123117SS – Cartegraph Upgrade, Subscription, Support, Maintenance* was approved by commission for award to Cartegraph Systems, Inc. of Dubuque, Iowa on January 5, 2017, commission order 6-2017.

This amendment replaces the Master Purchase Agreement and Amendment Two pricing page which includes the attached pricing for the next three years.

Invoices will be paid in equal amounts from departments 2040 – Road & Bridge Maintenance Operations and 2045 – RM – Design and Construction, account 70100 – Software Subscriptions.

cc: Greg Edington, Road & Bridge
Contract File

**CONTRACT AMENDMENT NUMBER THREE
PURCHASE AGREEMENT FOR
CARTEGRAPH UPGRADE, SUBSCRIPTION, SUPPORT, MAINTENANCE
(WORK ORDER AND ASSET MANAGEMENT SOFTWARE SYSTEM)**

The Agreement 137-123117SS dated January 5, 2017 made by and between Boone County, Missouri and **Cartegraph Systems, Inc.** for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

1. REPLACE the Purchase Agreement and Amendment Two pricing page with the following that includes:

	Purchase Type	Qty.	Unit Price	Total Price
--	---------------	------	------------	-------------

Year 1

SOLUTIONS

Cartegraph OMS Platform by Asset	Asset Subscription, Cloud Deployment 2/1/2020 - 1/31/2021	4	\$2,875.00	\$11,500.00
Cartegraph OMS Extension	Advanced Asset Management Subscription	1	\$6,700.00	\$6,700.00
Cartegraph OMS Extension	Offline with Cartegraph for iPad	1	\$2,230.00	\$2,230.00
Cartegraph OMS Users	User Pack Subscription - 50 Named Users	1	\$10,300.00	\$10,300.00

FIELD SERVICES

Implementation Services	Fixed Fee Service – Database Backups	1	\$2,400.00	\$2,400.00
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YEAR 1 SUB-TOTAL **\$33,130.00**

Year 2

SOLUTIONS

Cartegraph OMS Platform by Asset	Asset Subscription, Cloud Deployment 2/1/2021 - 1/31/2022	4	\$2,961.25	\$11,845.00
Cartegraph OMS Extension	Advanced Asset Management Subscription	1	\$6,900.00	\$6,900.00
Cartegraph OMS Extension	Offline with Cartegraph for iPad	1	\$2,300.00	\$2,300.00
Cartegraph OMS Users	User Pack Subscription – 50 Named Users	1	\$10,609.00	\$10,609.00

YEAR 2 SUB-TOTAL **\$31,654.00**

Commission Order: _____

Year 3

SOLUTIONS

Cartegraph OMS Platform by Asset	Asset Subscription, Cloud Deployment 2/1/2022 - 1/31/2023	4	\$3,050.00	\$12,200.00
Cartegraph OMS Extension	Advanced Asset Management Subscription	1	\$7,100.00	\$7,100.00
Cartegraph OMS Extension	Offline with Cartegraph for iPad	1	\$2,370.00	\$2,370.00
Cartegraph OMS – Users	User Pack Subscription – 50 Named Users	1	\$10,925.00	\$10,925.00
YEAR 3 SUB-TOTAL				\$32,595.00
Total Cost (3-Year Term)				\$97,379.00

- Except as specifically amended hereunder, all other terms, conditions and provisions of the original agreement shall remain in full force and effect.

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

CARTEGRAPH SYSTEMS, INC.

BOONE COUNTY, MISSOURI

DocuSigned by:
By Mitch Bradley
439C3A53C532492...

By: Boone County Commission

Title SVP Sales & Marketing

DocuSigned by:
Daniel K. Atwill
5149345E0649F
Presiding Commissioner

APPROVED AS TO FORM:

ATTEST:

DocuSigned by:
Charly J. Duffane
55F8A9DD70A644F
County Counselor

DocuSigned by:
Brianna L. Lennon by MT
7D82DA986F70495
County Clerk

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.)

DocuSigned by:
James E. Pritchard by [Signature]
F0D0A4B184244D...
Signature

1/14/2020
Date

2040,2045 /70100
Appropriation Account

STANDARD CONTRACT TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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. Prices shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department.
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. 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.
4. When products or materials of any particular producer or manufacturer are mentioned in our contracts, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in billing, as law exempts the County from them.
6. The delivery date shall be stated in definite terms.
7. 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.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Contractor from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. 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.
12. 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. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase advertising from other vendors.
13. 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.

14. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
15. 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.
16. **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.
17. **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.

Purchase Agreement

Cartegraph is pleased to present this Purchase Agreement for the implementation of world class technology solutions. This Purchase Agreement is made and entered into between **Boone County** (hereinafter referred to as “**Customer**”) and **Cartegraph Systems LLC** (hereinafter referred to as “**Cartegraph**”). In the case that any terms or conditions provided in the Cartegraph Solutions Agreement differ from, are provided in more detail by, or are made irrelevant by the terms and conditions provided in this Purchase Agreement, the terms in this Purchase Agreement shall control. For all terms and conditions not addressed by this Purchase Agreement, the Cartegraph Solutions Agreement shall control.

Customer Bill To:	Customer Ship To:
Boone County 5551 S Tom Bass Rd Columbia, MO 65201	Same

Investment Summary

The Addendums attached hereto, include:

Addendum A – Support Services

Addendum B – Field Services

Cartegraph’s proposed fees for this project are included in the summary below.

Today’s Date: October 10,
2019

Signature January 31, 2020
Expiration Date:

Purchase #PA1256
Agreement No.:

	Purchase Type	Qty.	Unit Price	Total Price
YEAR 1				
SOLUTIONS				
Cartegraph OMS Platform by Asset	Asset Subscription, Cloud Deployment 2/01/2020-1/31/2021 <ul style="list-style-type: none"> • Pavement • Signs • Culverts • Inlets 	4	\$2,875.00	\$11,500.00
Cartegraph OMS Extension	Advanced Asset Management Subscription	1	\$6,700.00	\$6,700.00
Cartegraph OMS Extension	Offline with Cartegraph for iPad	1	\$2,230.00	\$2,230.00
Cartegraph OMS Users	User Pack Subscription – 50 Named Users	1	\$10,300.00	\$10,300.00
FIELD SERVICES				
Implementation Services	Fixed Fee Service		\$2,400.00	\$2,400.00
YEAR 1 SUB-TOTAL				\$33,130.00

YEAR 2				
SOLUTIONS				
Cartegraph OMS Platform by Asset	Asset Subscription, Cloud Deployment 2/1/2021-1/31/2022 <ul style="list-style-type: none"> • Pavement • Signs • Culverts • Inlets 	4	\$2,961.25	\$11,845.00
Cartegraph OMS Extension	Advanced Asset Management Subscription	1	\$6,900.00	\$6,900.00
Cartegraph OMS Extension	Offline with Cartegraph for iPad	1	\$2,300.00	\$2,300.00
Cartegraph OMS Users	User Pack Subscription – 50 Named Users	1	\$10,609.00	\$10,609.00
YEAR 2 SUB-TOTAL				\$31,654.00
YEAR 3				
SOLUTIONS				
Cartegraph OMS Platform by Asset	Asset Subscription, Cloud Deployment 2/1/2022-1/31/2023 <ul style="list-style-type: none"> • Pavement • Signs • Culverts • Inlets 	4	\$3,050.00	\$12,200.00
Cartegraph OMS Extension	Advanced Asset Management Subscription	1	\$7,100.00	\$7,100.00
Cartegraph OMS Extension	Offline with Cartegraph for iPad	1	\$2,370.00	\$2,370.00
Cartegraph OMS Users	User Pack Subscription – 50 Named Users	1	\$10,925.00	\$10,925.00
YEAR 3 SUB-TOTAL				\$32,595.00
TOTAL COST (3-YEAR TERM)				\$97,379.00

NOTES:

The pricing listed above does not include applicable sales tax.

Hosting includes 250GB of available file storage. If additional storage is required, the Customer can purchase in 1TB increments at \$2,500.00/year.

Payment Terms and Conditions

In consideration for the Solutions and Services provided by **Cartegraph** to **Customer**, **Customer** agrees to pay **Cartegraph** the Fees in U.S. Dollars as described below:

1. **Delivery:** Customer shall be provided with the ability to access and use the Solutions upon execution of this Purchase Agreement. If applicable, Services will be scheduled and delivered upon your acceptance of this Purchase Agreement, which will be considered as your notification to proceed.
2. **Services Scheduling:** Customer agrees to work with Cartegraph to schedule Services in a timely manner. All undelivered Services shall expire 365 days from the signing of this Purchase Agreement.
3. **Solutions Invoicing:** The Fee for Solutions will be due in annual installments 15 days prior to the anniversary of the initial term as follows:
 - a. \$30,730.00 due 15 days prior to February 1st, 2020.
 - b. \$31,654.00 due 15 days prior to February 1st, 2021.
 - c. \$32,595.00 due 15 days prior to February 1st, 2022.
4. **Field Services Invoicing:** Invoicing for the Field Services fee shall occur upon the acceptance of this Purchase Agreement and shall be invoiced as follows:
 - a. Invoicing for the Field Services fee shall occur upon the execution of the Purchase Agreement.
5. **Expenses:** In providing the services included in this Purchase Agreement, Cartegraph shall be reimbursed for any reasonable out-of-pocket costs, including, but not limited to, travel, lodging, and meals. Out-of-pocket expenses are billed based on actual costs incurred and are due separately.
6. **Payment Terms:** All payments are due Net 30 days from start date of invoice.

Cartegraph Systems LLC
Addendum A - Support Services
Cartegraph Support and Training Services – Scope of Work

The Support Services listed in the Investment Summary of the Purchase Agreement are specific Cartegraph Services which will be delivered to the Customer based on the descriptions below and on the terms and conditions and subject to the limitations set forth in this Addendum A, the applicable Purchase Agreement, and the Cartegraph Solutions Agreement. Cartegraph will coordinate with the Customer on service delivery expectations and timeframes.

As part of Customer's subscription to access and use of the Cartegraph Solutions, Customer will receive:

1. Support Services

a. Campus – www.campus.cartegraph.com

Our User Assistance area is a convenient and easily-shareable resource designed to help you and your co-workers better understand the functions and capabilities of your Cartegraph Solutions. Instantly access user tips, step-by-step instructions, videos, and more.

b. Dedicated, Unlimited, Toll-free Phone Support - 877.647.3050 and Live Chat

When questions need answers and difficulties arise, count on our industry-leading Support team to provide the guidance and assistance you need. Reach us as often as you need Monday-Friday, 7:00 am-7:00 pm CT. Live Chat is available within the product or through Campus.

c. Support via Case Submittal or Email

If a phone call or live chat is not your best option, you can always request support via our online case submittal form available in Campus or via email. Email support is available at atsupport@cartegraph.com.

2. Training & Education Services

a. Convenient Online Resources: All the information you need, one click away. Take advantage of online training opportunities, tutorial videos, upcoming event information, and more.

b. Customer Led User Groups: Meet and network with similar Cartegraph users in your region. Customer led User Groups allow you to find out what other organizations are doing to get more from their Cartegraph solutions and services.

3. Releases & Upgrades

a. New Releases: Cartegraph is continuously innovating and enhancing the Cartegraph OMS collection of products. As a customer with an active subscription, you will receive each new release of the software.

- i. Cloud-hosted customers: Your cloud-hosted site will be upgraded by our Cartegraph System Consultants after the release is available.
- ii. On-premise customers: For your on-premises installation, our Technical Consultants will work with your organization's IT staff to deliver the latest software release. Software will be made available after installation to the Cartegraph cloud-hosted customers.

b. Service Packs: A Service Pack consists of lower-severity bug fixes and/or small platform updates.

- i. If required, cloud-hosted sites will receive Service Packs as needed. These Service Packs are installed by the Cartegraph System Consultants.
- ii. On-premises customers that contacted Cartegraph Technical Support about an issue that is resolved with the Service Pack, will be provided the service pack for installation. These on-premises customers can then schedule a time to install the Service Pack with our Technical Support team

c. Hot Fixes: If an issue is determined to be a defect and falls outside the standard release cycle, Cartegraph will issue a hot fix and provide application specialists with detailed levels of product knowledge to work with you in achieving a timely and effective resolution

Cartegraph will provide the Support Services only to Customer, provided that Cartegraph reserves the right to contact any third party as necessary to facilitate the delivery of Support Services or other services relating to the Solutions. Said support applies only to the most current version of the product and the previous version in succession.

All Support Services are dependent upon the use by Customer of the Solutions in accordance with Cartegraph's documentation and specifications. Cartegraph is under no obligation to modify the Solutions so that the modified Solutions would depart from Cartegraph's published documentation and specifications for such Solutions.

Cartegraph Systems LLC

Addendum B - Field Services (Fee for Service)

Cartegraph Field Services – Scope of Work

The Field Services listed in the Investment Summary of the Purchase Agreement are specific Cartegraph Services which will be delivered to the Customer based on the descriptions below and on the terms and conditions and subject to the limitations set forth in this Addendum B, the applicable Purchase Agreement, and the Cartegraph Solutions Agreement. Cartegraph will coordinate with the Customer on service delivery expectations and timeframes.

Scope of Work

Data Services

- Cartegraph will provide the following backup services on a monthly basis for twelve (12) months:
 - Cartegraph will provide a backup of the hosted database.
 - The database backup file will be delivered via customer's secured FTP site.
 - The database backup file format will be a SQL 2012 backup (.bak) file.
- Boone County will provide the username and password that will be used for the monthly secure transfer of the database file. Boone County requires Cartegraph to provide a static source IP address with required ports and IP protocols required.

Cartegraph will provide all services remotely via audio, video, and web conferences unless otherwise noted.

Exclusions

The following service items are not included in the scope of this project:

- Implementation of any custom modification or integration developed by Cartegraph, your internal staff, or any third-party is not included in the scope of this project unless specifically listed above.
- Data conversion services from other software system(s) or sources (including Cartegraph Navigator databases) are not included in the scope of this project unless specifically listed above.
- Any service items discussed during demonstrations, conference calls, or other events are not included in the scope of this project unless specifically listed above.

Customer/Cartegraph Responsibilities

Project representatives from Customer and Cartegraph accepts responsibility for all aspects of project planning, management, and execution not specifically identified as the responsibility of Cartegraph in the Agreement or in the Purchase Agreement. Ongoing management of the day-to-day allocation of Customer and Cartegraph resources and management of project tasks is the responsibility of the Customer and Cartegraph project representatives. Customer and Cartegraph project representatives will provide overall guidance and direction for the project and will direct the project accordingly. Further, and with regard to the Cartegraph obligations listed in this Purchase Agreement, Customer understands that it is vital to the success of the project that Customer provides assistance in the following matters:

1. ***For those services listed under Field Services, Cartegraph personnel will conduct information gathering and evaluation sessions with various Customer Users and management. While Cartegraph respects the time and workload of Customer staff, dedicated time on the part of the appropriate Customer resources is necessary to complete these exercises.***
2. ***The installation process requires the assistance of Customer personnel and suitable access to hardware and systems (e.g., security clearance). Customer is required to supervise the installation process while systems are accessible to Cartegraph. All hardware and software, for both personal computers and servers, is expected to be available, installed, and operating as specified in Cartegraph's system requirements documentation such that delivery and execution of Cartegraph Field Services will not be impeded.***
3. ***Customer and Cartegraph understand that the successful performance of Field Services depends upon Customer fulfilling its responsibilities. The Project assumes that Customer will provide all personnel required to achieve a successful implementation, including a dedicated project manager responsible for reviewing the implementation scope of work, ensuring all attended meetings are attended by invited staff, and providing leadership and insight on all relevant internal issues such as policy/procedure, organizational structure, project stakeholders, technical architecture, data, and current systems. Customer responsibility also includes internal documentation, internal change management, task completion, staff coordination and schedule commitment.***
4. ***Customer will provide Internet access and IT staff support as required. For those services that are web-based, Cartegraph utilizes WebEx Meeting (or similar) technology.***
5. ***Customer shall ensure that their workstation platform and database meet Cartegraph system requirements as specified in the Cartegraph System Requirements documentation. Solutions will be supported within new versions of these workstation platforms and databases within a reasonable period of time from their release from their manufacturer. Cartegraph will discontinue support of its Solutions within older versions of these workstation platforms and databases as their support is discontinued by their manufacturers.***
6. ***Customer agrees to work with Cartegraph to schedule Field Services in a timely manner. All undelivered Field Services shall expire 365 days from the execution of this Purchase Agreement, unless noted differently in Services Scope listed above. Upon expiration of services, the project may be cancelled at Cartegraph's discretion.***

Not-to-Exceed Purchase Agreement

Cartegraph will not exceed the total included in this Purchase Agreement without written approval from Customer. In the event it becomes apparent to Cartegraph that additional Service will be needed due to any changes in the scope of this Purchase Agreement, Cartegraph will notify Customer prior to exceeding the approved efforts and obtain written approval if additional Services are required.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

January Session of the January Adjourned

Term. 20 20

County of Boone

} ea.

In the County Commission of said county, on the

21st

day of

January

2020


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

Now on this day, the County Commission of the County of Boone does hereby approve the utilization of the State of Missouri Cooperative Contract C215080007 with Marco Technologies, LLC of Columbia, Missouri to purchase a photocopier with maintenance for the Circuit Clerk and does hereby authorize the disposal of one (1) Canon IR5050 Copier, fixed asset tag 17455, by trade.

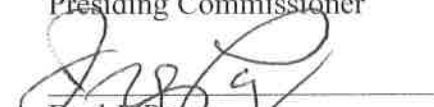
The terms of the cooperative contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement and Request for Disposal Form.

Done this 21st day of January 2020.

ATTEST:


Brianna L. Lennon
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

Melinda Bobbitt, CPPO
Director of Purchasing



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

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPO, CPPB
DATE: January 9, 2020
RE: Cooperative Contract: C215080007 – Photocopier and Maintenance for Circuit Clerk

Boone County Circuit Clerk office requests permission to utilize the State of Missouri cooperative contract C215080007 (pricing based on NASPO Value Point contract 3091) with Marco Technologies, LLC of Columbia, Missouri to purchase a photocopier with maintenance.

Circuit Clerk - Civil: Invoice will be paid from department 1221 – Circuit Clerk, account 92000 – Replacement Office Equipment and 60050 – Equipment Service Contract. \$9,350 is budgeted for the copier.

Civil

Canon Advance IR-6555i III B&W 55 PPM Copier

Cost: \$8,002.29

Maintenance: 300,000 black & white prints annually for \$1,656 with overage @ \$0.0055/page

Purchasing is seeking permission to dispose of their existing copiers by trade.
Canon IR5050, Asset tag 17455

Marco Technologies will haul off and recycle at the time they install the new copier. The hard drive will be removed and left with our Information Technology department.

cc: Contract File
Deborah Lee, Circuit Clerk

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 06/11/2019

Fixed Asset Tag Number: 17455

Description of Asset: IR5050 Copier

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: MARCO WILL REMOVE HARDDRIVE AND REMOVE OLD COPIER

Other Information (Serial number, etc.): DZA06634

Condition of Asset: POOR

Reason for Disposition: PAST LIFE SERVICE

Location of Asset and Desired Date for Removal to Storage: CIVIL DIV - WHEN NEW ONE ARRIVES - 2020

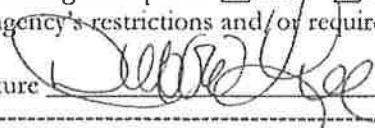
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1221 - Circuit Clerk

Signature



To be Completed by: AUDITOR

Original Acquisition Date 4-23-2010

G/L Account for Proceeds 1190-3836 419

Original Acquisition Amount \$8,700.00

Original Funding Source 2731

Account Group 1601

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 46-2020

Date Approved 1-21-2020

Signature 

RECEIVED
JUN 12 2019
BOONE COUNTY
AUDITOR

**PURCHASE AGREEMENT FOR
PHOTOCOPIERS AND MAINTENANCE
for Circuit Clerk – Civil**

THIS AGREEMENT dated the 21st day of January 2020 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Marco Technologies, LLC**, herein "Contractor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for a contract for **one (1) Photocopier with Maintenance** in compliance with State of Missouri contract **C215080007, Marco Technologies, LLC** quote, Boone County Missouri Standard Terms and Conditions, Insurance Requirements and Work Authorization Certification. 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 and with State of Missouri contract **C215080007** may be permanently maintained in the County Purchasing Office file if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement with Boone County Missouri Standard Terms and Conditions and Insurance Requirements shall prevail and control over the vendor's quote response.
2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with the following equipment and maintenance:

Circuit Clerk – Civil -- Boone County Courthouse, Attn: Deborah Lee, 705 E. Walnut Street, Columbia, MO 65201.

Quantity: One (1) each

Copier: Canon IR-6555i III B&W 55 PPM Copier

\$8,002.29

New Photocopier includes the following:

- 35 ppm Black/White
- 100 Sheet Bypass Tray
- (2) 500 Sheet Paper Tray
- (2) 1500 Sheet Paper Trays
- 300 Sheet Single Pass Document Feeder
- Automatic Duplexing
- Network Printing
- Network Scanning
- Stapling Finisher
- Fax Board
- Scan to E-Mail / Network Folder

Pricing includes delivery, installation, connectivity, initial training, initial supplies, and on-going training and support.

Maintenance: shall be provided for the copier as follows:

- **25,000/month for \$138.00 with overage at \$0.00550000/print (300,000 annually for \$1,656.00)**
- Includes parts, labor, mileage, drums, toner, and developer. Excludes paper and staples.
- 7 Year Replacement Guarantee on equipment
- Average response time is 4 hours or less

- Performance Guarantee with Loaner Program
- Factory parts re-stocked daily, factory trained technicians
- Non-stop continuous training
- Unlimited service calls

Maintenance shall begin on January 1. Maintenance agreement is customized to meet County needs and volume can be changed any time. Maintenance pricing is firm for five years. Beyond year five, maintenance shall not increase by more than 5% per year.

Annual Maintenance Pricing:

<u>Term</u>	<u>Annual/300,000</u>	<u>Overage</u>
Year 1: January 1, 2020 through December 31, 2020	\$1,656	\$0.00550000
Year 2: January 1, 2021 through December 31, 2021	\$1,656	\$0.00550000
Year 3: January 1, 2022 through December 31, 2022	\$1,656	\$0.00550000
Year 4: January 1, 2023 through December 31, 2023	\$1,656	\$0.00550000
Year 5: January 1, 2024 through December 31, 2024	\$1,656	\$0.00550000

Delivery and Installation: Contractor agrees to deliver, setup, connect and provide training of copiers within 10 days after receipt of Purchase Order.

Contractor shall remove the Circuit Clerk – Civil trade-in photocopier (\$0.00 value, asset tag **17455**, serial # DZA06634) the same day the new copier is installed and shall recycle equipment. Contractor agrees to remove the hard drive of the trade-in copier and leave with the Boone County Information Technology department.

Contractor’s on-site maintenance for copier shall include preventative maintenance calls and all remedial service calls required by County and found to be necessary by the service representative to maintain the equipment in optimum operating condition (unlimited service calls). County expects repair response time to be four (4) business hours from the date and time a service call is placed. In the event a machine cannot be repaired within 48 hours of the first service request, a loaner machine of equal or higher level will be provided at no charge to the County. If the original equipment cannot be repaired to the satisfaction of the County, permanent replacement equipment with equal or greater specifications must be provided, at no cost to the County. The Contractor’s responsibility for permanent replacement will be seven (7) fiscal years following the year equipment is installed and accepted by the County.

3. ***Billing and Payment*** - Billing shall be invoiced to the ordering department: Boone County Circuit Clerk, Attn: Deborah Lee, 705 E. Walnut Street, Columbia, MO 65201. Billings may only include the prices listed within. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges specified in the Contractor’s quote. The County agrees to pay all invoices within thirty days of receipt following successful installation and connectivity of copier(s); Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

4. ***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.

5. ***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.

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

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

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

MARCO TECHNOLOGIES, LLC

DocuSigned by:
 by Dave Paalhar
 F13E65E1D0084A9...
 Technology Advisor
 title _____

BOONE COUNTY, MISSOURI

by: Boone County Commission
 DocuSigned by:
Daniel K. Atwill
 BA4B934CED6E4EB...
 Presiding Commissioner

APPROVED AS TO FORM:

DocuSigned by:
Charley J. Duffner
 by: [Signature]
 56E0A0DDB0AC445...
 County Counselor

ATTEST:

DocuSigned by:
Brianna Lennon by MT
 7D82DA986BF6495...
 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.)

Circuit Clerk - Civil: 1221 / 92000 / \$8,002.29
 Maintenance: 1221 / 60050 / \$1,656 / 300,000 copies +
 overage at \$0.0055/page

DocuSigned by:
Dune Peralford by gjj
 4147B4E3F1C847D...
 Signature Date 1/10/2020

Appropriation Accounts

STANDARD TERMS AND CONDITIONS – CONTRACT WITH BOONE COUNTY, MISSOURI

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. Prices shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department.
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. 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.
4. When products or materials of any particular producer or manufacturer are mentioned in our contracts, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in billing, as law exempts the County from them.
6. The delivery date shall be stated in definite terms.
7. 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.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Contractor from future bidding.
10. Prices must be as stated in units of quantity specified and must be firm.
11. 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.
12. 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.
13. 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.
14. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall

govern.

15. 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.
16. **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.
17. **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.

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, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

Employers Liability and Workers Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers 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 Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers 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. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

Commercial General Liability Insurance - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

Business 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; non-owned and both on and off the site of work.

Subcontractors: Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.

Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. In

addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

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

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.



Civil
2020

COPIER/PRINTER RECOMMENDATION

A Proposal For:

Client Name: DEBBIE LEE
Company Name: BOONE COUNTY CIRCUIT CLERKS OFFICE
Address: 705 E WALNUT ST 2ND FL
 COLUMBIA, MO 65201
Phone: (573) 886-4056
Email:
Date: Thursday, May 23, 2019
Expiration Date:

Prepared By:

Technology Advisor: David Paalhar
Phone: 800.892.8548
Email: dave.paalhar@marconet.com
Web: marconet.com

taking technology further

- MANAGED SERVICES
- CLOUD SERVICES
- BUSINESS IT SERVICES
- CARRIER SERVICES
- COPIERS & PRINTERS



marconet.com



BOONE COUNTY CIRCUIT CLERKS OFFICE

RECOMMENDED PRINT SOLUTION

ITEM	DESCRIPTION	QUANTITY
3293C001AA	CANON IR-6555i III B&W 55 PPM COPIER	1

Specifications

- 55 Black and White Pages Per Minute
- 100 Sheet Bypass Tray
- (2) 500 Sheet Paper Tray
- (2) 1500 sheet paper trays
- 300 Sheet Single Pass Document Feeder
- Automatic Duplexing
- Network Printing
- Network Scanning
- Stapling Finisher
- Fax Board
- Scan to E-Mail/Network Folder

PURCHASE PLAN/MARCO State Contract 3091

- Purchase Payment with Discount Applied \$8,002.29

DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING

Delivery, Installation, Initial Supplies & Initial Training Included

SERVICE AND SUPPLIES

The service and supply contract includes all parts, labor, mileage, drums, toner, and developer—except paper and staples.

SERVICE & SUPPLIES.....\$138.00

- Black and White Prints **included** per Month: 25,000
- Black and White Print Overage: \$0.00550000 /Print

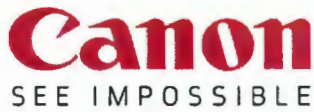
X 12

Customers may also choose to purchase an Advanced Copier/Printer Support Agreement and future onsite/phone service.

*The above pricing does not include applicable sales tax.
Prices quoted are subject to change and should be verified before placing your order.*

Accepted by: _____ Date: _____

By signing this proposal, you are authorizing Marco Technologies LLC to order, install and invoice the above listed equipment.



HIGH QUALITY, EFFICIENT, AND DEPENDABLE

The imageRUNNER ADVANCE 6500 Series is designed to deliver high performance and quality black-and-white output for demanding office environments. These intelligent systems can help enhance productivity through outstanding document workflows and an intuitive user experience.

Print up to 75 ppm in black and white

Scan up to 240/220 ipm (300 dpi) (BW, color, duplex)

Print up to 11" x 17"

7,700-sheet maximum paper capacity



Workflow Efficiency

- An intuitive user interface with a large, responsive color touch screen with smart phone-like usability helps make carrying out tasks easy.
- My ADVANCE enables a unique, personal experience, creating a customized user experience tailored to their specific workflow needs. Settings, such as display language, initial log-in screen, and accessibility options, can be synchronized across multiple devices for consistency.
- Canon's MEAP platform supports a range of integrated solutions designed to simplify workflow and help provide a holistic business solution.
- Scalable support for mobile and flexible work styles can increase efficiency by allowing workers to capture or print documents and access certain cloud applications.¹
- Scan and convert documents to Searchable PDF, Microsoft® Word, and Microsoft® PowerPoint® files through a single-pass, duplexing document feeder that holds up to 300 originals.
- Create professional-looking reports, booklets, newsletters, manuals, proposals, and contracts with flexible finishing options such as professional punching, folding, document insertion, and booklet-making.

Security²

- Control device access by using the standard Universal Login Manager application.
- Help limit unauthorized distribution of sensitive information with an array of standard and optional document security features.
- Help facilitate information privacy and security by controlling access with IPsec, port filtering capabilities, and SSL technology.

Cost Management

- The ability to apply print policies, monitor output, and restrict usage by user can help reduce unnecessary printing, enable cost recovery, and can help save money on paper and toner.
- Tight integration with output management solutions, such as uniFLOW, provides the ability to carry out detailed tracking, reporting, and cost analysis.
- Quality and reliability, combined with remote diagnostics, and assistance, contribute to maximizing uptime and can help reduce time spent by IT resolving issues.
- Consistent user operation, combined with remote and centralized fleet management, can help simplify IT management of a single device or fleet.



Device and Fleet Management

- The ability to pre-configure devices makes installation easy and fleet management is simplified with the ability to synchronize settings across multiple devices.
- Canon's device management tools give you a centralized point of control across your entire fleet, including the ability to check device status and consumables, turn off devices remotely, capture meter readings, as well as manage address books and printer drivers.
- Standard Genuine Adobe® PostScript® and PCL® support integration with enterprise applications and legacy systems to help streamline business processes.

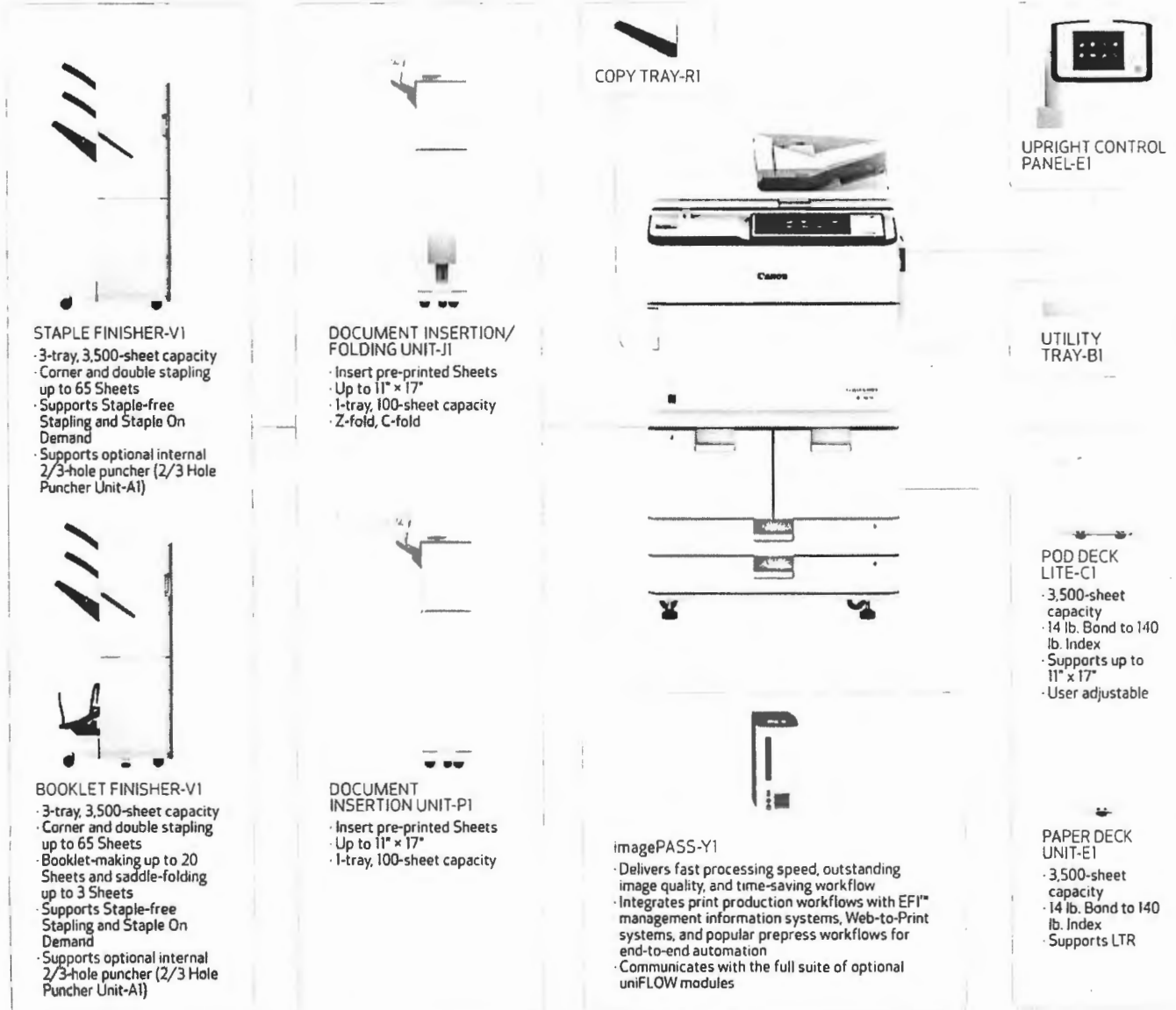
Quality and Reliability

- Canon has employed proven engine technologies to contribute to high-quality output that's designed to meet the needs of busy departments.
- Produces consistently striking black-and-white tones at up to 1200-dpi resolution, and employs a cooling system for the developer that helps maintain stable image quality over time.
- Employs Canon's signature reliability and is designed to help achieve maximum uptime with status notifications to help keep supplies replenished. These models also include intuitive user maintenance videos, the ability to replace toner on-the-fly, and automatic job rerouting (with optional solutions).

Sustainability

- Fusing technologies, pO toner, and innovative Sleep mode features help lower overall energy consumption.
- Help minimize waste with default two-sided printing, Secure Print, and the ability to hold print jobs, preview them, and change print settings at the device.
- ENERGY STAR® certified and rated EPEAT® Gold.³

Configuration



Main Unit**Type**

Monochrome Laser Multifunctional

Core FunctionsStandard: Print, Copy, Scan, Send, Store
Optional: Fax**Processor Speed**

Canon Dual Custom Processor (Shared)

Control PanelStandard: 10.1" TFT LCD WSVGA Color Flat-panel
Optional: 10.4" TFT LCD SVGA Color Upright-panel**Memory**

3.0 GB RAM

Hard DiskStandard: 250 GB
Maximum: 1 TB**Interface Connection**Network: 1000Base-T/100Base-TX/10Base-T,
Wireless LAN (IEEE 802.11 b/g/n)**Others**Standard: USB 2.0 x2 (Host), USB 3.0 xi (Host),
USB 2.0 x1 (Device)
Optional: Serial Interface, Copy Control Interface**Paper Output Capacity (LTR, 20 lb. Bond)**With Copy Tray: 250 Sheets
With External: 3,500 Sheets
Finishers:**Paper Sources (LTR, 20 lb. Bond)**Standard: Dual 1,500-sheet Paper Drawers, Dual
550-sheet Paper Cassettes, 100-sheet
Stack Bypass
Optional: 3,500-sheet Paper Deck (POD DECK
LITE-C1 or PAPER DECK UNIT-E1)**Paper Capacity (LTR, 20 lb. Bond)**Standard: 4,200 Sheets
Maximum: 7,700 Sheets**Finishing Capabilities**With External Finishers: Collate, Group, Offset, Staple,
Booklet, Hole Punch, Document Insertion, C and Z Folding**Supported Media Types**Paper: Thin, Plain, Recycled, Color, Heavy,
Drawers (1/2): Pre-punched, Letterhead, Bond
Paper: Thin, Plain, Recycled, Color, Heavy,
Cassettes: Pre-punched, Letterhead, Bond, Tab*
(3/4):
Stack Bypass: Thin, Plain, Recycled, Color, Heavy,
Pre-punched, Bond, Transparency,
Labels, Letterhead, Tab, Tracing*
POD Deck: Thin, Plain, Recycled, Color, Heavy,
Lite-C1: Pre-punched, Letterhead, Bond,
Transparency, Labels, Tab
Paper Deck: Thin, Plain, Recycled, Color, Heavy,
Unit-E1: Pre-punched, Letterhead, Bond**Supported Media Sizes**Paper Drawers: Letter
(1/2)
Paper: 11" x 17", Legal, Letter, Letter-R,
Cassettes: Executive, Statement-R, Custom Size
(3/4): (5-1/2" x 7-1/8" to 11-3/4" x 17")
Stack Bypass: 11" x 17", Legal, Letter, Letter-R,
Executive, Statement-R, Custom Size
(4" x 5-7/8" to 11-3/4" x 17"), Free Size
(4" x 7-1/4" to 11-3/4" x 17")
POD Deck: 11" x 17", Legal, Letter, Letter-R,
Lite-C1: Executive, Statement-R, Custom Size
(5-1/2" x 7-1/8" to 11-3/4" x 17")
Paper Deck: Letter
Unit-E1:**Supported Media Weights**Paper Decks/ 14 lb. Bond to 80 lb. Cover
Cassettes: (52 to 220 g/m²)
Stack Bypass: 14 lb. Bond to 140 lb. Index
(52 to 256 g/m²)
Duplexing: 14 lb. Bond to 80 lb. Cover
(52 to 220 g/m²)**Warm-up Time⁶**From Power: 30 Seconds
On
From Sleep: 30 Seconds
Mode:**Dimensions (W x D x H)**

26-3/8" x 30-5/8" x 48" (670 mm x 779 mm x 1220 mm)

Installation Space (W x D)Basic: Stack Bypass + Cassette drawers
open + Copy Tray: 60-3/8" x 53-1/4"
(1533 mm x 1353 mm)
Fully Configured: Booklet finisher + Paper Deck + Insertion
and folding unit + Puncher unit + Cassette
drawers open: 94-3/4" x 53-1/4"
(2407 mm x 1353 mm)**Weight**Approx. 515.9 lb (234 kg)⁷**Print Specifications****Print Speed**iR ADV 6555i: Up to 55 ppm (Letter)
Up to 43 ppm (Letter-R)
Up to 39 ppm (Legal)
Up to 32 ppm (11" x 17")
iR ADV 6565i: Up to 65 ppm (Letter)
Up to 50 ppm (Letter-R)
Up to 39 ppm (Legal)
Up to 32 ppm (11" x 17")
iR ADV 6575i: Up to 75 ppm (Letter)
Up to 58 ppm (Letter-R)
Up to 45 ppm (Legal)
Up to 37 ppm (11" x 17")**Print Resolution (dpi)**

1200 x 1200, 600 x 600

Standard Page Description Languages

UFR II, PCL6, Adobe PS 3

Direct PrintAvailable from USB, Advanced Box, Remote UI, and
Web Access⁸**Supported File Types**PDF, TIFF, JPEG, EPS,⁹ XPS**Printing from Mobile and Cloud**A range of software and MEAP-based solutions are
available to provide printing from mobile devices or
Internet-connected devices and cloud-based services
depending on your requirements.**Fonts**PCL fonts: 93 Roman, 10 Bitmap fonts, 2 OCR fonts,
Andalé Mono WT J/K/S/T (Japanese,
Korean, Simplified and Traditional
Chinese)¹⁶
PS fonts: 136 Roman**Operating System¹¹**UFR II: Server 2008/Windows 7/Server 2008 R2/
Windows 8/Server 2012/Windows 8.1/
Server 2012 R2/Windows 10, MAC OS X
(10.5.8 or later)
PCL: Server 2008/Windows 7/Server 2008 R2/
Windows 8/Server 2012/Windows 8.1/
Server 2012 R2/Windows 10
PS: Server 2008/Windows 7/Server 2008 R2/
Windows 8/Server 2012/Windows 8.1/
Server 2012 R2/Windows 10, MAC OS X
(10.5.8 or later)**Copy Specifications****Copy Speed**iR ADV 6555i: Up to 55 ppm (Letter)
Up to 43 ppm (Letter-R)
Up to 39 ppm (Legal)
Up to 32 ppm (11" x 17")
iR ADV 6565i: Up to 65 ppm (Letter)
Up to 50 ppm (Letter-R)
Up to 39 ppm (Legal)
Up to 32 ppm (11" x 17")
iR ADV 6575i: Up to 75 ppm (Letter)
Up to 58 ppm (Letter-R)
Up to 45 ppm (Legal)
Up to 37 ppm (11" x 17")**First-Copy-Out Time**iR ADV 6555i: As fast as 3.3 seconds
iR ADV 6565i: As fast as 3.3 seconds
iR ADV 6575i: As fast as 3.1 seconds**Copy Resolution (dpi)**Reading: 600 x 600
Printing: 1200 x 1200**Multiple Copies:** Up to 9,999 copies**Magnification:** 25%-400% (1% Increments)**Preset Reductions:** 25%, 50%, 64%, 73%, 78%**Preset Enlargements:** 121%, 129%, 200%, 400%**Basic Copy Features**Preset Reduction/Enlargement Ratios by Area, Paper
Setting, Previous Settings, Favorite Settings, Finishing,
Two-Sided, Density Adjustment, Original Type Selection,
Interrupt Mode, Setting Confirmation/Cancel**Special Copy Features**Book to Two Pages, Two-sided Original, Finishing,
Booklet, Job Build, Non 1, Add Cover, Insert Sheets,
Different Size Originals, Density Adjustment, Original
Type Selection, Transparency Cover Sheets, Page
Numbering, Copy Set Numbering, Sharpness, Erase
Frame, Secure Watermark, Print Date, Shift, Gutter, Print
& Check, Negative/Positive, Repeat Images, Merge Job
Blocks, Job Done Notice, Mirror Image, Print on Tab, Store
in Mail Box, Superimpose Image, Cascade Copy, Copy ID
Card, Detect Feeder Multi Sheet Feed, Free Size Original**Scan Specifications****Type**Color Platen and Single-Pass Duplexing, Automatic
Document Feeder**Document Feeder Paper Capacity**

300 sheets (20 lb. Bond)

Document Feeder Supported Media Sizes

11" x 17", Legal, Letter, Letter-R, Statement, Statement-R

Document Feeder Supported Media WeightsBW Original: 13 lb. Bond to 80 lb. Cover (50 to 220 g/m²)
Color: 17 lb. Bond to 80 lb. Cover (64 to 220 g/m²)
Original**Platen Acceptable Originals**

Sheet, Book, 3-Dimensional Objects (Up to 4.4 lb (2 kg))

Pull ScanColor Network ScanGear2 for both Twain and WIA
Supported: Windows Vista/7/8/8.1/10/Windows
OS: Server 2003/Server 2003 R2/Server
2008/Server 2008 R2/Server 2012/
Server 2012 R2**Scan Resolution (dpi)**600 x 600, 400 x 400, 300 x 300, 200 x 400, 200 x 200,
200 x 100, 150 x 150, 100 x 100**Scan to Mobile Devices and Cloud-based Services**A range of solutions is available to provide scanning to
mobile devices and cloud-based services depending on
your requirements.**Scan Speed (Letter)**Single-sided: 120 ipm (300 dpi)/120 ipm (600 dpi)
Scanning (BW)
Single-sided: 120 ipm (300 dpi)/60 ipm (600 dpi)
Scanning (Color)
Double-sided: 240 ipm (300 dpi)/150 ipm (600 dpi)
Scanning (BW)
Double-sided: 220 ipm (300 dpi)/60 ipm (600 dpi)
Scanning (Color)**Send Specifications****Destination**E-mail/Internet Fax (SMTP), SMB, FTP, WebDAV,
Mail Box, Super G3 Fax (Optional), IP Fax (Optional)**Address Book**

LDAP (2,000)/Local (1,600)/Speed dial (200)

Send Resolution (dpi)600 x 600, 400 x 400, 300 x 300, 200 x 400, 200 x 200,
200 x 100, 150 x 150, 100 x 100**Communication Protocol**File: FTP, SMB, WebDAV
E-mail/1-Fax: SMTP, POP3, 1-Fax (Simple, Full)

File Format

Standard: TIFF, JPEG, PDF (Compact, Searchable, Apply policy, Optimize for Web, PDF A/1-b), XPS (Compact, Searchable), Office Open XML (PowerPoint, Word)

Optional: PDF (Trace & Smooth, Encrypted), PDF/XPS (Digital Signature)

Universal Send Features

Original Type Selection, Two-Sided Original, Book to Two Pages, Different-Size Originals, Density Adjustment, Sharpness, Copy Ratio, Erase Frame, Job Build, Sender's Name (TTI), Select Line, Direct Send, Delayed Send, Preview, Finished Stamp, Job Done Notice, File Name, Subject/Message, Reply-to, E-mail Priority, TX Report, Original Content Orientation, Skip Blank Originals, Detect Feeder Multi Sheet Feed

Fax Specifications (Optional)**Modem Speed**

Super G3: 33.6 Kbps
G3: 14.4 Kbps

Compression Method: MH, MR, MMR, JBIG

Resolution (dpi)

400 x 400, 200 x 400, 200 x 200, 200 x 100

Sending/Recording Size: Statement-R to 11" x 17"

Fax Memory: Up to 30,000 Pages

Speed Dials: Max. 200

Group Dials/Destinations: Max. 199 Dials

Sequential Broadcast: Max. 256 Addresses

Memory Backup: Yes

Fax Features

Original Type Selection, Two-sided Original, Book to Two Pages, Different-size Originals, Density for Scanning, Sharpness, Copy Ratio, Erase Frame, Job Build, Specifying the Sender's Name (when sending fax), Sender's Name (TTI), Selecting the Telephone Line (when sending fax), Direct Send, Delayed Send, Preview, Finished Stamp, Job Done Notice, TX Report, Detect Feeder Multi Sheet Feed

Store Specifications**Mail Box (Number Supported):**

100 User In-boxes, 1 Memory RX in-box, 50 Confidential Fax In-boxes, 30,000 Maximum Pages Stored

Advanced Box:

Communication Protocol: SMB or WebDAV
Supported Windows (Windows Vista/7/8/8.1/10)
Client PC:
Concurrent Connections (Max.)
SMB: 64
WebDAV: 3 (Active Sessions)

Advanced Box Available Disc Space:

Approx. 16 GB (Standard HDD)
Approx. 480 GB (Optional 1 TB HDD)

Advanced Box Features:

Disabling Advanced Box, Storage Filtering, Authentication for Advanced Box Log-in, Search Function, Sort Function, Printing a PDF File with a Password, imageWARE Secure Audit Manager Support

Memory Media

Standard: USB

Security Specifications**Authentication**

Standard: Universal Login Manager, User Authentication, Department ID Authentication, (Device and Function Level Log-in), Access Management System

Optional: uniFLOW

Data

Standard: Trusted Platform Module (TPM), Hard Disk Password Lock, Hard Disk Drive Erase, Mail Box Password Protection, Hard Disk Drive Encryption (FIPS140-2 Validated)

Optional: Hard Disk Drive Mirroring, Hard Disk Drive removal, IEEE 2600 2 Common Criteria Certification, Data Loss Prevention (Requires uniFLOW)

Network

Standard: IP/Mac Address Filtering, IPsec, TLS Encrypted Communication, SNMP V3.0, IEEE 802.1X, IPv6, SMTP Authentication, POP Authentication before SMTP

Document

Standard: Secure Print, Adobe LiveCycle® Rights Management ES2.5 Integration

Optional: Encrypted PDF, Encrypted Secure Print, User and Device signatures, Secure Watermarks, Document Scan locking

Environmental Specifications**Operating Environment**

Temperature: 50 to 86 °F
Humidity: 20 to 80 % RH (no condensation)

Power Requirements

120-127 V AC, 60 Hz, 16 A

Plug (Main Unit)

NEMA 5-20P

Power Consumption

Maximum: Approx. 2.1 kW
Standby: Approx. 2.38 W
Energy Saver: Approx. 192 W
Mode:

Sleep Mode: Approx. 0.9 W¹²
Typical: 5.2 kWh (6555i)
Electricity: 5.8 kWh (6565i)
Consumption: 6.3 kWh (6575i)
(TEC) Rating:

Standards

ENERGY STAR® Certified
Rated EPEAT® Gold¹³
EU RoHS Compliant
Ecomark
Blue Angel

Consumables**Toner**

GPR-38 Black Toner

Toner Yield (Estimated @ 6% Coverage)

56,000 Images

Footnotes

- ¹ Subscription to a third-party cloud service required. Subject to third-party cloud service providers' terms and conditions.
- ² Canon offers security features that can help your business. Many variables can impact the security of your devices and data. Canon does not warrant that the use of its features will prevent malicious attacks, or prevent misuse of devices or data or other security issues. Nothing herein should be construed as legal counsel or regulatory advice concerning customers' compliance with laws related to privacy and security. Customers must have their own qualified counsel determine the feasibility of a particular solution as it relates to regulatory and statutory compliance. Some security settings may affect device functionality or performance. You may want to test these settings before deploying them in your environment to ensure you understand their effects.
- ³ For current EPEAT rating (Gold/Silver/Bronze), please visit www.epeat.net.
- ⁴ Tab paper can be fed from Paper Cassettes (3/4) when the optional Tab Feeding Attachment Kit-B1 is installed.
- ⁵ Some types of tracing paper cannot be used.
- ⁶ Warm-up time shown for when "Quick Startup Settings" for Main Power is set to "OFF". For significantly faster warm-up set "Quick Startup Settings for Main Power" to "ON".
- ⁷ Including the toner bottle.
- ⁸ PDF print from websites is supported.
- ⁹ EPS can be printed directly only from the Remote User Interface.
- ¹⁰ Requires the optional PCL International Font Set-A1.
- ¹¹ Other operating systems and environments, including AS/400, UNIX, Linux and Citrix, may be supported. Some solutions are chargeable. SAP Device Types are available via the SAP Market Place. For more information, contact your sales representative.
- ¹² 0.9 W sleep mode not available in all circumstances due to certain settings.

For detailed specifications and a comprehensive list of optional accessories, see the imageRUNNER ADVANCE 6500 Series Specifications document.



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**STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING**

NOTIFICATION OF STATEWIDE CONTRACT

May 14, 2019

CONTRACT TITLE: NASPO VaulePoint Copiers, Printers, and Related Devices

CURRENT CONTRACT PERIOD: October 2, 2015 through December 31, 2019

BUYER INFORMATION: Daniel Engler
573-522-0001 Phone
573-526-9816 Fax
daniel.engler@oa.mo.gov

RENEWAL INFORMATION	Original Contract Period	Potential Final Expiration
	October 2, 2015 through December 31, 2019	December 31, 2019

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.
PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS **MANDATORY** FOR THE PURCHASE AND LEASE OF COPIER-BASED
MULTIFUNCTION EQUIPMENT FOR ALL STATE AGENCIES.

Local Purchase Authority shall not be used to purchase supplies/services included
in this contract unless specifically allowed by the contract terms.

~ Instructions for use of the contract, specifications, and requirements are attached ~

CANON USA INFORMATION			
CONTRACT NUMBER	VENDOR NUMBER / MissouriBUYS Number	CONTRACTOR DESCRIPTION	COOP PROCUREMENT
C215080001	1325617720 B \ MB00079179	Canon USA Inc. 1 Canon Park Melville, NY 11747 Contact Person: Bob Ackerson Telephone: 631-330-2613 Email: BAckerson@CUSA.Canon.com	YES

C215080002	2230568220 0	<p>Canon Financial Services 14904 Collections Center Drive Chicago, IL 60693</p> <p>Contact Person: Government Account Team Telephone: 800-220-9510 Facsimile: 856-505-5399 Email: governmentaccounts@cfs.canon.com</p>	YES
C215080003	4315804990 0 / MB00102283	<p>Americom Imaging Systems Inc. 100 Green Park Ind. Court Saint Louis, MO 63123</p> <p>Contact Person: Tony Frierdicoh Telephone: 314-894-1154 Facsimile: 314-894-2098 Email: TonyF@AmericomIS.com</p>	YES
C215080001	1325617720 A / MB00095076	<p>Canon Solutions America 6 City Place Drive Creve Couer, MO 63141</p> <p>Contact Person: Tim Mercer Telephone: 800-814-4000 Facsimile: Email: TMercer@CSA.Canon.com</p>	YES
C215080005	4313327700 D / MB00104185	<p>Sumner Group Inc. – Datamax Office Systems 2121 Hampton Ave Saint Louis, MO 63139</p> <p>Contact Information: Irene Werdehausen – Image Technologies 6701 Stephens Station Rd Columbia, MO 65202 Telephone: 573-499-5335 Email: IWerdehausen@ImageTechMO.com</p>	YES
C215080006	7312474500 0 / MB00091829	<p>Lakeland Office Systems, Inc. 2926 W 12th Joplin, MO 64801</p> <p>Contact Person: David Tyson Telephone: 504-837-4993 Facsimile: Email: DTyson@LakeLandOffice.com</p>	YES
C215080007	4109917210 0 / MB00097629	<p>Marco Technologies, LLC 211 Metro Dr. Jefferson City, MO 65109</p> <p>Contact Person: Ryan Birk Telephone: 573-644-6978 Email: ryan.birk@marconet.com</p>	YES

C215080008	4402957400 0 / MB00102279	Inland Printing Company 637 W College Street Springfield, MO 65806 Contact Person: Eddie Lee Telephone: 417-896-6484 Facsimile: 417-869-6164 Email: ELee@InlandPrinting.net	YES
C215080009	4309562920 0 / MB00102361	Mineral Area Office Supply 331 West Main Street Park Hills, MO 63601 Contact Person: Ken Yow Telephone: 573-431-4777 Facsimile: 573- Email: JohnYow@MAOS.com	YES
C215080013	4313327700 E / MB00104185	Sumner Group – Datamax of Kansas City 8030 Flint Street Lenexa, KS 66214 Contact Person: Chris Guance Telephone: 913-752-2200 Facsimile: 913-599-0913 Email: CGuance@DatamaxKC.com	YES
C215080034	9001170050 0	All Copy Products, LLC 9120 Nieman Road Overland Park, KS 66214 Contact Person: Troy Baranek Telephone: 913-712-0304 Facsimile: Email: TBaranek@AllCopyProducts.com	YES
C215080001	1325617720 A / MB00095076	Canon Solutions America 7300 W 110 th Street, Ste 100 Overland Park, KS 66210 Contact Person: Tim Mercer Telephone: 913-323-5060 Facsimile: Email: TMercer@CSA.Canon.com	YES
C215080039	4812100380 0 / MB00091111	Midwest Office Technology, Inc. 11316 W 80 th Street Lenexa, KS 66214 Contact Person: Mike Hobbs Telephone: 913-894-9600 Facsimile: Email: Mike.Hobbs@MOTSolutions.com	YES
C215080041	4317289440 1 / MB00099650	COBI, Inc. 1558 State Highway H	YES

		Sikeston, MO 63801 Contact Person: Richard Looney Telephone: 573-472-2422 Facsimile: 573-472-1293 Email: Richard@Sheffersofbm.com	
C215080042	4530289120 0 / MB00095487	ImageNet Consulting, LLC 913 N Broadway Ave Oklahoma City, OK 73102 Contact Person: David North Telephone: 405-826-7170 Facsimile: Email: dnorth@imagenetconsulting.com	YES

KONICA MINOLTA INFORMATION

CONTRACT NUMBER	VENDOR NUMBER	CONTRACTOR DESCRIPTION	COOP PROCUREMENT
C215080010	1319210890 0 / MB00013963	Konica Minolta Business Solutions USA, Inc. 1595 Springhill Road, Suite 410 Vienna, VA 22182 MID-MISSOURI SUPPORT CONTACT: Contact Person: Mark Eaker Office: 636-368-4331 Mobile: 636-281-6330 Email: MEaker@kmbbs.konicaminolta.us	YES
C215080011	4807768410 0 / MB00102284	Copy Products, Inc. 2103 West Vista Street Springfield, MO 65807 Contact Person: Eric Crane Telephone: 417-889-5665 Facsimile: 417-889-7712 Email: ECrane@CopyProductsinc.net	YES
C215080012	4318864600 0	Document and Network Technologies, Inc. 2275 Cassens Court, #112 Fenton, MO 63026 Contact Person: David Wilson Telephone: 314-773-6000 Facsimile: 314-771-6334 Email: DWilson@DNTStL.com	YES
C215080013	4313327700 E / MB00104185	Sumner Group – Datamax of Kansas City 8030 Flint Street Lenexa, KS 66214 Contact Person: Chris Guance Telephone: 913-752-2200 Facsimile: 913-599-0913 Email: CGuance@DatamaxKC.com	YES

C215080007	4109917210 0 / MB00097629	Marco Technologies, LLC 211 Metro Dr. Jefferson City, MO 65109 Contact Person: Ryan Birk Telephone: 573-644-6978 Email: ryan.birk@marconet.com	YES
C215080014	6217625830 1 / MB00089983	Novacopy, Inc. 3001 N Douglas St Maiden, MO 63863 Contact Person: David J. Hall Telephone: 615-610-2034 Facsimile: 888-264-2985 Email: dhall@novatech.net	YES
C215080016	5272541040 0 / MB00092739	Pearson-Kelly Office Products, LLC 2013 W. Woodland Street Springfield, MO 65807 Contact Person: Mike Kelly Telephone: 417-877-0003 Facsimile: 417-877-8678 Email: Mike@PearsonKelly.com	YES
C215080017	4313327700 2 / MB00104754	Copying Concepts 2121 Hampton Ave Saint Louis, MO 63139 Contact Person: Kevin Laury Telephone: 314-633-2000 Facsimile: 314-633-2004 Email: KLaury@CopyCon.com	YES
C215080034	9001170050 0 / MB00096161	All Copy Products, LLC 9120 Nieman Road Overland Park, KS 66214 Contact Person: Troy Baranek Telephone: 913-712-0304 Email: TBaranek@AllCopyProducts.com	YES

RICOH USA INFORMATION

CONTRACT NUMBER	VENDOR NUMBER	CONTRACTOR DESCRIPTION	COOP PROCUREMENT
C215080018	2303344000 4 / MB00078010	Ricoh USA, Inc. 70 Valley Stream Parkway Malvern, PA 19355 Contact Person: Travis Massman Telephone: 573-353-2559 Facsimile: 573-446-4777 Email: Travis.Massman@Ricoh-USA.com	YES

SHARP ELECTRONICS INFORMATION			
CONTRACT NUMBER	VENDOR NUMBER	CONTRACTOR DESCRIPTION	COOP PROCUREMENT
C215080019	1319688720 0 / MB00075922	Sharp Electronics Corporation 1 Sharp Plaza, Suite 1 Mahwah, NJ 07495 Contact Person: Matt Euston Telephone: 816-588-1962 Facsimile: 480-890-8167 Email: EustonM@SharpSEC.com	YES
C215080045	4319098570 0 / MB00119323	Gibbs Technology Leasing 3236 W. Edgewood, Suite A Jefferson City, MO 65109 Contact Information: Corey Backues 3236 W Edgewood Rd, Ste. A Jefferson City, MO 65109 Office Telephone: 573-659-8914 Facsimile: 573-659-7824 Email: cbackues@gfdigital.com	YES

TOSHIBA AMERICA INFORMATION			
CONTRACT NUMBER	VENDOR NUMBER	CONTRACTOR DESCRIPTION	COOP PROCUREMENT
C215080020	3308653050 0 / MB00007942	Toshiba America Business Solutions, Inc. 9740 Irvine Boulevard Irvine, CA 92618 Contact Person: Paul Cox Telephone: 314-409-2641 Email: Paul.Cox@tabs.Toshiba.com	YES
C215080026	3308653050 0 / MB00007942	Toshiba Business Solutions 2732 NE Independence Ave Lee Summit, MO 64064 Contact Person: Mike Pursel Telephone: 816-842-4931 Facsimile: 816-842-0660 Email: michael.pursel@tbs.toshiba.com	YES
C215080011	4807768410 0 / MB00102284	Copy Products, Inc. 2103 West Vista Street Springfield, MO 65807 Contact Person: Erik Crane Telephone: 417-889-5665 Facsimile: 417-889-7712 Email: ECrane@CopyProductsinc.net	YES

C215080022	4307379420 0 / MB00108217	Da-Com Corporation 5317 Knights of Columbus Drive Saint Louis, MO 63119 Contact Person: Scott Shanafelt Telephone: 314-442-2800 Facsimile: 314-442-2878 Email: SShanafelt@Da-ComCorp.com	YES
CONTRACT COMING SOON		Document and Network Tech Inc. 2275 Cassens Court, Suite 112 Fenton, MO 63026 Contact Person: Chris Albert Telephone: 314-773-6000 Facsimile: 314-771-6344 Email: CAAlbert@DNTStL.com	YES
C215080025	4317289440 1 / MB00099650	COBI, Inc. d.b.a Scheffer's Office Furniture and Business Machines 1558 State Highway H Sikeston, MO 63801 Contact Person: Richard Looney Telephone: 573-472-2422 Facsimile: 573-472-1293 Email: Richard@Scheffersofbm.com	YES
C215080024	4316729660 1 / MB00094143	Pro-Tech Company, Inc. 2411 East Illinois Kirksville, MO 63501 Contact Person: Steve Tharp Telephone: 660-665-3171 Facsimile: 660-665-3521 Email: Steve@ProTechCo.com	YES
C215080007	4109917210 0 / MB00097629	Marco Technologies, LLC 211 Metro Dr. Jefferson City, MO 65109 Contact Person: Ryan Birk Telephone: 573-644-6978 Email: ryan.birk@marconet.com	YES

XEROX CORPORATION INFORMATION

CONTRACT NUMBER	VENDOR NUMBER	CONTRACTOR DESCRIPTION	COOP PROCUREMENT
C215080033	1604680200 T / MB00097627	Xerox Corporation 100 Clinton Avenue Rochester, NY 14644 Contact Person: Todd Vodnansky	YES

		Office Telephone: 314-542-8419 Cellular: 314-705-6106 Facsimile: 314-542-8456 Email: Todd.Vodnansky@Xerox.com	
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STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
12/9/15-12/31/19	4/30/19	<ul style="list-style-type: none"> • C215080014 amended to updated contractor name and address
6/19/17 – 12/31/19	4/29/19	<ul style="list-style-type: none"> • Updated Buyer Contact Information from Melissa Sackett to Daniel Engler.
6/19/17 – 12/31/19	1/14/19	<ul style="list-style-type: none"> • Updated Buyer Contact Information from Paul Linhardt to Melissa Sackett.
6/19/17 – 12/31/19	5/29/18	<ul style="list-style-type: none"> • Contractor's MissouriBUYS numbers updated • Konica Minolta Local Contact Person updated
6/19/17 – 12/31/19	1/17/18	<ul style="list-style-type: none"> • Marco contact information changed
6/19/17 – 12/31/19	9/28/17	<ul style="list-style-type: none"> • Contact Email Address for C215080041 corrected
6/19/17 – 12/31/19	9/19/17	<ul style="list-style-type: none"> • COBI, Inc. contract # added • Da-Com Saint Louis contract added
6/19/17 – 12/31/19	7/24/17	<ul style="list-style-type: none"> • GFI Digital move under Sharp as an authorized dealer • Image Technologies (Mid-MO) contact information added • Manufacturer website URLs updated
6/19/17 – 12/31/19	6/19/17	Contract established with GFI Digital C215080044
10/02/09 – 12/31/19	04/24/17	<ul style="list-style-type: none"> • Canon Solutions America – Creve Coeur and Overland Park updated. <p><u>NOTE:</u> For these locations – Use same contract # as Canon parent company as these are just branch offices rather than independent authorized dealers.</p> <ul style="list-style-type: none"> • Marco contact information updated.
10/02/09 – 12/31/19	01/31/17	Toshiba authorized dealer added- Pro-Tech Co., Copy Concepts information added
10/02/09 – 12/31/19	01/12/17	Toshiba manufacturer contract added; Time and Materials maintenance noted in paragraph 8.5
10/02/09 – 12/31/19	10/24/16	Konica Minolta contact changed for mid-Missouri support
10/02/09 – 12/31/19	09/29/16	Konica Minolta contact changed for mid-Missouri support
10/02/09 – 12/31/19	08/30/16	1.6 updated; 2.1 updated; 6.2 Manufacturer websites updated
10/02/09 – 12/31/19	08/02/16	Marco address updated
10/02/09 – 12/31/19	06/2/16	Section 4.2 removed - regarding payment in arrears only. State agencies must make payment pursuant to rules, regulations, and statute.
10/02/09 – 12/31/19	04/28/16	C215080007 was assigned from Data Comm to Marco Technologies
10/02/09 – 12/31/19	04/13/16	Canon Authorized Dealer contract added (Mineral Area Office Supply)
10/02/09 – 12/31/19	04/13/16	Canon Authorized Dealer contract added (Americom)
10/02/09 – 12/31/19	04/05/16	Canon and Konica Authorized Dealer contract added
10/02/09 – 12/31/19	03/04/16	Canon Authorized Dealer contract added
10/02/09 – 12/31/19	02/18/16	Contact for Canon USA changed; Canon website added; Ricoh website link updated
10/02/09 – 12/31/19	12/28/15	Authorized dealer contracts established for Canon.
10/02/09 – 12/31/19	12/18/15	Authorized dealer contracts established for Konica Minolta and Canon.
10/02/09 – 12/31/19	12/16/15	Authorized dealer contracts established for Konica Minolta and Canon.
10/02/09 – 12/31/19	12/8/15	Contract established with Canon. Authorized dealer contracts established for Konica Minolta and Canon.

10/02/09 – 12/31/19	10/07/15	Contracts established with Konica Minolta, Ricoh, Sharp, and Xerox. Contracts with Canon, Toshiba, and contracts for authorized dealers coming soon.
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GENERAL INFORMATION AND REQUIREMENTS**1. BACKGROUND:**

- 1.1 These cooperative contracts provide for the outright purchase and lease and maintenance of copier-based multifunctional equipment and accessories through December 31, 2019. Copier-based multifunctional equipment acquired via lease will be renewed based upon the applicable term selected by the ordering agency pursuant to the NASPO ValuePoint contract and Participating Addendum with each manufacturer.
- 1.2 Contract pricing is based on a discount off of the Manufacturer Suggested Retail Price (MSRP). Additional information is available at the NASPO ValuePoint copier contract website:
<http://naspovaluepoint.org/#/contract-details/56/overview/general>
- 1.3 This NASPO ValuePoint contract includes five groupings of devices as well as software bundles that enable and enhance the multifunction capabilities of the devices. The groupings are:

Group A – Convenience Copiers (B&W and Color/B&W)
Group B – Production Copiers (B&W and Color/B&W)
Group C – Wide Format Devices (B&W and Color/B&W)
Group D – Printers (B&W and Color/B&W)
Group E – Digital Duplicators
Group F – Scanners

- 1.4 The following tables show what manufacturers have been awarded contracts to sell which groups:

Awards by Category					
<u>Group A</u> Convenience Copiers	<u>Group B</u> Production Copiers	<u>Group C</u> Wide Format	<u>Group D</u> Printers	<u>Group E</u> Digital Duplicators	<u>Group F</u> Scanners
Canon USA Konica Minolta Ricoh USA Sharp Toshiba Xerox	Canon USA Konica Minolta Ricoh USA Sharp Xerox	Canon USA Ricoh USA	Canon USA Hewlett Packard Konica Minolta Ricoh USA Xerox	Ricoh USA	Canon USA

Awards by Vendor						
Canon USA	Hewlett Packard	Konica Minolta	Ricoh	Sharp	Toshiba	Xerox
Group A Group B Group C Group D Group F	Group D	Group A Group B Group D	Group A Group B Group C Group D Group E	Group A Group B	Group A	Group A Group B Group D

1.5 STATE AGENCIES GOVERNED BY CHAPTER 34 RSMO ARE SPECIFICALLY PROHIBITED FROM ACQUIRE PRINTERS (GROUP D) THROUGH THIS AGREEMENT UNLESS SPECIFICALLY AUTHORIZED BY THE DIRECTOR OF THE DIVISION OF PURCHASING.

1.6 **Copiers acquired under previous state of Missouri contracts should be maintained under either one of these NASPO ValuePoint contracts or through the Specialty Underwriters' contract, C213007001.**

1.7 Segment: The following Segments shall be utilized to group the various speeds of copiers within Groups A, B, C, D and E:

Group A – Convenience Copiers Includes B&W and Color/B&W		
Segment	Speed in Impressions Per Minute (IPM)	State Printing Approval Required
A2	20 – 30	NO
A3	31 - 40	NO
A4	41 - 69	YES – If over 60 IPM
A5	70 - 90	YES

Group B – Production Copiers Includes B&W and Color/B&W		
Segment	Speed in Impressions Per Minute (IPM)	State Printing Approval Required
B6	91 - 119	YES
B7	120 - 139	YES
B8	140 - 159	YES
B9	160+	YES

Group C – Wide Format Devices Includes B&W and Color/B&W			
Segment	Speed in Square Feet Monthly (SFM)	D Size a Minute	State Printing Approval Required
C1	100 – 119	4+	YES
C2	120 – 139	9+	YES
C3	140 – 159	20+	YES

Group D – Printers Includes B&W and Color/B&W	
Segment	Color Speed in Impressions Per Minute (IPM)
D1	Up to 20
D2	21 - 40
D3	41 – 60

Group F – Scanners	
Segment	Speed in Images Per Minute (IPM)
F0	30 - 49
F1	50 - 59
F2	60 - 69
F3	70 - 79
F4	80 - 89
F5	90+

2. STATE AGENCY USAGE REQUIREMENTS:

State agencies governed by Chapter 34 RSMo must utilize the contract in the following manner:

- 2.1 Quotations: State agencies should obtain price quotations from at least three manufacturers before purchasing products through the contract. **The manufacturer websites below (6.2) contain device and pricing information agencies may find useful. It is advisable to directly contact a contractor directly (via email or phone) in order to ensure the best possible pricing quotation. Please note that contract pricing is based on a discount off of MSRP, but contractor may further reduce their prices if they choose to do so.**
- 2.2 Color and High Speed Units: Before purchasing a color multifunction device of any speed or a black and white multifunction device with a speed equal to or greater than 60 pages per minute (PPM), a state agency must obtain written approval to purchase the device from Rodney Vessell (Rodney.Vessell@oa.mo.gov) of OA General Services State Printing. State agencies must submit State Printing’s written approval with the purchase order.
- 2.3 Trade-Ins: State agencies must obtain OA Surplus Property’s approval before trading in a copier.
- 2.4 Hard Drive Erase: State agencies must purchase hard drive erase software for all devices containing a hard drive.
- 2.5 Orders and Invoicing: When the manufacturer utilizes dealers to accept orders and payments, then the order must be placed to the same vendor as the payment will be made. (i.e. If orders are submitted to the manufacturer, then payment must be submitted to the manufacturer. If orders are submitted to a dealer then payment must be submitted to the same dealer.)
- 2.6 Financing Options: State agencies may enter into fair market value/operational leases, cancelable rentals, and non-cancelable rentals. State agencies must NOT enter into capital leases.

3. ORDERING:

- 3.1 Contractors must quote leasing and rental rates for Fair Market Value Leases, Operational Leases, Non-Cancelable Rentals, and Cancelable Rentals. State agencies must NOT enter into capital leases.
- 3.2 Agencies may use either PGQ or SC for placing orders from this contract. The following information needs to be included on purchase orders submitted for maintenance so the contractor can bill and collect meter readings correctly.

State of MO Contract number
 NASPO ValuePoint Contract number (#3091)
 Contractor Vendor Number
 Copier make
 Copier model
 Manufacturer Equipment ID Number or the Manufacturer Ser No
 Time Period the PO covers (For example: July 1, 2013 thru June 30, 2014)
 Quantity
 Monthly payment and monthly copy allowance
 Bill to Address
 Ship to address.....Copier address location, i.e., Dept and/or Div, Street Address, Room No., City, State, Zip
 Key Operator name for meter readings
 Key Operator fax number
 Key Operator phone number

- 3.3 This information will allow the contractor to set the copier up properly in the system to bill the correct amount to the correct address, inform the service tech of the location of the machine when service is needed, and give the contractor ample information to collect the monthly meter reading.

- 3.4 Owned Equipment Trade-In: Contractors may allow for state agencies to trade-in owned copier equipment as part of a new copier agreement under this contract, according to state regulations and laws. The value for the trade-in

will be negotiated by the contractor and state agency at the time of the transaction and may not include any disposal or shipping fees.

- a. Moves, equipment pickups and equipment trade-ins must be accomplished within 30 days of the request.
- b. State agencies must obtain OA Surplus Property’s approval before trading in a copier.

3.5 New orders for equipment must be installed by the contractor within 30 calendar days of order placement. Excess installation time may be afforded by the state agency. Software related to the equipment must be installed within five working days of the equipment installation unless the state agency extends this time.

3.6 When the manufacturer utilizes dealers to accept orders and payments, then the order must be placed to the same vendor as the payment will be made. (i.e. If orders are submitted to the manufacturer, then payment must be submitted to the manufacturer. If orders are submitted to a dealer then payment must be submitted to the same dealer.)

4. PAYMENT:

4.1 The contractors will invoice the state agency directly with that state agency paying the vendor or their authorized dealers directly.

5. INSTALLATION:

5.1 Pricing must include all in-house delivery of equipment and software, installation of equipment/accessories/software, network installation, removal of all waste material, initial training costs and removal cost (of the equipment placed under any subsequent agreement).

5.2 Network installation shall include: configuration of the copier for the proper network protocols; and installation of the appropriate print drivers on up to five computers per unit ordered.

5.3 Contractors may charge for excessive installation requirements including rigging, excessive access alterations and access to non-ground floors via stairs. Any such excessive installation charges must be quoted to the state agency prior to the signature of any lease, rental or purchase agreement and the resulting charge may not exceed this quote; but shall be based on the actual expenditures by the contractor.

6. CONTRACT INFORMATION:

6.1 Pricing for this NASPO ValuePoint contract is expressed as a discount from Manufacturer’s Suggested Retail Price (MSRP). Discounts from list may be increased during the term of the contract by the contractors. At no time during the contract period may the discount be reduced.

6.2 Dedicated Contract Website: Contractors must maintain a contract website for the State of Missouri. Below is a link to the dedicated contract websites for each manufacturer:

Canon USA	http://naspo.usa.canon.com/missouri/index.html
Konica Minolta	http://kmbs.konicaminolta.us/kmbs/microsites/naspo3091/detail/missouri
Ricoh USA	http://www2.ricoh-usa.com/rmap/wsca/stateofmo.aspx
Sharp Electronics	http://www.sharpgov.com/naspo/Home/tabid/2505/Default.aspx
Toshiba America	Coming Soon

Xerox	https://www.portal.xerox.com/is-bin/INTERSHOP.enfinity/WFS/Xerox-WSCA-Site/en_US/-/USD/SSO-Start?CustomerLocale=en_US&LoginForm_OrganizationCode=MO_NASPO&LoginEmail=naspo.missouri%40xerox.com&LoginForm_Login=naspo.missouri%40xerox.com&RequestName=GuestLogin&Vanity=
Hewlett Packard	http://h30102.www3.hp.com/gemstore/sites/NASPOvaluepoint/index.asp?jumpid=va_r3962_NASPOvaluepointmainsite/b2bvanity

- 6.3 **Survivability:** Placements made using the authority provided by this contract will survive the contract itself. Those state agencies purchasing, renting or leasing the equipment will continue to receive ongoing service from the contractor at the agreed upon contract rate through the term of their placement contract agreement. The contract terms and conditions will survive the authorizing contract through that final term and any subsequent renewals and extensions.
- a. Those state agencies purchasing equipment will receive ongoing service from the contractor at the agreed upon contract rate until the expiration of the service contract. Upon the contract termination, state agencies and contractors may agree to further extend a placement. Such further extensions shall not be for more than twelve month terms, and the State agency will reserve the right to terminate these placements with 30 days written notice and without termination penalties.
- 6.4 **Termination for Non-appropriation:** The continuation of any financial obligation beyond the current fiscal year is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the local source, state legislature and/or federal sources. The state agency may terminate any financial obligation, and contractor waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the state agencies funding from local, state and/or federal sources is not appropriated, withdrawn or limited.
- 6.5 **End of Term Notification:** Contractors must notify a State agency, in writing, 90 days prior to the end of any financing term or service and supplies term. Contractors must also inform the state agency of the options available to them as provided for in any resulting contract.
- 6.6 **Warranty:** Equipment must carry a minimum 90 day warranty that it is free from defects in material and workmanship. If defects are identified, the contractor agrees to repair or replace defective parts promptly on a like-for-like basis without additional cost to the state agency. Any and all items failing during the warranty period will be replaced promptly free of charge. Upon significant failure, the warranty period will commence again for a minimum 90 additional days. Significant failure shall be determined by the buyer of record.
- 6.7 **Lemon Clause:** This clause applies to all devices purchased or leased through this contract. The application period is 36 months from the date of installation. This clause takes precedence over any other warranty or service maintenance clauses associated with this contract. For purchased devices, agencies must maintain an uninterrupted maintenance agreement with the contract vendor for the Lemon Clause to apply past the initial 90-day warranty period. Any device that fails (except due to operator error) to operate in accordance with the manufacturer's published performance specifications four times in any four week period and/or is subject to recurring related problems shall be replaced with a new copier that meets the requirements of the same lot as the original copier, at no cost to the user. The Participating State Contract Administrator will review user requests for the application of this clause and will make a determination regarding its use. If 25% or less of the device's useful life has been used up, the device must be replaced with a "new device". A "like for like" device may be used if 25% or more of the useful life of the device has been used up and the Customer agrees to the "like for like" exchange. Note: Prior to the lease or purchase of a device, Contractor must provide Customer with the device's "Useful Life". Failure to comply with the requirements of this clause may be grounds for default and contract cancellation by the Lead State Contract Administrator.
- 6.8 **End of Term Notification:** The contractor must notify a state agency, in writing, 90 days prior to the end of any financing term or service and supplies term. Contractors must also inform the state agency of the options available to them as provided for in any resulting contract.

7. LEASES:

- 7.1 **Fair Market Value Lease:** The customer may purchase the device at the end of the term at the then Fair Market Value. All fair market value leases shall have an end of term buyout to own value that is determined by the then current market price. Such leases shall be subject to monthly payment reduction by the Awarded Vendor upon renewal, based upon the depreciated value. The depreciated value must be disclosed to the Customer at the time of the renewal; and the renewal rate is subject to the same terms and conditions under the contract with the Awarded Vendor.
- 7.2 **Operational Lease:** Operational lease is used to acquire devices on a relatively short term basis with no benefit of ownership to the lessee; no buy-out will be considered.
- 7.3 **Non-Cancelable Rental:** The customer may not purchase the device at the end of the initial, or any subsequent renewal term. All non-cancelable rentals shall not have a buyout to own option and all Customers will be remitting payment for the usage of the device only. Such rentals shall be subject to monthly payment reduction by the Awarded Vendor upon renewal, based upon the depreciated value. The depreciated value shall never reach a value that would result in the transfer of the asset to the Customer. The depreciated value must be disclosed to the Customer at the time of the renewal; and the renewal rate is subject to the same terms and conditions under the contract with the Awarded Vendor.
- 7.4 All leases may be bought out to return to the contractors, although operational, non cancelable rentals and capital leases will be subject to a termination charge. The termination charge may not exceed the balance of lease payments and may not exceed more than four month service and supply base or 25% of the remaining term, whichever is less. No termination charges shall be applicable in the case of non-appropriations of funds.
- 7.5 The contractors, under this RFP and subsequent contract, may assign the leases produced under this contract; but the obligations, terms and conditions may not be altered and shall remain with the contractor.
- 7.6 State agencies may enter into fair market value/operational leases, cancelable rentals, and non-cancelable rentals. State agencies must NOT enter into capital leases.

8. MAINTENANCE:

- 8.1 Contractors must perform full service support for all proposed copiers during normal business hours (Monday through Friday, 8:00 a.m. – 5:00 p.m. not including state holidays) within the pricing proposed.
- 8.2 Contractors must maintain the following service response times according to the following service zones and segments, unless otherwise allowed by the buyer of record:

Urban Response Time	Rural Response Time	Remote Response Time
4 Hours	1 Working Day	4 Working Days

- a. **Service Zone:** The following table provides the definitions for three separate service zones based on the distance from the contractor's closest Service Base Location.

Service Zone	Definition
Urban	Within a 60 mile radius of closest Service Base Location, within 60 miles of the State Capital or within 60 mile radius of a Metropolitan Statistical Area.
Rural	Outside a 60 mile radius from closest Service Base Location, the State Capital or a Metropolitan Statistical Areas.
Remote	Areas inaccessible via road from any Urban or Rural Service Zone regardless of distance.

- 8.3 Equipment Inspection/Testing/Acceptance: A written notice from a Purchasing Entity to Contractor advising Contractor that the Product has passed its Acceptance Testing. Acceptance of a Product for which acceptance testing is not required shall occur following the completion of delivery, installation, if required, and a reasonable time for inspection of the Product, unless the Purchasing Entity provides a written notice of rejection to Contractor.

The process for ascertaining that the Product meets the standards set forth in the section titled Standard of Performance and Acceptance of the WSCANASPO Master Agreement Terms and Conditions, prior to Acceptance by the Purchasing Entity.

- 8.4 No contract term for service, supplies, lease payments or rental payments may begin prior to successful delivery, installation and acceptance of the ordered equipment by the State agency. As such, no valid invoice may be issued by the Successful Vendor prior to the acceptance by the State agency.

- 8.5 **Should an agency desire time and materials maintenance, the agency should contact a manufacturer/dealer for details and rates.**

9. CANCELLATION:

- 9.1 All Cancelable rentals may be canceled upon 30 days written notice to the contractors at any point during the lease or rental term. The contractors may assess a penalty of no more than four monthly lease/rental payments that are not to include service or supply base commitments for the cancelation of a cancelable rental. Such cancelation will be subject to review and approval by the buyer of record.

10. INVOICING REQUIREMENTS:

- 10.1 All invoices must bear the state's contract number, and reference the model number, serial number, copy usage, unit and extended price, billing period, and agency name and location.
- 10.2 The state agencies shall commit in advance to the monthly minimums specified on the Pricing Pages, thus creating a minimum monthly payment amount. If the state agency's usage exceeds their monthly minimum copy allowance, the contractor shall bill the state agency for their monthly minimum copy allowance price including the cost per copy pricing for each copy which exceeds their monthly minimum copy allowance.
- 10.3 There shall be no more than one billing per calendar month and bills for more or less than 30 days shall have the monthly copy allowance prorated. Any given calendar day shall only be billed 1 time. Contractors may use longer billing cycles, such as 60 or 90 days, but the monthly copy allowance and actual usage must be prorated accordingly.
- 10.4 The contractor shall provide each agency with meter cards for each copier as necessary. Agencies shall complete the cards and mail per instructions provided by the contractor.

AGENCY CUSTOMER ID: MARCO-2

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Marsh & McLennan Agency LLC		NAMED INSURED Marco Holdings, LLC ; Marco Technologies, LLC H.C.I. Data Corporation ; WWCC LLC 4510 Heatherwood Road St Cloud MN 56301	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

The Workers' Compensation Policy includes coverage in all states with exception of Monopolistic States (ND, OH, WA and WY). Policy includes Stop Gap coverage for the State of ND and WA (Employers Liability).

Crime / Employee Theft: \$1,000,000 Limit

ADDITIONAL NAMED INSURED:
 Wisconsin Wireless Communications Corp
 Enterprise Systems Group
 Critycal Services Management

RE: 42-09DEC08 - Photocopier Maintenance.

The County of Boone - Missouri is included as Additional Insured as required by written contract or agreement limited to the General Liability and Automobile Liability. Umbrella follows form as respects to General Liability, Auto Liability subject to policy terms, conditions and exclusions.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

January Session of the January Adjourned

Term. 20 20

County of Boone

} ea.

In the County Commission of said county, on the 21st day of January 2020

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 Interstate Cooperation Contract between Boone County and the State of Texas regarding the use of contracts established by the Texas Department of Information Resource Technology.

Terms of the agreement are stipulated in the attached Contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract.

Done this 21st day of January 2020.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Fred J. Parry

Fred J. Parry
District I Commissioner

Absent
Janet M. Thompson
District II Commissioner

Boone County Purchasing

Liz Palazzolo
Senior Buyer
Phone: (573) 886-4392



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

MEMORANDUM

TO: Boone County Commission
FROM: Liz Palazzolo, CPPO, C.P.M.
DATE: January 14, 2020
RE: Texas Department of Information Resource Technology Interstate Cooperation Agreement

Purchasing requests approval of the Texas Department of Information Resource Technology (DIR) Interstate Cooperation Agreement. This agreement would allow the County to use contracts that the Texas DIR has established that allow for cooperative procurement. The Texas DIR requires the County to sign the Interstate Cooperation Agreement first. Signing this Interstate Cooperation Agreement is a necessary step to allow the County to use a Texas DIR contract that the Boone County Sheriff's Department has identified for the purchase of body cameras and in-car camera/recording systems including cloud storage. Once this Interstate Cooperation Agreement has been signed and approved by the State of Texas, the County will be allowed to piggy-back off the designated Texas DIR contract which will be presented to the Commission for approval at a later date.

There is no expenditure of funds or cost associated with the Interstate Cooperation Agreement.

INTERSTATE COOPERATION CONTRACT
for Texas Department of Information Resource Technology Contracts

THIS INTERSTATE COOPERATION CONTRACT is entered into by and between the County of Boone, Missouri, with its principal place of business at 613 E. Ash Street, Columbia, Missouri 65201 and the STATE OF TEXAS, acting by and through the DEPARTMENT OF INFORMATION RESOURCES, 300 West 15th Street, Suite 1300, Austin, Texas 78701, pursuant to the authority granted and in compliance with the provisions of the Interlocal Cooperation Act, Texas Government Code, Chapter 791 for Texas based Customers and Section 2054.0565, Texas Government Code, for out of state Customers.

I. STATEMENT OF PURPOSE:

The purpose of this Interstate Cooperation Contract [Contract] is to allow DIR Customer to purchase information resources technologies through DIR Contracts.

II. CONSIDERATION:

- a. Per the Interlocal Cooperation Act, Texas Government Code, § 791.025, or other applicable law, the DIR Customer satisfies the requirement to seek competitive bids for the purchase of goods and/or services.
- b. DIR agrees to allow DIR Customer to procure information resources technologies through existing Vendor contracts and Vendor contracts that DIR may enter into during the term of this interstate cooperation contract, in accordance with specifications submitted through purchase orders from Customer. All DIR Vendor contracts shall be made available to the DIR Customer via the DIR Internet web site. DIR Customers utilizing the Cooperative Contracts shall issue a Purchase Order directly to the relevant Vendor. DIR Customers utilizing a DIR Contract for which DIR is the fiscal agent, the DIR Customer’s Purchase Order shall be issued to DIR.
- c. DIR Customer agrees to notify DIR of any substantial problems in quality or service in relations with a vendor under a DIR vendor contract.

III. PAYMENT FOR GOODS AND SERVICES:

- a. DIR Customer shall comply with Chapter 2251, Texas Government Code, or applicable local law, in making payments to the Vendor. Payment under a DIR Contract shall not foreclose the right to recover wrongful payments.
- b. Payments must be made in accordance with laws and procedures applicable to DIR Customer.
- c. DIR Customer agrees to pay the rates and/or prices set by DIR with its vendors. DIR Customer understands these rates and/or prices include a DIR administrative fee.
- d. All purchases executed under a DIR Contract will require a DIR Customer purchase order.

IV. TERM OF CONTRACT:

This Interstate Cooperation Contract shall begin when fully executed by both parties and shall continue until terminated.

Either party, upon written notice, may terminate this contract on thirty (30) days advance written notice. Customers shall pay for all goods and services received through the effective date of termination.

V. GOVERNING LAW AND OTHER REPRESENTATIONS:

DIR Customer:

Unit of Texas Local Government hereby certifying that is has statutory authority to perform its duties hereunder pursuant to Chapter _____ Code.

Non-Texas State agency or unit of local government of another state hereby certifying that it has statutory authority to enter in to this Interstate Cooperation Contract and perform its duties hereunder pursuant to Section 34.046 Revised Statutes of the State of Missouri (RSMo.)

Customer that is neither a unit of Texas Local Government nor a Non-Texas State agency or unit of local government of another state hereby certifies that it has statutory authority to enter in to this Interstate Cooperation Contract and perform its duties hereunder pursuant to _____.

VI. CERTIFYING FUNCTION:

Department of Information Resources acting as the owner of the DIR Contracts hereby certifies the eligibility of the DIR Customer to use the DIR Contracts.

VII. TERMS AND CONDITIONS FOR OUT OF STATE DIR CUSTOMERS:

SELECTIONS PER THE GOVERNING LAW OF THE OUT OF STATE DIR CUSTOMER:

1. In any issue concerning this Interstate Cooperation Contract, or the DIR Contracts, in which DIR is involved shall be governed by the law of the State of Texas, excluding the conflict of law provisions.
2. Exclusive Venue for any litigation whatsoever involving DIR is the state district court of Travis County, Texas.
3. DIR Customer's use of the DIR Contracts shall be governed by the law of the State of Missouri, excluding the conflicts of law provisions.
4. Exclusive Venue for litigation arising between DIR Customer and Vendor from use of the DIR Contracts is the County of Boone, Missouri.
5. The following dispute resolution procedures shall be used to resolve disputes arising from use of the DIR Contracts : The County of Boone, Missouri does not have an official dispute resolution process, therefore legal remedies available by law would apply.

VIII. Notification

All notices under this Interstate Cooperation Contract shall be sent to a party at the respective address indicated below.

If sent to the DIR:

Kelly Parker
Director, Cooperative Contracts
Department of Information Resources
300 W. 15th Street, Suite 1300
Austin, Texas 78701
Phone: (512) 475-1647
Facsimile: (512) 475-4700
Email: kelly.parker@dir.texas.gov

DIR Customer:

Contact Name: Liz Palazzolo
Customer Name: County of Boone - Purchasing Department
Address: 613 E. Ash Street
City, State, Zip Code: Columbia, Missouri
Phone Number: (573) 886-4392
Facsimile: (573) 886-4390
Email: lpalazzolo@boonecountymmo.org

This Interstate Cooperation Contract is executed to be effective as of the date of the last party to sign.

County of Boone Missouri

(Insert Entity Name here)

Authorized By: *[Signature]*

Name: Daniel K. Atwill

Title: Presiding Commissioner

Date: 1-21-2020

APPROVED AS TO LEGAL FORM <i>[Signature]</i>
DATE: <u>1/15/2020</u>

CERTIFICATION:

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

June Pitchford by 1/10/2020
Auditor No Encumbrance Required Date

THE STATE OF TEXAS, acting by and through the DEPARTMENT OF INFORMATION RESOURCES

Authorized By: ^{DocuSigned by:} Hershel Becker
7F04C0B913D547B...

Name: Hershel Becker

Title: Chief Procurement Officer

Date: 1/30/2020 | 5:17 AM CST

Office of General Counsel: ^{DS} M.H. Date: 1/29/2020 | 4:27 PM CST

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

January Session of the January Adjourned

Term. 20 20

County of Boone

} ea.

In the County Commission of said county, on the 21st day of January 2020

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

Now on this day, the County Commission of the County of Boone does hereby award Contract 34-18JUL19 – Purchase of Service Contracts to the following:

City of Columbia
Teen Outreach Program
\$37,110.82

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

Done this 21st day of January 2020.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
District I Commissioner

Absent

Janet M. Thompson
District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing



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

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPO, CPPB
DATE: January 9, 2020
RE: RFP Award Recommendation: *34-18JUL19 – Purchase of Service Contracts - City of Columbia*

Contracts from Request for Proposal *34-18JUL19 – Purchase of Service Contracts* were awarded per commission order 559-2019 on December 31, 2019. The City of Columbia is also being awarded a contract from that RFP for the period January 1, 2020 through December 31, 2020 with the option for one, one-year renewal.

City of Columbia
Teen Outreach Program
\$37,110.82

Invoices will be paid from department 2161 – CCS Funding Opportunities, account 71106 – Contracted Services.

cc: Proposal File



AGREEMENT FOR PURCHASE OF SERVICES

Purchase of Service Contract

Teen Outreach Program

THIS AGREEMENT dated the 21 day of January, 2020 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, on behalf of the Boone County Children's Services Board, herein "**BCCSB**" and **City of Columbia** a tax-exempt, not organized for profit organization or governmental entity, hereinafter referred to as the **City of Columbia**.

WHEREAS, the BCCSB, under the provisions of 67.1775 and 210.861 of the Revised Statutes of Missouri, has the right to expend monies from the Children's Services Fund (CSF) for the purposes of funding services to children and youth 19 years of age and younger, and their families residing in Boone County; and

WHEREAS, The **City of Columbia** has submitted a complete Request for Funding Proposal Application to the BCCSB detailing the services and other supports to be provided; and

WHEREAS, the BCCSB has approved the Request for Funding Proposal in whole or in part as hereinafter set forth.

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

FUNDING ALLOCATION FOR SERVICES RENDERED BY PHHS

The **City of Columbia** is expected to the greatest extent possible to maximize funding from all other sources. The **City of Columbia** shall periodically, upon request, furnish to the BCCSB information as to its efforts to obtain such other sources of funding. The **City of Columbia** shall only request reimbursement for services not reimbursable by any other source. The **City of Columbia** shall not invoice the Children's Services Fund for units of service invoiced to another funding source. The **City of Columbia** shall provide documentation and assurance to the BCCSB that requests for reimbursement from the CSF is not a duplication of reimbursement from any other source of funding.

1. **BCCSB Funding Policy**. The BCCSB Funding Policy is to be taken as part of this formal contract and is incorporated as if fully set forth herein.

2. **Contract Documents.** The **City of Columbia** will perform the services and carry out the activities as set forth in this agreement. This agreement shall consist of the Request for Proposal #34-18JUL19 (Purchase of Service Contracts) application, any addenda, and the **City of Columbia's** response to the County of Boone's Request for Proposal, Requests for Clarification, responses to Requests for Clarification, Requests for Additional Information, Best and Final Offer Responses and the Agreement Form in Apricot. 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 **City of Columbia's** Proposal application, any addenda, Requests for Clarification, responses to Requests for Clarification, Requests for Additional Information, Best and Final Offer Responses and the Agreement Form in Apricot.

3. **Purchase.** The BCCSB agrees to purchase from the **City of Columbia** and the **City of Columbia** agrees to furnish the **Teen Outreach Program** for children and youth nineteen years of age or less and their families, as described and in compliance with the original Request for Proposal and as presented in the **City of Columbia's** response. Services/deliverables shall be provided as outlined in the attached proposal response(s). The total allowable compensation under this agreement shall not exceed **\$37,110.82** unless compensation for specific identified additional services is authorized and approved by BCCSB in writing in advance of rendition of such services for which additional compensation is requested.

4. **Contract Duration.** This agreement shall commence on the date of **January 1, 2020** and extend through **December 31, 2020** subject to the provisions for termination specified below. The **City of Columbia** agrees and understands that the BCCSB may require supplemental information to be submitted at the request of BCCSB.

This contract may at the sole discretion of the BCCSB and with the agreement of the **City of Columbia** be renewed for an **additional one (1), one-year period**. The **City of Columbia** agrees and understands that the BCCSB may require supplemental information to be submitted by the **City of Columbia** prior to any renewal of this agreement.

5. **Billing and Payment.** For the Purchase of Service Contract, the unit rate for services is the mutually agreed upon unit rate as provided in the table below.

Service Description	Unit Measurement	Unit Rate	Proposed # of Units	Total Amount Requested
Health Education	One hour/individual	\$33.17	738	\$24,479.46
Information and Referral	15 minutes	\$26.86	90	\$2,417.40
Positive Youth Development	One hour/individual	\$25.29	374	\$9,458.46
Family Education	One hour/individual	\$30.22	25	\$755.50

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

REPORTING, MONITORING, AND MODIFICATION

7. **Reporting.** The BCCSB shall utilize the Request for Proposal #34-18JUL19 (Purchase of Service Contracts) application, any addenda, and the **City of Columbia's** response to the County of Boone's Request for Proposal, Requests for Clarification, responses to Requests for Clarification, Requests for Additional Information, Best and Final Offer Responses and the Agreement Form in Apricot, as submitted by the **City of Columbia** to monitor service delivery and program expenditures. The **City of Columbia** agrees to submit to the BCCSB an Interim Report by July 31, 2020 for the period of January 1, 2020 through June 30, 2020 and a Year End Final Report by January 31, 2021, for the period of January 1, 2020 through December 31, 2020. Variations on this date may be requested by the **City of Columbia** and, if so stipulated, are noted on this contract document. Payments may be withheld from the **City of Columbia** if reports designated here are not submitted on time, until such time as the reports are filed and approved. Reporting requirements will include but are not limited to information regarding agencies' outcomes and indicators, client demographic information, and other information and data deemed appropriate by the BCCSB. The **City of Columbia** agrees to submit its reports through the Apricot by Social Solutions funding management system or another format if requested.

8. **Audits.** The **City of Columbia** also agrees to make available to the BCCSB a copy of its annual audit within four months after the close of the **City of Columbia'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 BCCSB requires that the management report of any audit as it relates to BCCSB program activities be made available to BCCSB as part of the required audit. Payment may be withheld from the **City of Columbia**, 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.

9. **Monitoring.** The **City of Columbia** agrees to permit the BCCSB, the Director of the Community Services Department and any staff of the Community Services Department, or designee of the BCCSB to monitor, survey and inspect the **City of Columbia'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, the **City of Columbia** hereby agrees that, upon notice of forty-eight (48) hours, it will make available to the BCCSB 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 CSF funds and all other matters set forth in the contract.

10. **Modification or Amendment.** In the event the **City of Columbia** 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 BCCSB for approval. A board resolution from the **City of Columbia** may be required with the request. For consideration of a request to modify or amend the contract, requests to the BCCSB must be submitted in writing at least two weeks prior to a regularly scheduled BCCSB meeting.

OTHER TERMS OF THIS CONTRACT

11. **Violation of Client Rights.** Any alleged case of a violation of a client's rights in a program funded through the Children's Services Fund shall be investigated in accordance with the **City of Columbia's** policies and procedures and in accordance with any local/state/federal regulations. The **City of Columbia** agrees to notify the BCCSB 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 BCCSB of any substantiated allegations. The **City of Columbia** must comply with Missouri law regarding confidentiality of client records.

12. **Discrimination.** The **City of Columbia** 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 with applicable provisions of federal and state laws, county or municipal statutes or ordinances, which prohibit discrimination in employment and the delivery of services.

13. **CSF to be used for Services Provided.** The **City of Columbia** agrees that the CSF funds shall be used exclusively for the services provided to children and youth 19 years of age or less and their families and for administrative costs directly related to the **City of Columbia's** provision of such services.

14. **Accreditation/Licensure/Certifications.** The **City of Columbia** 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.

15. ***Conflict of Interest.*** The **City of Columbia** 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 the **City of Columbia**, and this shall include any transaction in which the **City of Columbia** is a party, including the subject matter of this contract. Missouri law, as this term is used herein, shall define "Conflict of Interest".

16. ***Subcontracts.*** The **City of Columbia** may enter into subcontracts for components of the contracted service as the **City of Columbia** deems necessary within the terms of the contract. All such subcontracts require the written approval of the BCCSB or their designated representative. In performing all services under the resulting contract agreement, the **City of Columbia** 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.

17. ***Employment of Unauthorized Aliens Prohibited.*** The **City of Columbia** 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. The **City of Columbia** shall require each subcontractor to affirmatively state in its Agreement with the **City of Columbia** 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 the **City of Columbia** a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

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

19. ***Board Ownership.*** If the **City of Columbia** ceases to be funded by the BCCSB or ceases to provide programs and services for Boone County children, youth, and their families, pursuant to this contract, all capital equipment, materials, and buildings purchased with CSF funds shall be returned to Boone County unless so otherwise approved by a majority vote of the BCCSB. In addition, if the **City of Columbia** no longer uses capital equipment, materials, or buildings purchased with CSF funds for its original intent, the **City of Columbia** will need BCCSB approval to re-direct the use of such.

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

21. **Termination.** This Contract may be terminated, with or without cause, by either party upon thirty (30) days written notice to the other party. In addition, this agreement may be terminated by the BCCSB upon 15 days advance written notice for any of the following reasons or under any of the following circumstances:

a. BCCSB may terminate this agreement due to material breach of any term or condition of this agreement, or

b. BCCSB may terminate this agreement if key personnel providing services are changed such that in the opinion of the BCCSB 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 BCCSB, or

c. BCCSB may terminate this agreement should the **City of Columbia** 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.

Upon receipt of notice of termination, the **City of Columbia** shall make every effort to reduce or cancel outstanding commitments and shall incur no additional expenses. BCCSB shall reimburse the **City of Columbia** for outstanding expenses incurred up to the date of termination, including uncancellable obligations and reasonable termination costs, but in no event, will such costs exceed the total funds presently allocated to this Contract.

22. **Insurance Requirements.** The **City of Columbia** shall not commence work under this contract until they have obtained all insurance required in this section 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.

a. **Worker's Compensation and Employers' Liability Insurance:** The **City of Columbia** shall take out and maintain during the life of this contract, Worker's Compensation and Employers' Liability Insurance for all their employees employed at the site of work, and in case any work is sublet, the **City of Columbia** shall require the subcontractor similarly to provide Worker's Compensation Insurance and Employers' Liability Insurance for all of the latter's employees unless such employees are covered by the protection afforded by **City of Columbia**.

Worker's Compensation and Employers' Liability Insurance 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.

b. **Comprehensive General Liability Insurance:** The **City of Columbia** 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. The **City of Columbia** 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 **City of Columbia** shall provide the County with proof of Comprehensive 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 **City of Columbia** 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 **City of Columbia**.

c. **Professional Liability Insurance:** The **City of Columbia** 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.

d. **Commercial Automobile Liability:** The **City of Columbia** shall maintain during the life of this contract, Commercial 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 **City of Columbia's** own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

23. **Indemnification.** To the extent permitted under Missouri law, the **City of Columbia** agrees to hold harmless, defend and indemnify the BCCSB, 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 the **City of Columbia's** services (meaning anyone, including but not limited to consultants having a contract with the **City of Columbia** or subcontractor for part of the services), or anyone directly or indirectly employed by the **City of Columbia**, or of anyone for whose acts the **City of Columbia** 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.

24. **Publicity by the City of Columbia.** The **City of Columbia** shall notify the BCCSB of contact with the media regarding CSF funded programs or profiles of participants in CSF funded programs. The **City of Columbia** will acknowledge the BCCSB as a funding source whenever publicizing CSF funded programs. The **City of Columbia** will collaborate with the BCCSB to inform the community about the ways its tax dollars are being invested in services and supports. The **City of Columbia** agrees to acknowledge the Children's Services Fund as a funding source on written and electronic publications including brochures, annual reports, and newsletters.

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

26. **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.

27. **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.

28. **Record Retention Clause.** The **City of Columbia** 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.

29. **Notice.** Any written notice or communication to the BCCSB 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 **City of Columbia** shall be mailed or delivered to:

City of Columbia
Stephanie Browning
1005 W. Worley St.
Columbia, MO 65203

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

City of Columbia

Boone County, Missouri

By:

Signature

By: Boone County Commission

Daniel K. Atwill, Presiding Commissioner

SKB

By:

Printed Name/ Title

De'Carlton Seaywood, Acting City Manager
1-7-2020

By: Boone County Children's Services Board

Les Wagner, Board Chair

APPROVED AS TO FORM:

ATTEST:

C. J. Dykhouseby: [Signature]
County Counselor

Brianna D. Lennon, [Signature]
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.)

June Pitchford by gij 01/10/2020 (2161/71106/\$37,110.82)
Signature Date Appropriation Account

An Affirmative Action/Equal Opportunity Employer

Approved as to form:

City Counselor [Signature]

Agreement Form - V3.1

Children's Services Fund - POS 2019 (Interim...

Quick View Information

Grant	Children's Services Fund - POS 2019 (Interim Reporting 3.1 ends 07/31/2020 12:00 PM CDT)
Organization Name (will aut...	Columbia/Boone County Department of Public Health and Human Services
Fund Source	Children's Services Fund - POS 2019
Funder	Boone County
Funding Cycle	RFP #34-18JUL19
Name of Program or Project	Teen Outreach Program
Amount of Request	\$38,588.02
Record Lock	

Quick View Information

This form is auto-populated with information from the Proposal Cover Sheet, Program Overview (V3) and Program Services (V3) proposal forms.

Organization Name

Columbia/Boone County Department of Public Health and Human Services

Program Name

Teen Outreach Program

Date Completed

11/19/2019

Funder

Boone County

Funding Type

Children's Services Fund - POS 2019

Funding Cycle

RFP #34-18JUL19

County-Children's Services - Service Type

Prevention programs which promote healthy lifestyles among children and youth and strengthen families

Record Lock

1

Agreement Information Form Instructions

The purpose of this form is to capture key information about the contracted program and program service(s). In developing your responses, please adhere to the following guidelines:

Information should be based on the contract/agreement period.

Generally, information should be provided for the entire program, not just the portion contracted by the City of Columbia, Boone County, or the Heart of Missouri United Way.

* Indicates Required Field

Program Budget Instructions

Instructions: As needed and/or required, update the information in the Agreement (A) Column.

Program Budget

PROGRAM REVENUE

AGREEMENT BUDGET
(A)

1. DIRECT SUPPORT

A. Heart of Missouri United Way

(A) 1A.

\$0.00

B. Other United Ways

(A) 1B.

\$0.00

C. Capital Campaigns

(A) 1C.

\$0.00

D. Grants (non-governmental)

(A) 1D.

\$0.00

E. Fund Raising & Other Direct Support

(A) 1E.

\$0.00

2. GOVERNMENT CONTRACTS/SUPPORT

A. Boone County - Children's Services Funding

(A) 2A.

\$37,110.82

B. Boone County - Community Health Funding

(A) 2B.

\$0.00

C. Boone County - Other Funding

(A) 2C.

\$0.00

D. Funding from Other Counties

(A) 2D.

\$0.00

E. City of Columbia - Social Service Funding

(A) 2E.

\$0.00

F. City of Columbia - CDGB/Home Funding

(A) 2F.

\$0.00

G. City of Columbia - CHDO Funding

(A) 2G.

\$0.00

H. City of Columbia - Other Funding

(A) 2H.

\$0.00

I. Funding from Other Cities

(A) 2I.

\$0.00

J. Federal (Medicaid, Title III, etc.)

(A) 2J.

\$0.00

K. State (Purchase of Services, Grants, etc.)

(A) 2K.

We are expecting to receive \$45,000 from MO DHHS Department of Adolescent of Health.

\$45,000.00

L. Other (Schools, Courts, etc.)

(A) 2L.

\$0.00

3. Program Service Fees

(A) 3.

\$0.00

4. Investment Income (realized & unrealized)

(A) 4.

\$0.00

5. Other Revenue Items

(A) 5.

\$0.00

TOTAL PROGRAM REVENUE

(A) Total Revenue

82110.82

PROGRAM EXPENSES

1. Personnel

Personnel includes 1 health educator (54,400) + .75 Program assistance (20,152) = 74,552

(A) 1.
\$74,552.00

2. Non-Personnel

Non-personnel expenditures include mileage, transportation to CSL events for youth, supplies for programming, and the curriculum.

(A) 2.
\$7,558.82

TOTAL PROGRAM EXPENSES

(A) Total Expenses
82110.82

Yearly Amount Request from Children's Services Fund

AGREEMENT REQUEST (A)

Year 1 Total Request

(A) Year 1 Total Request
\$37,110.82

(A) Total Amount Requested
37110.82

Residence

RESIDENCE

AGREEMENT RESIDENCE (A)

City of Columbia

(A) City of Columbia
150

Boone County (includes City of Columbia residents)

(A) Boone County (Includes City of Columbia residents)
220

Cooper County

(A) Cooper County
0

Howard County

(A) Howard County
0

Other Counties

(A) Other Counties
0

RESIDENCE TOTAL

(A) Residence Total:
220

Race

RACE

AGREEMENT RACE (A)

White (alone)

(A) White (alone)
135

Black or African American (alone)

(A) Black or African American (alone)
55

Multiple Races

(A) Multiple Races
15

Asian (alone)

(A) Asian (alone)

10

Native American Indian or Alaskan Native (alone)

(A) Native American Indian or Alaskan Native (alone)

0

Native Hawaiian or other Pacific Islander (alone)

(A) Native Hawaiian or other Pacific Islander (alone)

0

Some Other Race

(A) Some Other Race

5

RACE TOTAL

(A) Race Total

220

Ethnicity

ETHNICITY

AGREEMENT ETHNICITY (A)

Hispanic or Latino (of all race)

(A) Hispanic or Latino (of any race)

12

Not Hispanic or Latino

(A) Not Hispanic or Latino

208

ETHNICITY TOTAL

(A) Ethnicity Total

220

Gender

GENDER

AGREEMENT GENDER (A)

Female

(A) Female

132

Male

(A) Male

86

Other Gender

(A) Other Gender

2

GENDER TOTAL

(A) Gender Total

220

Income

INCOME

AGREEMENT INCOME (A)

At or below 200% of FPL (Federal Poverty Level)

(A) At or below 200% of FPL

0

Over 200% of FPL

(A) Over 200% of FPL

0

(A) Income Total

INCOME TOTAL

0

Age (County-Children's Services Fund RFP)

AGE

AGREEMENT AGE (A)

Infant/Toddler (birth - 2 years)

(A) Infant/Toddler (birth - 2 years)
0

Preschool (3 years - 5 years)

(A) Preschool (3 years - 5 years)
0

School Age (6 years - 11 years)

(A) School Age (6 years - 11 years)
0

Middle School (12 years - 14 years)

(A) Middle School (12 years - 14 years)
35

High School (15 years - 19 years)

(A) High School (15 years - 19 years)
165

Parent/Guardian (19 years and younger)

(A) Parent/Guardian (19 years and younger)
0

Parent/Guardian (age 20 and over)

(A) Parent/Guardian (age 20 and over)
20

Adult (age 20 and over - not a parent/guardian)

(A) Adult (age 20 and over - not a parent/guardian)
0

AGE TOTAL (CSF)

(A) Age Total (CSF)
220

Consumer Demographics Narrative (optional)

Provide any additional information on consumer demographics; e.g. out of county participants, adults over 20 receiving services.
We do not collect income data from the students. The students typically do not know their household income.

Individuals Trained

AGREEMENT (A)

Individuals to be Trained

(A) Individuals to be Trained
0

Program Service and Performance

Instructions: Update the Agreement(A) Column with updated figures finalized through the approved contract.

Development/Start Up Service Funding

AGREEMENT DEVELOPMENTAL/START UP FUNDING (A)

Amount Requested (A) Amount Requested
\$0.00

Description of Funds (A) Description of Funds

Program Service #1 - Outputs

Program Service #1 - Outputs: #1 Agreement (A)

Service #1 Name (A) Service #1
Health Education

Total # of Units Provided #1 (A) Units #1
1640

Unit Measure #1 (A) Unit Measure #1
1 hour/individual

Unit Rate #1 (A) Unit Rate #1
\$33.17

Total # of Unduplicated Individuals Served #1 (A) Unduplicated Individuals #1
200

Program Service #1 - Description

Provide a detailed description on the delivery of the proposed service (#1).

The health education portion of the program is the weekly TOP lessons. The lessons are facilitated by two trained facilitators. The curriculum has been developed and recently updated by Wyman and is recommended by over a dozen organizations including SAMHSA and the National Collaboration for Youth. Lessons are approximately 1 hour in length and cover a variety of topics including Community, Empathy, Communication, Relationships, Self-Understanding, Social Identity, Health and Wellness, Emotion Management, Decision-Making, Problem-Solving, and Goal-Setting. The lessons take place at various schools in Boone County during or after school, depending on what works best for each location. During lesson time, facilitators ensure that the room is set up in a way that is welcoming to all students during discussions, and consistently remind the students that the area is a safe space to hold discussions with one another. The lessons provide students an opportunity to talk about teen-related topics (as previously stated above) with their peers. PHHS collaborates with CHALIS and the schools to provide this service. PHHS and CHALIS facilitate the group and the schools provide the space and help recruit and maintain the youth in the group.

Program Service #1 - Funding

Instructions:

Agreement amount with City of Columbia, Boone County, or Heart of Missouri United Way.

Funding Amount #1 (A) Agreement Amount #1
\$24,479.46

Units #1 (A) Agreement Units #1
738

Program Service #1 - Performance Measures (Agreement)

(A) Program Service 1 Indicators:

(A) Program Service 1
Outcomes:

(A) Program Service 1 Method of
Measurements:

(A) Outcome 1-1

Individuals increase or maintain educational proficiency.

(A) Indicator 1-1

90% of youth will maintain or decrease the number of failing grades they received on a report card over the last year.

(A) Method of Measurement 1-1

TOP assessment (pre, within the first four weeks of club /post, within the last four weeks of club)

(A) Additional Outcome 1-2

Reduce participation in risky behaviors such as teen pregnancy.

(A) Additional Indicator 1-2

1) 100% of youth will report that he/she has not been pregnant or caused a pregnancy over the past year.
2) 85% of youth will report that he/she often/always says no to tobacco, alcohol, and other drugs.
3) 75% of youth will report that he/she often or always says no to things that are dangerous or unhealthy

(A) Additional Method 1-2

TOP assessment (pre, within the first four weeks of club /post, within the last four weeks of club)

DAP survey (pre, within the first four weeks of club /post, within the last four weeks of club)

(A) Additional Outcome 1-3

Youth will report that they care about school.

(A) Additional Indicator 1-3

95% of youth will report that he/she cares about school.

(A) Additional Method 1-3

DAP survey (pre, within the first four weeks of club /post, within the last four weeks of club)

(A) Additional Outcome 1-4

(A) Additional Indicator 1-4

(A) Additional Method 1-4

(A) Additional Outcome 1-5

(A) Additional Indicator 1-5

(A) Additional Method 1-5

Program Service #2 - Outputs

Program Service 2 Outputs:

#2 Agreement (A)

Service #2 Name

(A) Service #2
Information and Referral

Total # of Units #2

(A) Units #2
200

Unit Measure #2

(A) Unit Measure #2
15 minutes

Unit Rate #2

(A) Unit Rate #2
\$26.86

Total # of Unduplicated Individuals Served #2

(A) Unduplicated Individuals #2
200

Program Service #2 - Description

Provide a detailed description on the delivery of the proposed service (#2).

One on one sessions give students the opportunity to seek assistance from facilitators, and provide the facilitator the opportunity to gain a deeper understanding of the students' needs. These sessions also provide students with the opportunity to discuss their personal goals with their facilitator and ask for assistance. One on one sessions allow the student and the facilitator to speak with one another individually rather in a group setting, as the majority of time in TOP is spent with the entire TOP group. While TOP is advertised as a safe, open environment, some students still do not feel comfortable discussing some personal issues among the group. One on one sessions provide those students with the opportunity to share and discuss individually with their TOP facilitator. Facilitators provide referrals as needed. Facilitators are also able to receive feedback from students during the one-on-one sessions regarding their feelings about TOP and if any adjustments need to be made to better fit the individual needs of each student and/or group. In the past, this time has been used to discuss family issues, academic problems, and define goals. The one on one sessions take place during the school day or after school depending on the school. The sessions are approximately 15 minutes long and conducted at least once per semester.

Program Service #2 - Funding

Funding Amount #2

(A) Agreement Amount #2
\$2,417.40

Units #2

(A) Agreement Units #2
90

Program Service #2 - Performance Measures (Agreement)

(A) Program Service 2 Outcomes:

(A) Program Service 2 Indicators:

(A) Program Service 2 Method of Measurement

(A) Outcome 2-1

Individuals develop and make progress toward goals for identified needs.

(A) Indicator 2-1

85% of students report that they got better at setting goals for themselves because of participating in TOP.

(A) Method of Measurement 2-1

TOP assessment (pre, within the first four weeks of club /post, within the last four weeks of club)

(A) Additional Outcome 2-2

Youth will have a supportive facilitator.

(A) Additional Indicator 2-2

100% of youth will report having a supportive facilitator by the end of the academic year.

(A) Additional Method 2-2

TOP assessment (post, within the last four weeks of club)

(A) Additional Outcome 2-3

Students will feel their needs are met.

(A) Additional Indicator 2-3

80% of students report having their needs met through one-on-one sessions.

(A) Additional Method 2-3

One-on-one notes (assessed during last one-on-one which takes places during the last four weeks of club)

(A) Additional Outcome 2-4

Youth can identify supportive adults other than their parents.

(A) Additional Indicator 2-4

100% of youth will report having support from adults other than their parents by the end of the academic year.

(A) Additional Method 2-4

DAP (pre, within the first four weeks of club /post, within the last four weeks of club)

(A) Additional Outcome 2-5

(A) Additional Indicator 2-5

(A) Additional Method 2-5

Program Service #3 - Outputs

Program Service 3 Outputs:

#3 Agreement (A)

Service #3 Name

(A) Service #3

Positive Youth Development

Total # of Units #3

(A) Units #3

831

Unit Measure #3

(A) Unit Measure #3

1 hour/individual

Unit Rate #3

(A) Unit Rate #3

\$25.29

Total # of Unduplicated Individuals Served #3

(A) Unduplicated Individuals #3

200

Program Service #3 - Description

Provide a detailed description on the delivery of the proposed service (#3).

During the service learning, the youth practice the skills they have been learning during lesson time while making connections with people in their community through service. All students are offered at least 20 hours of community service learning opportunities. The students work with facilitators to determine community needs, their interests, and a plan for improving their community through service events. These steps provide students with the opportunity to practice decision making skills, as they discuss where they would like to volunteer and why. In the past, students have volunteered at the food bank, advocated for tobacco policies, served lunch at a senior center, made blankets for children in the hospital, helped the humane society, and more. After each project, the group debriefs to discuss what they have learned from volunteering at each site. Debriefing with the students allows them to reflect on the differences they made while volunteering and how they positively impacted the lives of individuals in their community, directly or indirectly. Helping the students realize the difference they are making in the lives of others can help to boost their morale, sense of purpose, and ability to see themselves in a positive light. Service learning opportunities are typically offered on nights and weekends, but it varies depending on the school. For example, groups at schools that are not in session on Mondays, often use Mondays to complete service hours. Facilitators from PHHS and CHALIS are with the students during the service learning events and guide them through the debriefing process.

Program Service #3 - Funding

Funding Amount #3

(A) Agreement Amount #3

Units #3

Program Service #3 - Performance Measures (Agreement)

(A) Program Service 3 Outcomes:

(A) Program Service 3 Indicators:

(A) Program Service 3 Method of Measurement.:

(A) Outcome 3-1

Individuals increase prosocial behaviors.

(A) Indicator 3-1

100% of youth report that they believe it's important to help others.

(A) Method of Measurement 3-1

DAP Survey (pre, within the first four weeks of club /post, within the last four weeks of club)

(A) Additional Outcome 3-2

Youth feel they are given responsibility.

(A) Additional Indicator 3-2

95% of youth report that they are given useful roles and responsibilities.

(A) Additional Method 3-2

DAP Survey (pre, within the first four weeks of club /post, within the last four weeks of club)

(A) Additional Outcome 3-3

Youth feel they have a sense of purpose and can impact the community.

(A) Additional Indicator 3-3

1) 90% of students will report that TOP community service projects helped them make a positive difference in the lives of others.
2.) 90% of youth report that they are helping make their school, neighborhood, or city a better place.

(A) Additional Method 3-3

TOP assessment (post, within the last four weeks of club)

(A) Additional Outcome 3-4

Youth feel they have the ability to handle challenges.

(A) Additional Indicator 3-4

90% of students will report that they learned how to deal with challenges during their TOP community service projects.

DAP Survey (pre, within the first four weeks of club /post, within the last four weeks of club)

(A) Additional Method 3-4

TOP assessment (post, within the last four weeks of club)

(A) Additional Outcome 3-5

(A) Additional Indicator 3-5

(A) Additional Method 3-5

Program Service #4 - Outputs

Program Service 4 Outputs:

#4 Agreement (A)

Service #4 Name

(A) Service #4

Family Education

Total # of Units #4

(A) Units #4

55

Unit Measure #4

(A) Unit Measure #4

1 hour/individual

Unit Rate #4

(A) Unit Rate #4

\$30.22

Total # of Unduplicated Individuals Served #4

(A) Unduplicated Individuals #4

20

Program Service #4 - Description

Provide a detailed description on the delivery of the proposed service (#4).

Parent nights are an opportunity for the youth to teach their parents/guardians about the topics they are learning about in TOP, as well as the various volunteer events that they are completing through TOP throughout the year. Typically parent nights are held in the evenings to best accommodate parents' schedules and last 1-2 hours. The students spend time teaching their parents about the topics of their choice and discussing their community service learning projects. Additionally, parent nights often involve completing a community service learning project, as well. For example, parents have joined their teens in making blankets for children in the hospital. This provides the parents and their youth an opportunity to work together on a project for their community, practice communication skills, and spend quality time with one another, all while making a difference in their communities.

Program Service #4 - Funding

Funding Amount #4

(A) Agreement Amount #4

\$755.50

Units #4

(A) Agreement Units #4

25

Program Service #4 - Performance Measures (Agreement)

(A) Program Service 4 Outcomes:

(A) Program Service 4 Indicators:

(A) Program Service 4 Method of Measurements:

(A) Outcome 4-1

Individuals develop healthy relationships with family members/care givers.

(A) Indicator 4-1

1.) 95% of youth report that their parents want to help them succeed by the end of the academic year.
2.) 95% of youth report that their parents urge them to do well in school by the end of the academic year.

(A) Method of Measurement 4-1

DAP Survey (pre, within the first four weeks of club /post, within the last four weeks of club)

(A) Additional Outcome 4-2

Youth will be encouraged to be more engaged with their families.

(A) Additional Indicator 4-2

95% of youth report that their family knows where they are and what they are doing by the end of the academic year.

(A) Additional Method 4-2

DAP Survey (pre, within the first four weeks of club /post, within the last four weeks of club)

(A) Additional Outcome 4-3

Increase parent knowledge of community service learning activities.

(A) Additional Indicator 4-3

90% of parents will report an increase in knowledge regarding community service learning activities.

(A) Additional Method 4-3

Parent night survey

(A) Additional Outcome 4-4

Parents will increase their knowledge of topics covered in the TOP program.

(A) Additional Indicator 4-4

90% of parents report that they learned about the lesson topics presented during parent nights.

(A) Additional Method 4-4

Parent night survey

(A) Additional Outcome 4-5

(A) Additional Indicator 4-5

(A) Additional Method 4-5

Program Service #5 - Outputs

Program Service 5 Outputs:

#5 Agreement (A)

Service Name #5

(A) Service #5

Total # of Units Provided #5

(A) Units #5

0

Unit Measure #5

(A) Unit Measure #5

Unit Rate #5

(A) Unit Rate #5

\$0.00

Total # of Unduplicated Individuals Served #5

(A) Unduplicated Individuals #5

0

Program Service #5 - Description

Provide a detailed description on the delivery of the proposed service (#5).

Program Service #5 - Funding

Funding Amount #5

(A) Agreement Amount #5

\$0.00

Units #5

(A) Agreement Units #5

0

Program Service #5 - Performance Measures (Agreement)

(A) Program Service 5 Outcomes: (A) Program Service 5 Indicators: (A) Program Service 5 Method of Measurements:

(A) Outcome 5-1

(A) Indicator 5-1

(A) Method of Measurement 5-1

(A) Additional Outcome 5-2

(A) Additional Indicator 5-2

(A) Additional Method 5-2

(A) Additional Outcome 5-3

(A) Additional Indicator 5-3

(A) Additional Method 5-3

(A) Additional Outcome 5-4

(A) Additional Indicator 5-4

(A) Additional Method 5-4

(A) Additional Outcome 5-5

(A) Additional Indicator 5-5

(A) Additional Method 5-5

Program Service #6 - Outputs

Program Service 6 Outputs:

#6 Agreement (A):

Service #6 Name:

(A) Service #6

Total # of Units #6:

(A) Units #6

0

Unit Measure #6:

(A) Unit Measure #6

Unit Rate #6:

(A) Unit Rate #6

\$0.00

Total # of Unduplicated Individuals Served #6:

(A) Unduplicated Individuals #6

0

Program Service #6 - Description

Provide a detailed description on the delivery of the proposed service (#6).

Program Service #6 - Funding

Funding Amount #6

(A) Agreement Amount #6

\$0.00

Units #6

(A) Agreement Units #6

0

Program Service #6 - Performance Measures (Agreement)

(A) Program Service 6 Outcomes: (A) Program Service 6 Indicators: (A) Program Service 6 Method of Measurements:

(A) Outcome 6-1

(A) Indicator 6-1

(A) Method of Measurement 6-1

(A) Additional Outcome 6-2

(A) Additional Indicator 6-2

(A) Additional Method 6-2

(A) Additional Outcome 6-3

(A) Additional Indicator 6-3

(A) Additional Method 6-3

(A) Additional Outcome 6-4

(A) Additional Indicator 6-4

(A) Additional Method 6-4

(A) Additional Outcome 6-5

(A) Additional Indicator 6-5

(A) Additional Method 6-5

Program Service #7 - Outputs

Program Service 7 Outputs:

#7 Agreement (A)

Service #7 Name

(A) Service #7

Total # of Units #7

(A) Units #7

0

Unit Measure #7

(A) Unit Measure #7

Unit Rate #7

(A) Unit Rate #7

\$0.00

Total # of Unduplicated Individuals Served #7

(A) Unduplicated Individuals #7

0

Program Service #7 - Description

Provide a detailed description on the delivery of the proposed service (#7).

Program Service #7 - Funding

Funding Amount #7

(A) Agreement Amount #7

\$0.00

Units #7

(A) Agreement Units #7

0

Program Service #7 - Performance Measures (Agreement)

(A) Program Service 7 Outcomes:

(A) Program Service 7 Indicators:

(A) Program Service 7 Method of Measurements:

(A) Outcome 7-1

(A) Indicator 7-1

(A) Method of Measurement 7-1

(A) Additional Outcome 7-2

(A) Additional Indicator 7-2

(A) Additional Method 7-2

(A) Additional Outcome 7-3

(A) Additional Indicator 7-3

(A) Additional Method 7-3

(A) Additional Outcome 7-4

(A) Additional Indicator 7-4

(A) Additional Method 7-4

(A) Additional Outcome 7-5

(A) Additional Indicator 7-5

(A) Additional Method 7-5

Program Service #8 - Outputs

Program Service #8 - Outputs:

#8 Agreement (A)

Service #8 Name	(A) Service #8
Total # of Units Provided #8	(A) Units #8 0
Unit Measure #8	(A) Unit Measure #8
Unit Rate #8	(A) Unit Rate #8 \$0.00
Total # of Unduplicated Individuals Served #8	(A) Unduplicated Individuals #8 0

Program Service #8 - Description

Provide a detailed description on the delivery of the proposed service (#8).

Program Service #8 - Funding

Funding Amount #8	(A) Agreement Amount #8 \$0.00
Units #8	(A) Agreement Units #8 0

Program Service #8 - Performance Measures (Agreement)

(A) Program Service 8 Outcomes:	(A) Program Service 8 Indicators:	(A) Program Service 8 Method of Measurements:
(A) Outcome 8-1	(A) Indicator 8-1	(A) Method of Measurement 8-1
(A) Additional Outcome 8-2	(A) Additional Indicator 8-2	(A) Additional Method 8-2
(A) Additional Outcome 8-3	(A) Additional Indicator 8-3	(A) Additional Method 8-3
(A) Additional Outcome 8-4	(A) Additional Indicator 8-4	(A) Additional Method 8-4
(A) Additional Outcome 8-5	(A) Additional Indicator 8-5	(A) Additional Method 8-5

Program Service #9 - Outputs

Program Service #9 - Outputs:	#9 Agreement (A)
Service #9 Name	(A) Service #9
Total # of Units Provided #9	(A) Units #9 0
Unit Measure #9	(A) Unit Measure #9
	(A) Unit Rate #9

Unit Rate #9

\$0.00

Total # of Unduplicated Individuals Served #9

(A) Unduplicated Individuals #9
0

Program Service #9 - Description

Provide a detailed description on the delivery of the proposed service (#9).

Program Service #9 - Funding

Funding Amount #9

(A) Agreement Amount #9
\$0.00

Units #9

(A) Agreement Units #9
0

Program Service #9 - Performance Measures (Agreement)

(A) Program Service 9 Outcomes: (A) Program Service 9 Indicators: (A) Program Service 9 Method of Measurements:

(A) Outcome 9-1

(A) Indicator 9-1

(A) Method of Measurement 9-1

(A) Additional Outcome 9-2

(A) Additional Indicator 9-2

(A) Additional Method 9-2

(A) Additional Outcome 9-3

(A) Additional Indicator 9-3

(A) Additional Method 9-3

(A) Additional Outcome 9-4

(A) Additional Indicator 9-4

(A) Additional Method 9-4

(A) Additional Outcome 9-5

(A) Additional Indicator 9-5

(A) Additional Method 9-5

Program Service #10 - Outputs

Program Service 10 Outputs:

#10 Agreement (A)

Service Name #10

(A) Service #10

Total # of Units Provided #10

(A) Units #10
0

Unit Measure #10

(A) Unit Measure #10

Unit Rate #10

(A) Unit Rate #10
\$0.00

Total # of Unduplicated Individuals Served #10

(A) Unduplicated Individuals #10
0

Program Service #10 - Description

Provide a detailed description on the delivery of the proposed service (#10).

Program Service #10 - Funding

Funding Amount #10

(A) Agreement Amount #10

\$0.00

Units #10

(A) Agreement Units #10

0

Program Service #10 - Performance Measures (Agreement)

(A) Program Service 10 Outcomes: (A) Program Service 10 Indicators: (A) Program Service 10 Method of Measurements:

(A) Outcome 10-1

(A) Indicator 10-1

(A) Method of Measurement 10-1

(A) Additional Outcome 10-2

(A) Additional Indicator 10-2

(A) Additional Method 10-2

(A) Additional Outcome 10-3

(A) Additional Indicator 10-3

(A) Additional Method 10-3

(A) Additional Outcome 10-4

(A) Additional Indicator 10-4

(A) Additional Method 10-4

(A) Additional Outcome 10-5

(A) Additional Indicator 10-5

(A) Additional Method 10-5

Total Funding Amount - Services 1-10

Total Funding Request for Services 1-10

37110.82

Links for Agreement Form (V3)

Linked 'Year End Report - V3.1' Records

Link Instructions (V3.1)

Linked 'Year End Report - V3.1 (Services 6-15)' Records

Link Instructions (6-15)

Organization Profile

Organization Profile Instructions

New Users:

In order to create a Username and Password, complete the Organization User Information and Primary Information sub-sections and click Save Record on the right hand side of the screen. Be sure to save your Username and Password in a secure location for future use. Once you click Save Record you will be prompted to log in. This will allow you to access the system and complete the Organization Profile.

Returning Users:

You must complete and keep up-to-date ALL applicable fields in your Organization Profile. Proposals and Reports will be considered unresponsive if your Organization Profile is not complete and up-to-date.

Organization User Information

Primary Information

Organization Name (the official name of the organization that would enter into a contract):

Columbia/Boone County Department of Public Health and Human Services

DBA:

Federal EIN Number:

436000810

Organization Type:

Governmental

Organization Contact Information

Address

1005 W. Worley St.

City

Columbia

State

Missouri

County

Zip

65203

Organization Phone Number:

573-874-7345

Website:

<http://www.como.gov/health/>

Head of Organization

Stephanie Browning

Head of Organization Phone:

573-874-7345

Address

P.O. Box 6015

City

Columbia

State

Missouri

County

Zip

65205

Organization Fax Number:

573-874-7756

Email:

health@como.gov

Head of Organization Title (e.g. Director, President, CEO)

Director

Head of Organization Email:

stephanie.browning@como.gov

Local Organization Contact Information (If there is a local office with differen

Local Organization Name:

Address

City

Local Organization Fax:

Address

City

State
County
Zip

State
County
Zip

Local Contact Name:

Local Contact Title:

Local Contact Email:

Local Contact Phone:

General Information

Organization Mission Statement (Purpose):	Provide your organization's mission statement. (600 character limit) Mission: To promote and protect the health, safety, and well-being of the community through leadership, partnership, and service. Vision: Optimal health, safety, and well-being for all.
Organization History:	Provide a brief history of your organization including the number of years the organization has been in operation. (600 character limit) Columbia-Boone County Public Health and Human Services (PHHS) is a joint department of the City of Columbia and the County of Boone. The City of Columbia and Boone County health departments merged in 1974. In 2006, the City/County Office of Community Services merged into the City/County Health Department, creating the City/County Department of Public Health and Human Services. Today, the department is a comprehensive provider and funder of health and human services.
Brief Statement of Organization's Major Goals:	Provide a brief statement of the ultimate goals toward which your organization is working. (600 character limit) The Columbia/Boone County Department of Public Health and Human Services provides and purchases essential services that support optimal health, safety, and well-being for all city and county residents.
Articles of Incorporation:	Articles of Incorporation (MUST BE IN PDF FORMAT) /document/download/filename/1467988067_30405_ColumbiaHistory_Incorporation.pdf
Provide a copy of the organization's Articles of Incorporation.	
Bylaws:	Bylaws (MUST BE IN PDF FORMAT) /document/download/filename/1467988067_34051_ARTICLE_II_ THE_COUNCIL.doc
Provide a copy of the organization's Bylaws.	
Organizational Chart (must be for the entire organization):	Organizational Chart (MUST BE IN PDF FORMAT) /document/download/filename/1485559540_30406_PHHSOrganizationalChartJanuary2017.pdf
Strategic Plan:	Strategic Plan (MUST BE IN PDF FORMAT) /document/download/filename/1505157994_42846_2016-2019-Strategic-Plan.pdf
Service Area:	Briefly describe the geographic area in which your organization provides services. (600 character limit) PHHS serves residents of and visitors to Boone County, Missouri.
Population Served:	Briefly describe the population(s) served by your organization. (600 character limit) PHHS is dedicated to serving all residents and visitors of Boone County, Missouri. Target populations differ based upon the service provided. For example, Missouri vital records, animal control, communicable disease prevention, immunizations, and environmental health services are available to all residents of and visitors to Boone County. Prenatal case management, social services, and the WIC nutrition program are available to low-income residents of Boone County.
	Does your organization have a written Conflict of Interest policy? yes

Conflict of Interest Policy:

Whistleblower Policy: **Does your organization have a written Whistleblower policy?**
no

Business Continuity Plan: **Does your organization have a written Business Continuity plan?**
yes

Records Retention Policy: **Does your organization have a written Records Retention policy?**
yes

If yes, does the Records retention policy include a Records Retention Schedule?
yes

Governing Board

Length of Board Term (e.g. "2 years"):
3 years

Organization Governing Board:

Include information for all board members. Click +New to add board member information.

Governing Board Member

Name	Board Position:	Current Board Term Begin Date:	Current Board Term End Date:	Address:	Link Info	
					Active	Date
Karl Skala	Columbia City Council- Ward 3 Council Member	04/01/2016	04/01/2022	City of Columbia, Missouri 701 E Broadway P.O. Box 6015 Columbia, Missouri, 65205	✓	Added on 06/05/2015
Ian Thomas	Columbia City Council- Ward 4 Council Member	04/01/2016	04/01/2022	City of Columbia, Missouri 701 E Broadway P.O. Box 6015 Columbia, Missouri, 65205	✓	Added on 06/05/2015
Brian Treece	Columbia City Council- Mayor	04/01/2016	04/01/2022	701 E. Broadway, Columbia, MO, 65201	✓	Added on 06/17/2016
Daniel Atwill	Boone County Commission- Presiding Commissioner	12/31/2018	12/31/2020	801 East Walnut, Rm. 333, Columbia, MO 65201-7732	✓	Added on 06/05/2015
Michael Trapp	Columbia City Council- Ward 2 Council Member	04/01/2015	04/01/2021	City of Columbia, Missouri 701 E Broadway P.O. Box 6015 Columbia, Missouri, 65205	✓	Added on 06/05/2015
Betsy Peters	Columbia City Council- Ward 6 Council Member	04/01/2018	04/01/2021	City of Columbia, Missouri 701 E Broadway P.O. Box 6015 Columbia, Missouri, 65205	✓	Added on 06/05/2015
Clyde Ruffin	Columbia City Council- Ward 1 Council Member	04/01/2017	03/31/2020	City of Columbia, Missouri 701 E Broadway P.O. Box 6015 Columbia, Missouri, 65205	✓	Added on 06/05/2015
Matt Pitzer	Columbia City Council- Ward 5 Council Member	03/31/2017	03/31/2020	City of Columbia, Missouri 701 E Broadway P.O. Box 6015 Columbia, Missouri, 65205	✓	Added on 06/05/2015

Governing Board Member

Name	Board Position:	Current Board Term Begin Date:	Current Board Term End Date:	Address:	Link Info	
					Active	Date
Fred Parry	Boone County Commission-District I Commissioner	01/01/2017	12/31/2019	801 East Walnut, Rm. 333 Columbia, MO 65201-7732	✓	Added on 06/05/2015
Janet Thompson	Boone County Commission-District II Commissioner	01/01/2017	12/31/2019	801 East Walnut, Rm. 333 Columbia, MO 65201-7732	✓	Added on 06/05/2015

Total Active Links:10, Total Deactivated Links:1, Current Active Links:10, Current Deactivated Links:1

Advisory Board (if applicable)**Length of Board Term (e.g. "2 years")**

The length of terms is three years, with openings occurring in August for the City appointments.

Describe the function of the Advisory Board as it relates to the work of your organization:

Acts as an advisory board to the City Manager, health officer, and the Council on matters pertaining to public health and animal control. The City Council makes seven appointments and the County Commission makes four appointments to this eleven member board. Membership must include a physician, veterinarian, nurse, dentist, and health care worker. The remaining members must have an interest in public health.

Organization Advisory Board:

Include information for all advisory board members. Click +New to add board member information.

Advisory Board Member

Name	Board Position:	Current Board Term Begin Date:	Current Board Term End Date:	Address	Link Info	
					Active	Date
Paula Williams	Board of Health Member	08/31/2019	08/31/2022	605 Rhino Court Columbia MO 65202	✓	Added on 06/05/2015
Kathleen McKinney	Board of Health Member	08/31/2019	08/31/2022	5003 Geetha Dr Columbia MO 65202	✓	Added on 06/05/2015
Lynelle Phillips	Board of Health Member	08/31/2019	08/31/2022	2515 Meadow Lark Columbia, MO 65201	✓	Added on 06/05/2015
Harry Feirman	Board of Health Member	10/01/2018	09/30/2021	7301 N. Boothe Ln. Rocheport, MO 65279	✓	Added on 06/05/2015
Elizabeth Hussey	Board of Health Member	11/30/2018	11/30/2021	655 North Route 0 Rocheport MO 65279	✓	Added on 06/05/2015
Michael Szewczyk	Board of Health Member	08/31/2018	08/31/2021	1404 Highlands Court Columbia MO 65203	✓	Added on 06/05/2015
Mahree Skala	Board of Health Member	08/31/2018	08/31/2021	5201 Gasconade Dr Columbia MO 65202	✓	Added on 06/05/2015
Leona Rubin	Board of Health Member	04/28/2015	05/31/2021	3991 S Ben Williams Road Columbia MO 65201	✓	Added on 06/05/2015
Cynthia Boley	Board of Health Member	08/31/2017	08/31/2020	307 Alexander Avenue Columbia MO 65203	✓	Added on 06/05/2015
Mary Gadbois	Board of Health Member	08/31/2017	08/31/2020	3408 Buttonwood Drive Columbia, MO 65201	✓	Added on 06/05/2015
Angie Bass	Board of Health Member	08/31/2017	08/31/2020	6904 Montauk Ct Columbia MO 65203	✓	Added on 06/05/2015

Total Active Links:11, Total Deactivated Links:0, Current Active Links:11, Current Deactivated Links:0

Financial Information

Organization Fiscal Year:
October 1 - September 30

If the organization has filed an extension with the IRS for Form 990/990EZ, please indicate the filing date: MM/DD/YYYY

IRS Tax Exempt Status Determination Letter (MUST BE IN PDF FORMAT)

IRS Tax Exempt Status Determination Letter:

/document/download/filename/1433521771_29953_CityTaxidletter.pdf/

If applicable, upload the correspondence from the IRS indicating that your organization has been designated as tax exempt.

Financial Statement:

Financial Statement (MUST BE IN PDF FORMAT)

Upload your organization's most recently completed Financial Statement and corresponding communications (required for audited statements). Financial statements must be reviewed by a qualified third party and be accompanied by a letter or report of assurance (compilation, review, or audit).

/document/download/filename/1563387661_29954_FY-2018-CAFR.pdf/

IRS 990 or 990 EZ:

990/990 EZ (MUST BE PDF FORMAT)

Upload your organization's most recently filed 990 or 990 EZ. Please contact the City, County and/or HMUW if your organization is not required to file a 990 or 990 EZ with the IRS.

Financial Policies and Procedures: Summarize the organization's policies and procedures regarding board oversight of the organization finances. (600 character limit)

The City of Columbia Finance Department provides the support necessary to allow the City to conduct business in an efficient and effective manner. The Finance Department is responsible for ensuring the City adheres to all federal, state, and local requirements that relate to accounting, budgeting, purchasing, business license, and other related activity. Please note: the City does not file a 990. As a municipal corporation, it is not regulated by the Secretary of State and does not have an Article of Incorporation. The most recent city financial audit is available upon request.

Employees Compensation

Top Five Compensated Employees:

Please provide titles, minimum qualifications, and salary information for the organization's top five compensated employees.

FTE = Full Time Equivalent (i.e., Full-Time = 1.0 FTE, Half-Time = 0.5 FTE, etc.)

FTE = number of hours worked by employee per year/2080 (e.g., 1040/2080 = .5 FTE)

FTE should not exceed 1.0 for each employee.

Click +New to add Employee Compensation Information.

Employees

Employees Compensation			Link Info			
Employee Title:	Qualifications:	FTE:	Salary:	Benefits:	Active	Date
Director of Public Health and Human Services	B.A. or B.S.	1.00	\$157,900.00	\$38,069.00	✓	Added on 06/05/2015
Assistant Director of Public Health & Human Services	B.A. or B.S.	1.00	\$119,101.00	\$27,387.00	✓	Added on 06/05/2015
Nurse Practitioner	Licensed N.P.	1.00	\$94,756.00	\$21,487.00	✓	Added on 06/05/2015
Community Health Manager	BSN	1.00	\$112,454.00	\$23,707.00	✓	Added on 06/05/2015
Nurse Practitioner	Licensed N.P.	1.00	\$73,382.00	\$25,159.00	✓	Added on 06/05/2015

Total Active Links:5, Total Deactivated Links:0, Current Active Links:5, Current Deactivated Links:0

Accreditation (If applicable):

Accreditation:

Provide the name of the accrediting body, the name of the accreditation, period of current accreditation (including expiration date), and a brief description of the accreditation.

Accreditation 1:

PHHS is accredited through the Public Health Accreditation Board, the only national public health agency accrediting body. Public Health Department Accreditation is the measurement of health department performance against a set of nationally recognized, practice-focused and evidenced-based standards. Accreditation period: 5/25/2016 - 5/25/2021

Accreditation 2:

Accreditation 3:

Certifications:

Certifications:

Please indicate that the above named organization:

Is a registered corporation in good standing with the State of Missouri.

yes

Agrees to comply with all the applicable provisions of: the Fair Labor Standards Act, as amended; the Employment Practices Act, as amended; the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1990, as amended; the Omnibus Reconciliation Act of 1981, as amended; the American with Disabilities Act of 1990, as amended; and all other applicable Federal and State laws which prohibit discrimination in employment and the delivery of services including the discrimination in employment and the delivery of services on the basis of race (racism), color, national origin, ancestry, sex, religion, disability, age (employment), and familial status (housing).

yes

If deemed a religious or denominational institution or organization or operated for religious purposes which is supervised or controlled by or in connection with a religious or denomination institution or organization; and agrees that, in connection with the provision of services and employment practices that it will not discriminate against any employee or applicant for employment on the basis of religion and will not employ or give preference in employment to persons on the basis of religion; it will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, or exert no other religious influence in the provision of services under this agreement.

n/a

Prohibits discrimination and the delivery of services on the basis of marital status, gender identity, and sexual orientation.

yes

Has administrative and program facilities that are accessible to persons with disabilities per the Americans with Disabilities Act of 1990.

yes

If the answer is no - upload an ADA Plan of Accommodation and Transition Plan. (REQUIRED)

ADA Plan of Accommodation (MUST BE IN PDF FORMAT)

Transition Plan (MUST BE IN PDF FORMAT)

Heart of Missouri United Way

The following documents are required only of organizations receiving HMUW funding, and for those applying for or renewing Heart of Missouri United Way certification.

Agencies receiving funding are required to provide these documents annually and should complete these uploads by October 31.

Organization "Budget to Actual Report" (MUST BE IN PDF FORMAT) The Budget to Actual Report will cover the same fiscal period as your most recent IRS Form 990, and *Third Party Financial Statement Review or **Audit (*Third Party Financial Statement Review required for Organization's reporting less than \$250,000 in annual revenue / **Audit required for Organizations reporting \$250,000 or more in annual revenue).

IRS Pro Forma - ONLY FOR ORGANIZATIONS WHO DO NOT FILE AN IRS FORM 990 or 990EZ (MUST BE IN PDF FORMAT) To complete an IRS Pro Forma go to www.irs.gov, download a blank IRS Form 990 and complete the following sections: Page 1, Items A-M; Part I (Summary) Lines 1-4 only; Part II (Signature Block); Part VII (Compensation section A only); Part VIII (Statement of Revenues); Part IX (Statement of Functional Expenses); and Part XII (Financial Statements and Reporting)

Accounting and Reporting Policies and Procedures Questionnaire (MUST BE IN PDF FORMAT) Submission of this questionnaire is required only for agency's required to submit a *Third Party Financial Statement Review. (Please contact United Way if you need a copy of the ARPPQ to be sent to you) *Third Party Financial Statement Review required for Organization's reporting less than \$250,000 in annual revenue.

Linked 'Proposal Cover Sheet' Records

Link to Proposal Cover Sheet

Showing 1 - 5 of 6 Links

Grant	Organization Name (will aut...	Fund Source	Funder	Funding Cycle	Link Info	
					Active	Date
Children's Services Fund - POS 2019 (Interim Reporting 3.1 ends 07/31/2020 12:00 PM CDT)	Columbia/Boone County Department of Public Health and Human Services	Children's Services Fund - POS 2019	Boone County	RFP #34-18JUL19	✓	Added on 06/28/2019
Community Health/Medical Fund - RFP #36-13SEP18 (Year End Reports ends 01/31/2020 11:59 AM CST)	Columbia/Boone County Department of Public Health and Human Services	Community Health/Medical Fund - RFP #36-13SEP18	Boone County	RFP #36-13SEP18	✓	Added on 08/16/2018
Community Health/Medical Fund - PILOT #26-15JUN15 (Closed ends 08/17/2018 12:00 PM CDT)	Columbia/Boone County Department of Public Health and Human Services	Community Health/Medical Fund - Pilot	Boone County	RFP #26-15JUN15	✓	Added on 05/20/2015
Children's Services Fund - POS 2017 (Year End Reporting ends 04/30/2019 5:00 AM CDT)	Columbia/Boone County Department of Public Health and Human Services	Children's Services Fund - POS 2017	Boone County	#30-20JUL17	✓	Added on 06/28/2017
Children's Services Fund - POS RFP #27-10JUN14 (Closed)	Columbia/Boone County Department of Public Health and Human Services	Children's Services Fund - POS	Boone County	RFP #27-10JUN14	✓	Added on 06/26/2015

Total Active Links:6, Total Deactivated Links:0, Current Active Links:5, Current Deactivated Links:0

| Next

System Fields

Proposal Cover Sheet

Proposal Request Information

Grant

Children's Services Fund - POS 2019 (Interim Reporting 3.1 ends 07/31/2020 12:00 PM CDT)

Organization Name (will auto-populate)

Columbia/Boone County Department of Public Health and Human Services

Fund Source

Children's Services Fund - POS 2019

Funder

Boone County

Funding Cycle

RFP #34-18JUL19

Name of Program or Project

Teen Outreach Program

Amount of Request

\$38,588.02

County-Children's Services - Service Type (check all that apply)

Prevention programs which promote healthy lifestyles among children and youth and strengthen families

County-Children's Services-Program Service Period (choose only one)

School Year

Program Information

Program Website (will default to Organization website)

<http://www.como.gov/health/>

Address

1005 W. Worley St.

City

Columbia

State

Missouri

County**Zip**

65203

Program Administrator Name

Michelle Shikles

Phone Number

573-874-6331

Address

P.O. Box 6015

City

Columbia

State

Missouri

County**Zip**

65205

Program Administrator Title

Public Health Promotion Supervisor

Email

michelle.shikles@como.gov

Required Attachments - Children's Services Fund and Community Health Only

Attachment A 2019 Organization Assurance Sheet

/document/download/filename/1563373932_30421_4076_001.pdf/

Attachment B Certification Regarding Debarment, Suspension, Ineligibility, and Volunteer Exclusion

/document/download/filename/1563373947_30420_4077_001.pdf/

Attachment C Work Authorization Certification

/document/download/filename/1563373967_30419_4079_001.pdf/

Signed Addendums

/document/download/filename/1563389522_30418_4090_001.pdf/

[Link to Organization Profile Record](#)

Link to Organization Records

Organization Profile

Organization Name (the offi...

Organization Mailing Address:

Head of Organization

Record ID

Link Info

Active Date

Columbia/Boone County Department of Public Health and Human Services

P.O. Box 6015

Stephanie Browning

12684

✓

Added on 06/28/2019

Total Active Links:1, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0

Federal EIN Number (will auto-populate)

436000810

Linked 'Year End Report - V3.1' Records

Link Instructions 2

Linked 'Year End Report - V3.1 (Services 6-15)' Records

Link Instructions 10

ATTACHMENT A

2019 ORGANIZATION ASSURANCE SHEET

(Please complete and upload on the Proposal Cover Sheet in the Apricot System)

I, the undersigned, certify that the statements in this request for funding proposal application are true and complete to the best of my knowledge, and accept, as to any funds awarded, the obligation to comply with the Boone County Children's Services Board (BCCSB) and any of the Boone County Children's Services Fund's conditions specified in the funding award and contract.

I, the undersigned, certify that in addition to the conditions mentioned above, will maintain accepted accounting procedures to provide for accurate and timely recording of receipt of funds, expenditures, and of unexpended balances. I, the undersigned, further certify I have and will make available, upon request, the following documentation for accuracy and validity:

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

Stephanie K Browning
Printed Name - Organization Executive Director/President/CEO

7-16-19
Date

Stephanie K Browning
Signature - Organization Executive Director/President/CEO

7-16-19
Date

John Glascock SKB
Printed Name - Organization Board Chair City Manager
Interim

7/16/2019
Date

John Glascock SKB
Signature - Organization Board Chair City Manager
Interim

7/16/2019
Date

ATTACHMENT B

(Please complete and return with Proposal Response)

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or Organization.
- (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.

John Glascock, Interim City Manager

Name and Title of Authorized Representative

SKB John Glascock
Signature

7/16/2019
Date

RECEIVED

DEC 17 2013

CITY OF COLUMBIA
HUMAN RESOURCES DEPT.

ANNUAL WORKER ELIGIBILITY VERIFICATION AFFIDAVIT

STATE OF Missouri)
COUNTY OF Boone) ss.

On the 17th day of December, 2013, before me appeared (Affiant's name:) Mike Matthes, who is personally known to me or proved on the basis of satisfactory evidence to be the person whose name is subscribed to this affidavit, and being by me first duly sworn, he/she stated as follows:

I, the Affiant, am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530, RSMo, to enter into any contract agreement with the state to perform any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities.

I, the Affiant, am the (Title:) City Manager of the City of Columbia Columbia, Missouri, Columbia Terminal railway operation, and I am duly authorized, directed, and/or empowered to act officially and properly on behalf of this business entity.

I, the Affiant, hereby affirm and warrant that the aforementioned business entity is enrolled in a federal work authorization program operated by the United States Department of Homeland Security, and the aforementioned business entity shall participate in said program to verify the employment eligibility of newly hired employees working in connection with any services contracted by the Missouri Highways and Transportation Commission (MHTC). I have attached documentation to this affidavit to evidence enrollment/participation by the aforementioned business entity in a federal work authorization program, as required by Section 285.530, RSMo.

I, the Affiant, also hereby affirm and warrant that the aforementioned business entity does not and will not knowingly employ, in connection with any services contracted by MHTC, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 USC § 1324a(h)(3).

I, the Affiant, am aware and recognize that, unless certain contract and affidavit conditions are satisfied pursuant to Section 285.530, RSMo, the aforementioned business entity may be held liable under Sections 285.525 through 285.550, RSMo, for subcontractors that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.

I, the Affiant, acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

Mike Matthes
Affiant Signature

Subscribed and sworn to before me in the city or county and state, and upon the day and year first above-written.

Heather L. Cole
Notary Public

My commission expires: 1-3-16

[documentation of enrollment/participation in a federal work authorization program attached]

HEATHER L. COLE
Notary Public, Notary Seal
State of Missouri
Boone County
Commission # 12287591
My Commission Expires January 03, 2016

AFFIDAVIT OF WORK AUTHORIZATION ANNUAL RENEWAL DOCUMENT

The contractor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization Annual Renewal Document.

Comes now Michael E. Matthes (Name of Business Entity Authorized Representative) as City Manager (Position/Title) first being duly sworn on my oath, affirm the City of Columbia (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that the City of Columbia (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Mike Matthes
Authorized Representative's Signature

Mike Matthes
Printed Name

City Manager
Title

4-24-14
Date

McMatthe@gocolumbia.mo.com
E-Mail Address

171557
E-Verify Company ID Number

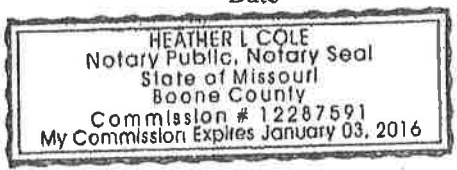
Subscribed and sworn to before me this 24 of April, 2014. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of Boone, State of
(NAME OF COUNTY)

Missouri, and my commission expires on 1-3-16.
(NAME OF STATE) (DATE)

Heather L Cole
Signature of Notary

4-24-14
Date





BOONE COUNTY, MISSOURI

Request for Proposal #: 34-18JUL19 – Purchase of Service Contracts – Boone
County Children’s Services Fund - 2019

ADDENDUM #1 - Issued June 17, 2019

This addendum is issued in accordance with the RFP Response Page in 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 Form*.

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. The Sign-In Sheet from the pre-proposal conference held on June 10, 2019 is attached for informational purpose.
- II. The Word document for Program Overview under the Section for Individuals Trained says: *“Instructions: If providing training for consumers, please complete the Individuals Trained section. No individual’s demographic information will be required. We will only need totals.”*

Apricot says “Instructions: If providing training for providers, please complete the Individuals Trained section. No individual’s demographic information will be required. We will only need totals”.

Apricot wording is correct. The Word document should read: “Instructions: If providing training for providers, please complete the Individuals Trained section. No individual’s demographic information will be required. We will only need totals”.

- III. The County received the following questions and is providing a response:

1. Moberly Area Community College’s (MACC) services are generally based upon a school year, rather than calendar year. We’ve made this work for our initial three-year award, but it may be challenging for a one-year contract. Is there any possibility the year of service could be a school year rather than calendar year?

Response: No, all contracts must run on a calendar year.

2. Is the coaching rate still capped at \$40 per hour? It is very challenging to hire qualified staff and pay their salaries at this rate, and cost of living continues to increase every year.

Response: There are no caps on what may be proposed as a unit rate.

3. With our initial award of a three-year contract we were able to spread out certain expenses over three years (such as purchases of materials). With a one-year award, we may need to increase the unit cost of some services to have necessary materials. Will this be allowed?

Response: This competitive bid process allows an organization to propose a unit rate to cover the cost of the work.

4. Item 3.5 requires agencies to complete annual background checks for child and neglect. MACC as a whole does not require all employees to do this (as most would not encounter children in the course of their job), but our particular department (Early Childhood) does. Is this acceptable to meet this requirement?

Response: Only employees who are part of the funded program will be required to complete annual background checks.

5. The Salvation Army Harbor House does not shelter unaccompanied youth under the age of 18. May the youth be considered under this grant if they are still residing with their family?

Response: Youth may be considered if they are still residing with their family.

6. Are we required to submit proof of insurance with the application?

Response: No. Please review the insurance requirements to make sure you can meet these. Insurance Certificates will be obtained from awarded offerors.

7. If we submit more than one application, do we need to upload the attachments for each application?

Response: Yes, attachments must be uploaded for each proposal submitted.

8. What type of collaborations is the board looking for in the proposal? Do collaborations need to be with other organizations applying for Children's Services Funding?

Response: Collaborations can be with any organization. However, organizations should not combine two separate programs into one proposal.

9. Is there a minimum or maximum number of proposals an organization can submit?

Response: There are no set limits to the number of proposals that may be submitted or amount that may be requested.

10. The Proposal Cover Sheet asks whether the program is year-round or follows the school-year. Does this determine the time frame the proposal should be written?

Response: The field on the Proposal Cover Sheet asking the program service period is utilized for reporting purposes only, if the program is contracted. All proposals must be for a calendar year.

11. What age category would a teenager fall under if they are not in high school and not a parent/guardian?

Response: Use the age ranges identified in each age category in the demographics section.

12. Do we include revenues in the budget section that do not support the proposed program?

Response: No, the proposed budget should only include revenues and expenses related to the program.

13. Do we collect demographics on professionals that receive training through the program?

Response: No, demographics do not need to be collected for professionals receiving training. The number of professionals to be trained should be listed only in the 'Individuals Trained' section below the demographics.

14. Can you provide more information on unit rates being tied to publicly available rate?

Response: Established unit rates should be utilized and described to justify the proposed unit rate for each program service. If there are no established unit rates available, you should provide information on how the proposed unit rate was determined.

15. Do we include adults that participate in the program?

Response: Yes, adults that participate in the same program should be included in the demographics and total number of unduplicated individuals for each relevant service.

16. Can we charge the cost of child shelter only? Is there a specific unit rate?

Response: If the program relates to the wellbeing of the family, then you can apply for funding.


17. Are there any items not eligible for funding? For example, purchasing computers.

Response: There is a development/start-up fund available one time for a program to purchase necessary items. The statute prohibits inpatient treatment and transportation.

18. The statute lists that only children ages 0-19 can be funded. Can we get funding for parenting classes?

Response: Yes, if it promotes wellbeing of children and strengthens families.

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined Addendum #1 to Request for Proposal# 34-18JUL19 – Purchase of Service Contracts receipt of which is hereby acknowledged:

Company Name: Columbia/Boone County Public Health & Human Services
Address: 1005 W Worley
Phone Number: 573 874 6331 Fax Number: 573-874-7756
E-mail: Michelle.Shikles@como.gov
Authorized Representative Signature: Michelle Shikles Date: 7/17/2019
Authorized Representative Printed Name: Michelle Shikles

PRE-PROPOSAL CONFERENCE
RFP 34-18JUL19 – PURCHASE OF SERVICE CONTRACTS –
BOONE COUNTY CHILDREN'S SERVICES FUND – 2019
APPLICATION
6-10-19 – 1:30 P.M.

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbin	Boone County Purchasing	886-4391
2.	Leigh Annetttaun	Woodhaven	876-7326
3.	Sanjeer Khanna	Univ. of Missouri	884-9109
4.	Silly Polansky	CCWA	514 4174
5.	Melissa Stone Rogers	Boys & Girls Club	874-1697
6.	Thomeana Porter	Boys & Girls Club	874-1697
7.	Beth Vassler	Central Missouri Community Action	573-443 8700
8.			
9.	Julie Sears	Phoenix Programs	573-875-8880 ext 2110
10.	George Pitt	Central Missouri Foster Care & Adoption Bureau	(573) 666-8038
11.			
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15.			

PROPOSAL OPENING
RFP 34-18JUL19 – PURCHASE OF SERVICE CONTRACTS –
BOONE COUNTY CHILDREN'S SERVICES FUND – 2019
APPLICATION
7-18-19 – 1:30 P.M.

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Breanna Overkamp	Job Point	777-1506
3.	Janet Robison	macl	234-1067
4.	Yitxi Davolt	SOAR	884-6842
5.	Leslie Xuchere	SOAR	884-1230
6.	Becky Mark	CHA Low-Income SWS	443-2556X1250
7.	Katey Schmitt	Trusti... for...	1-800-111-1111
8.	Stacy / Y...	Trusti... for...	1-800-111-1111
9.	Allyson W...	University of NC students	777-18157224
10.	Brian Martin	Compass Health	636-887-3446
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PROPOSAL OPENING
RFP 34-18JUL19 – PURCHASE OF SERVICE CONTRACTS –
BOONE COUNTY CHILDREN'S SERVICES FUND – 2019
APPLICATION
7-18-19 – 1:30 P.M.

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbit	Boone County Purchasing	886-4391
2.	Christae Cochran	Bethany Christian Service	573-808-0028
3.	Joe Brock	AbundantLifeEmpower.org/ky	(573) 239-8550
4.	SEEK	SEEK	1301 555-7823
5.	Karyn Griffin	southern Boone area YMCA	(573) 657-9672
6.	Beatrice Hewala	Great Circle	573 999 3107
7.			
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PRE-PROPOSAL CONFERENCE
RFP 34-18JUL19 – PURCHASE OF SERVICE CONTRACTS –
BOONE COUNTY CHILDREN’S SERVICES FUND – 2019
APPLICATION
6-10-19 – 1:30 P.M.

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Sean Spence	KOPN Radio	573-823-1308
3.	Taylor Huggins	BACC	660-263-9107 ext 12153
4.	Kristina Cannon	The Food Bank	901-271-7909
5.	Kim Harvey	Harrisburg Early Learning Center	573-875-5950
6.	Cindy Cooney	13th Circuit Court	886-4054
7.	Liz Tucker	Presbyterian Children's Homes + Services	442-4710
8.	Warwick Yantzi	Fun City	256-1436
9.	Cheryl Howard	Nora Stewart	449-5981
10.	Kristy Baresi	Compass Health	573-363-4409
11.	Joe Chigman	JFC	573-874-1646
12.	Karen Washer	BCECC	573-884-4881
13.			
14.			
15.			

PROPOSAL OPENING
RFP 34-18JUL19 – PURCHASE OF SERVICE CONTRACTS –
BOONE COUNTY CHILDREN'S SERVICES FUND – 2019
APPLICATION
7-18-19 – 1:30 P.M.

	Representative Name	Business Name	Telephone Number
1.	McLinda Bobbitt	Boone County Purchasing	886-4391
2.	Gay Litterken	MLJ LLC	573-444-5600
3.	Dawn Williams	The Food Bank	573-447-2790
4.			573-447-2790
5.	Crystal Krone	Cradle to Career	573-999-4358
6.	Heather Wall	LFCS	(573) 815-9955
7.	Katlyn Eichorst	LFCS	314 754 2767
8.	JULIA M. JONES	LFCS	314 754 2776
9.	James Crowes	True North	573-875-0503
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**PRE-PROPOSAL CONFERENCE
RFP 34-18JUL19 – PURCHASE OF SERVICE CONTRACTS –
BOONE COUNTY CHILDREN'S SERVICES FUND – 2019
APPLICATION
6-10-19 – 1:30 P.M.**

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	John Weston	Columbia Golf Foundation	573-356-7059
3.	Anna Wilson	Lawrence, Oliver, & Associates	573-290-2167
4.	Samantha Maag	Heart of Missouri Girls on the Run	573-246-0884
5.	Michelle Shields	Columbia/Boone PHHS	573-874-1331
6.	Sarav Varvan	Columbia/Boone PHHS	573-874-7741
7.	Kerri Nowell	MU TC	573-884-0228
8.	Kelly Waller	Children's Services	
9.	Tobias Nelson	Children's Services	
10.	Kristin Gunn	Children's Services	
11.	Megan Corbin	Children's Services	
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BOONE COUNTY, MISSOURI

Request for Proposal #: 34-18JUL19 – Purchase of Service Contracts – Boone
County Children's Services Fund - 2019

ADDENDUM #2 - Issued June 21, 2019

This addendum is issued in accordance with the RFP Response Page in 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 Form*.

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. The County received the following questions and is providing a response:

1. I have been unable to find the F&A (indirect rate) on the RFP. Please direct me to the correct amount.

Response: See the first paragraph in Attachment A, which states:

"I, the undersigned, certify that the statements in this request for funding proposal application are true and complete to the best of my knowledge, and accept, as to any funds awarded, the obligation to comply with the Boone County Children's Services Board (BCCSB) and any of the Boone County Children's Services Fund's conditions specified in the funding award and contract."

Information on indirect expenses can be found in the Boone County Children's Services Board Funding Policy and can be located at <https://www.showmeboone.com/community-services/children/>.

2. I had received an example called "Current Unit Rate Ranges" when we were working on the last RFP, and I was wondering if there was an updated version of this that was being shared with agencies?

Response: For guidance in developing a unit rate when there is not a publicly available rate, organizations should refer to the document in the My Shared Files of Apricot entitled Developing a Unit of Service Rate.

By: Melinda Bobbitt
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined Addendum #2 to Request for Proposal# 34-18JUL19 – Purchase of Service Contracts receipt of which is hereby acknowledged:

Company Name: Columbia/Bosque County PHS

Address: 1005 W Worley St

Phone Number: 573 874 6331

Fax Number: 573 874 7756

E-mail: michelle.shikes@comp.gov

Authorized Representative Signature: Michelle Shikes Date: 7/17/2019

Authorized Representative Printed Name: Michelle Shikes



BOONE COUNTY, MISSOURI

Request for Proposal #: 34-18JUL19 – Purchase of Service Contracts – Boone
County Children's Services Fund - 2019

ADDENDUM #3 - Issued June 28, 2019

This addendum is issued in accordance with the RFP Response Page in 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 Form*.

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. The County received the following questions and is providing a response:

For the 2019 Children's Service Fund POS. You mentioned that you would like us to enter information about all program services associated with the program, even if BCCSF is not funding a particular service. I have two question: Do we need to complete the *Performance Measure* and *Performance Measure Narrative* sections in Apricot for services that BCCSF is not funding. And will we be required to report outcomes to BCCSF for a service that BCCSF is not funding?

Response: Performance measures must be provided for each proposed service regardless of the funding source. If contracted, performance measures will be reported on for all program services

1. The cover page of RFP#:34-18Jul19 states that the response must be submitted by July 18, 2019 at 12 p.m. The Apricot database indicates that it will close on July 16 at 8 a.m. Will we be locked out at that time? See snippet below.

Response: Apricot has been corrected. Responses must be submitted by July 18 2019 at 12:00 p.m. central time.

2. We are considering applying for (RFP) #: 34-18JUL19. In section 4 it says the narrative should include Program Overview (V3), Program Services 1-5 (V3), and, if needed, Additional Program Services 6-10 (V3) and Additional Program Services 11-15 (V3), and similarly on Apricot we are asked to link report V3.1 records, V3 (Services 6-15) records, and V3.1 (Services 16-20) records. Can you help us to understand what these mean? Is there a reference where we can find out about this?

Response: Linking is an administrative function. Organizations should not utilize linking functions. Organizations should utilize the "Apricot Instructions for RFP #34-18JUL19" found in Apricot (Menu/My Apricot Tools/My Shared Files/Boone County Documents) for completing proposal forms.

By: Melinda Bobbitt
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined **Addendum #3** to Request for Proposal# **34-18JUL19 - Purchase of Service Contracts** receipt of which is hereby acknowledged:

Company Name: Columbia/Boone County PHS

Address: 1005 W Worley St.

Phone Number: 573 874 6331

Fax Number: 573 874 7756

E-mail: michelle.shickles@comya.gov

Authorized Representative Signature: Michelle Shickles Date: 7/17/2019

Authorized Representative Printed Name: Michelle Shickles



BOONE COUNTY, MISSOURI

Request for Proposal #: 34-18JUL19 – Purchase of Service Contracts – Boone
County Children’s Services Fund - 2019

ADDENDUM #4 - Issued July 3, 2019

This addendum is issued in accordance with the RFP Response Page in 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 Form*.

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. The County received the following questions and is providing a response:

1. How do I account for the BCCSB ineligible clients served by AHF (i.e., seniors, disabled and out of county residents) in the new proposal? The reason I ask is that we are planning to expend considerable time and effort to recruit Boone County seniors and disabled clients this next year (as well as other SNAP residents not now using AHF) which means handling the AHF clients who are BCCSB eligible somewhat differently.

Response: The proposal should include all clients, regardless of eligibility for Children’s Services Fund reimbursement. This should be reflected in the demographics section and the total number of individuals served for each applicable service(s) that clients directly receive.

2. When preparing our proposal, if services are delivered to families outside of Boone County, should we include those numbers in the total number of individuals served by the service?

Response: The total number of individuals served for each service should include all individuals receiving that service, regardless of county residency.

3. On the Program Overview (V3) document under the section “Program Budget,” is this section asking us to project what the income in these fields will be starting January 2020-December 31st 2021? If we did this, it would be projecting based on our last 12 months.

Response: The budget should be a projection of expected revenues that will support the program. The time frame of the budget should cover one year of programming (January 1, 2020-December 31, 2020).

4. I looked under Shared Files and see Developing a Unit of Service Rate. Do you need our application to format a page like that? We are entering everything in Apricot, so we believe we're covering all the details, but do we also need to attach a page like that?

Response: There is no place to attach a page describing how a unit of service is developed. Development of the unit rate information should be included in the Outputs section for each service.

5. The RFP asks for a 1500 character of the description of the evidence regarding our program approach. At the end of the proposal, there is a 5000-character section in which we are asked to reproduce the documentation in APA style. My question deals with the first section: do the references cited have to be in APA format in this section or can they be modified in such a way that they can be compared to the longer list of citations? 1500 characters with full citations does not leave much room for description.

Response: We prefer that APA Style format is used throughout the proposal, unless character limitations are reached in a particular field. The Reference List does require the APA Style format.

6. Does Boone County and/or the Children's Board have any particular format they wish to have used for an audit?

Response: Audits must be performed by an independent individual or firm licensed by the Missouri State Board of Accountancy. The audit is to include complete accounting for funds, in accordance with generally accepted accounting principles. The Boone County Children's Services Board also requires that the management report of any audit be made available as part of the required audit.

7. For our proposal, one of the project partners is the University of Missouri Center for Health Policy. They are eager to participate, however because of some procedural hurdles, they cannot sign an MOU until funding is in place. The MUCHP Director is happy to provide a letter of support stating that an MOU will be signed upon funding being awarded to the project. However, there are specific instructions from Children's Services not to include letters of support.

We want to convey to the reviewers of our proposal that the partnership is ready to move forward, however the procedural hurdles at the University prevent us from providing you with an MOU. Can we upload a letter of support stating that an MOU is forthcoming? Should we explain this situation in the narrative?

Response: Letters of support will not be accepted or reviewed. This information can be included in applicable narrative field(s).

By:

Melinda Bobbitt
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined Addendum #4 to Request for Proposal# 34-18JUL19 - Purchase of Service Contracts receipt of which is hereby acknowledged:

Company Name: Columbia/Boone PHHS

Address: 1005 W Worley St

Phone Number: 573 874 6331 Fax Number: 573 874 7756

E-mail: Michelle.Shikles@comco.gov

Authorized Representative Signature: Michelle Shikles Date: 7/17/2019

Authorized Representative Printed Name: Michelle Shikles



BOONE COUNTY, MISSOURI

**Request for Proposal #: 34-18JUL19 – Purchase of Service Contracts – Boone
County Children’s Services Fund - 2019**

ADDENDUM #5 - Issued July 9, 2019

This addendum is issued in accordance with the RFP Response Page in 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 Form*.

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. The new date and time to receive questions by is Thursday, July 11, 2019, 5:00 p.m. central time.
- II. The County received the following questions and is providing a response:
 1. How would we bill for Community Outreach if no children are present? An example would be if we are talking about our programs with business owners or providing counseling to families.

Response: Community Outreach is not a service. Thoroughly read the Taxonomy of Services and choose the service and definition that best fits the overall description of the proposed service.

Would this be billing for the time of the “outreach-er” (aka: our staff time) OR those reached/served? Example would be that we provide a seminar and 10 people attend. Would be bill for the 1 person facilitating or the 10 people attending?

Response: Billing would be dependent on the type of service being provided. Community Outreach is not a service. Based on your example, trainings are typically bill per individual.

Should Community Outreach be its own service OR should it be a component of each of the other proposed services (since all of them will require some degree of outreach)?

Response: Community Outreach is not a service. Thoroughly read the Taxonomy of Services and choose the service and definition that best fits the overall description of the proposed service.

If it is its own service, how do we define an “unduplicated individual”?

Response: Each individual may be counted only once for a service.

2. Definition of duplicated vs. unduplicated

Response: Unduplicated individual means that individuals may be counted only once for a service.

- 3. I had a question concerning a potential collaboration between us and Lincoln University. A vital part of BGC’s Behavioral Health Program is having student interns from the School of Social Work at MU providing programming and services. We are hoping to expand our service offerings to Club Members, in turn, expanding the number of intern placements. As mentioned, we have partnered the MU’s School of Social Work for bachelor and master’s students and are also hoping to partner with the Counseling Psychology Department. In our plans to have more bachelor level students, we were hoping to partner with Lincoln University, as they are the next closest Bachelor of Social Work program. Since this grant is county funded, we did not know if there would be any issue collaborating with Lincoln University, since they are outside of Boone. Of course, all services provided by these students would be within Boone County, at each of our programming sites. Any thoughts or clarification you can provide is appreciated.**

Response: There is not a requirement that providers be Boone County residents, only that the recipients of services are Boone County residents.

4. Clarification of what a unit of service is (the formula).

Response: A unit of service is the measurement that will be used to invoice for and track the delivery of the service, e.g. 15 minutes, one hour, one individual

There is a “Developing Unit of Service Rate” handout in Apricot. This handout will provide clarification on developing a rate for a unit of service. Follow the directions to view this handout:

- 1. Login to Apricot
- 2. Click on the Menu
 - 3. Click on My Apricot Tools
 - 4. Click on “My Shared Files”
 - 5. Click on the triangle next to the Boone County Documents
 - 6. Click on Actions to download the document titled, “Developing a Unit of Service Rate”

Refer to the Boone County Children's Services Board Funding Policy on the Boone County website at:

<https://www.showmeboone.com/CommunityServices/common/pdf/BCSSBFundingPolicy.pdf>

5. We are including in our proposal support for teachers, administrators and staff in a school. Services are to be offered to children and parents of minor children. Is it acceptable to request funding for adults working in an elementary school setting if the target is reducing stress for those adults who are working with children? Do those adults have to be parents of minors themselves or can we offer it to any adult working within that school?

Response: Funds may be requested for services for adults working in an elementary school setting if there is a direct and measurable benefit to the child/children.

6. There are some forms that I am not familiar with and we had not submitted for a previous funding request. These are: **Certification Regarding Debarment, Suspension, Ineligibility, and Volunteer Exclusion; Work Authorization Certification; Signed addendums.** Are these required and if they are can you direct me to a definition of each? We are a small nonprofit, so I am not familiar with these forms/terms.

Response: The **Certification Regarding Debarment** is an affidavit that you complete that certifies that you have not been debarred from doing business with any federal government agency. While not statutorily required for this RFP, the County does check to ensure no vendor we are doing business with is debarred.

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

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

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

Addendum - an addition or supplement to a document for example, items or information added to a procurement document. For this RFP, we use an addendum to clarify information, to answer questions we receive or to change, add or delete information to the RFP document.

7. I have received several notifications of questions that were posed to you and answered and there is a place to sign at the bottom of those. Are those signed documents to be turned in somehow?

Response: Yes. Scan and upload as an attachment into Aprocot

8. When we applied for funding in 2017, we completed an E-Verify with the county treasurer. Do we need to do that again this year or is what we have on file from 2017 still sufficient?

Response: The E-Verify form is not a document filed with the County Treasurer's office. Upload your E-Verify MOU with the Work Authorization Certification attachment.

9. SF&C is planning to change how the program is managed, recognizing that our board is made up largely of working folks who do not have the time to actively engage in program management. Further, we want to start recognizing the staff at the Market who have been doing most all the record keeping since the program started WITHOUT compensation. So, our outcomes will include objectives/outputs for each hire. Therefore, should I develop a section—say, #2 through #4 recognizing that each person hired will have a different pay rate?

Response: Outputs and outcomes should be developed based on the service provided. Unit rates should be developed per service not per individual providing the service.

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined Addendum #5 to Request for Proposal# 34-18JUL19 – Purchase of Service Contracts receipt of which is hereby acknowledged:

Company Name: Columbia/Boone County PHS

Address: 1005 W Worley St

Phone Number: 573 874 10331

Fax Number: 573 874 7756

E-mail: Michelle.Shikles@comco.gov

Authorized Representative Signature: Michelle Shikles Date: 7/17/2019

Authorized Representative Printed Name: Michelle Shikles



BOONE COUNTY, MISSOURI

Request for Proposal #: 34-18JUL19 – Purchase of Service Contracts – Boone
County Children’s Services Fund - 2019

ADDENDUM #6 - Issued July 15, 2019

This addendum is issued in accordance with the RFP Response Page in 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 Form*.

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. The County received the following questions and is providing a response:

1. Can our agency continue with our current partner agency and other community agencies in Boone? For example, we have a partnership with the ARC. However, some of our families want a second respite in the Boone area at a local establishment such as Bonkers.

Response: Since this is a new funding cycle, organization may propose to work with different community establishments.

2. Would you be able to share if special consideration would be given to new organizations wanting to apply for funding? The Inclusive Impact Institute, while operating officially since the Spring of 2018, is a new organization and we do not have the following at this time:

- an independent financial audit
- Federal 990

Response: No special consideration is given to any proposals. Yes, a new organization may apply for funding. The independent financial audit and the Federal Form 990 may be uploaded to Apricot at a later date since the organization hasn’t been required by law to have these items ready.

3. I have one service that is designated in the Taxonomy as 2.3 PUBLIC AWARENESS/EDUCATION. I can define the unit, but I think it is a wild guess how

many unduplicated individuals might be served in the "public." Since the long-term objective here is to increase private donations could I submit an estimate of how many new individuals contribute as the number "served." Or, is there a more appropriate way to respond to this item?

Response: Provide the best estimate for the unduplicated individuals.

4. We would like to know if Boone County Children's Service Fund has an agreement with Columbia Public School System that allows a particular high school to collaborate directly in a research proposal being submitted to the Children Service Fund? Particularly, would Rockbridge or Douglas High School directly collaborate with Dr. Khanna on a POS project?

Response: The Boone County Children's Services Board does not have any agreement with the Columbia Public Schools. Each organization is responsible for developing their own Memorandum of Understanding (MOUs).

5. If the service is Public Awareness/Education, is the unit of service billed based on the presenter's time or the audience's time. For example, if a public awareness activity with 20 individual participants was led by one staff member, would the provider bill for 1 or 20 units?

Response: The response to this question is dependent on how the unit measure is defined, for example: one hour/individual, one hour, or one individual. Once the unit measure is defined then the total number of units of service can be determined.

By:

Melinda Bobbitt
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined Addendum #6 to Request for Proposal# 34-18JUL19 – Purchase of Service Contracts receipt of which is hereby acknowledged:

Company Name: Columbia/Boone County PHHS

Address: 1005 W. Worley St

Phone Number 573 874 6331

Fax Number: 573 874 7756

E-mail: michelle.shikles@comg.gov

Authorized Representative Signature: Michelle Shikles Date: 7/17/2019

Authorized Representative Printed Name: Michelle Shikles

Program Overview (V3)

Children's Services Fund - POS 2019 (Interim...

Quick View Information

Grant	Children's Services Fund - POS 2019 (Interim Reporting 3.1 ends 07/31/2020 12:00 PM CDT)
Organization Name (will aut...	Columbia/Boone County Department of Public Health and Human Services
Fund Source	Children's Services Fund - POS 2019
Funder	Boone County
Funding Cycle	RFP #34-18JUL19
Name of Program or Project	Teen Outreach Program
Amount of Request	\$38,588.02
Record Lock	

Program Overview Form Information

The purpose of the Program Overview form is to provide information regarding the program and service(s) proposed by your organization.

Guidelines:

Information should be based on the proposed contract/agreement period.

Information provided should be for the entire program, not just the portion proposed to be contracted/funded by the Boone County, City of Columbia, and/or the Heart of Missouri United Way.

Each narrative response should be clear and succinct.

Information provided in the Program Overview form must correspond with the information provided in the Program Service form(s).

Instructions:

The issue(s) and affected population(s) should be described and documented utilizing objective, relevant information, and data, from sources outside of your organization and should include geographic information using recognized political boundaries (e.g. city, county, state, national). Every effort should be made to utilize information from the Boone Indicators Dashboard.

All sources of information should be properly cited using the American Psychological Association (APA) Style of author-date method of in-text citation. All sources that are cited must appear in the reference list at the end of this form.

Resources:

Boone Indicators Dashboard (<http://booneindicators.org>)

For detailed information regarding the APA Style, please visit the APA Style web site: <http://www.apastyle.org/>

* Indicates Required Field

Statement of Issue Being Addressed

a. Describe and document the community-level issue(s) to be addressed by the proposed program (e.g. homelessness, child abuse & neglect, substance abuse, suicide, etc.), utilizing objective, relevant information, including data from the Boone Indicators Dashboard (BID) <http://booneindicators.org/>. (1500 character limit)

Teen Outreach Program (TOP) addresses many community-level issues including teen pregnancy, graduation, and positive youth development.

School dropout was identified by Boone County residents as one of the top three greatest impacts on youth health (PHHS, 2014). In 2017, 10% of all Columbia Public School students did not graduate in four years. In addition, nearly 20% of all Black students did not graduate in four years, demonstrating a significant disparity (Boone County Indicators, 2017).

One group that is particularly vulnerable to school dropout is teen mothers. According to Power to Decide: the Campaign to Prevent Unplanned Pregnancy (2019), only 40% of teen mothers finish high school. Additionally, "teen childbearing is estimated to cost federal, state and local taxpayers at least \$9.4 billion annually" (National Conference of State Legislatures, 2016). Keeping teen pregnancy low in Boone County will help avoid social and economic consequences and prevent high school dropout.

Focus group findings indicate, "there is a lack of recreational and after school programs outside of organized athletic teams" (PHHS, 2014). Youth throughout Boone County need programming which is evidence-based and promotes healthy youth development. Through recreational and after-school activities, students develop social skills, improve their academic performance, and establish relationships with caring adults (Junge, Manglallan, & Raskauskas, 2003).

b. Describe the population(s) in the City of Columbia and/or the Boone County area affected by the issue(s) to be addressed by the proposed program, utilizing objective, relevant information, including data from the Boone Indicators Dashboard (BID) <http://booneindicators.org/>. (NOTE: HMUW applicants may include Cooper and Howard County data in this field.) (1500 character limit)

TOP serves students, grades 6 through 12 throughout Boone County. The program uses school guidance counselors to identify a diverse group of students who would receive the greatest benefit from this program. Students who participate are often identified because of poor academic performance

and behavioral problems. The program provides extra support for the students who need it most. Over the past 5 years of implementing the program, we have served many students in disparate groups including low income, minorities, foster children, special needs, etc. Last year nearly 35% of our Boone County youth identified as Black or Mixed Race. According to the Boone County Index (2017), these students are most at risk for not graduating within 4 years.

Program Goal

State the goal(s) of the proposed program. The program goal(s) should correspond to the organization's mission statement and major goal(s), as stated in the Organization Profile. (300 character limit)

The goals of TOP are (1) to provide youth with a supportive facilitator and a safe environment (2) to develop positive assets to improve behavior and school performance (3) and to increase family support and engagement in youth development.

Program Overview

Provide an overview of the proposed program. (1500 character limit)

Teen Outreach Program is an evidence-based program that includes guided discussion led by the TOP curriculum, service learning, and 1:1 sessions where students work individually with TOP facilitators. The curriculum covers several topics including Community, Empathy, Communication, Relationships, Self-Understanding, Social Identity, Health and Wellness, Emotion Management, Decision-Making, Problem-Solving, and Goal-Setting. During the service learning, the youth practice their newly developed skills while making connections with people in their community through service. The 1:1 sessions give students an opportunity to seek assistance from their facilitators and provides the facilitator the opportunity to gain a deeper understanding of the students' needs to provide assistance and referrals if needed. In the past, this time has been used to discuss family issues, academic problems, and define goals. Finally, TOP Parent Nights are held once a semester. Parent nights provide opportunities for the youth to share what they are learning in TOP with their parents and to engage in activities to practice these skills as a family. A TOP group is comprised of 10-25 youth led by two trained facilitators. Facilitators lead groups through the curriculum and community service, provide transportation when needed, and provide a physically and emotionally safe setting. They help youth navigate through school, interpersonal conflicts, and decision making.

Program Consumers

a. Describe the consumers who will be served by the proposed program, including characteristics and demographics. (1500 character limit)

Currently, TOP serves students, grades 6 through 12. For the 2018-2019 school year, there were three TOP clubs in the Boone County area and five TOP clubs in the City of Columbia for a total of eight TOP clubs. There will be an additional TOP group added during the summer months in 2020. The program uses school guidance counselors to identify and help recruit a diverse group of students who would receive the greatest benefit from this program. Students who participate are often identified because of poor academic performance and behavioral problems. The program provides extra support for the students who need it most.

In reference to the income section below We do not have income information for our youth. The TOP survey which collects the demographic information does not include income questions as youth are typically not aware of their household income. However during TOP discussions income has come up as a barrier or obstacle for youth. For example, one student expressed not wanting friends to come over to her house for fear they would ask for something to eat and then there would not be enough food for her family.

b. Why will these particular consumers be served? (1500 character limit)

These particular consumers will be served because they are most at risk, and evidence has shown that they receive the greatest benefit from the program (Allen, 2001).

c. Describe any impediments or challenges in serving these consumers. (600 character limit)

There are some challenges in serving these youth. In the past, we have had youth suspended which makes it challenging for them to reach the required number of lesson hours. In these situations, we work with the schools to come up with a plan that works best for the student. It can also be challenging for youth to get transportation to and from community service learning projects when the projects take place at night or on a weekend. To address this issue, PHHS has a van that it uses to transport students.

d. Total number of unduplicated individuals to be served by the proposed program:

220

The field below will auto-populate once the Program Budget section is complete. This calculation is based on the total number of unduplicated individuals to be served, as indicated above in item d. and the total program expenses as indicated in the Program Budget section to be completed below.

e. Average program cost per individual

379.95

Consumer Demographics Instructions

Complete the Residence, Race, Ethnicity, Gender, Income, and Age sub-sections below to the best of your knowledge. The purpose of this section is to provide detailed demographic information for consumers to be served by the proposed program service(s) over the period of time as defined in the RFP. The totals for all sections should be identical.

All counts are for Unduplicated Individuals. No individual should be counted twice under any sub-section.

Information provided in the Consumer Demographic sub-section should correlate with the information provided in the rest of the proposal.

*Indicates a required field.

Residence

Boone County (includes City of Columbia residents)

220

City of Columbia

150

Cooper County

0

Howard County

0

Other Counties

0

Residence Total

220

Record Lock

1

Race

White (alone)

135

Black or African American (alone)

55

Multiple Races

15

Asian (alone)

10

Native American Indian or Alaskan Native

0

Native Hawaiian or other Pacific Islander (alone)

0

Some Other Race

5

Race Total

220

Ethnicity

Hispanic or Latino (of any race)

12

Not Hispanic or Latino

208

Ethnicity Total

220

Gender

Female

132

Male

86

Other

2

Gender Total

220

Income

At or below 200% of Federal Poverty Level

0

Over 200% of Federal Poverty Level

0

Income Total

0

Age (County-Children's Services Fund RFP)

Infant/Toddler (birth – 2 years)

0

Preschool (3 years – 5 years)

0

School Age (6 years – 11 years)

0

Middle School (12 years – 14 years)

35

High School (15 years – 19 years)

165

Parent/Guardian (19 years and younger)

0

Parent/Guardian (age 20 and over)

20

Adult (age 20 and over - not a parent/guardian)

0

Age Total

220

Individuals Trained

Instructions: If providing training for providers, please complete the Individuals Trained section. No individual's demographic information will be required. We will only need totals.

a. Number of individuals to be trained:

0

b. Provide information on the types of training that will be offered. (1500 character limit)

Program Access

a. Provide details on the location, days/hours of operation (e.g. Monday-Friday, 8 a.m.- 5 p.m.), and any other logistical information for the proposed program. (600 character limit)

Clubs meet once per week for lesson time during school or after school depending on what works best for the students at that school. For example, Douglas prefers to run their club during the school day because many of their students have other commitments after school. The additional club that will take place in the summer of 2020 will meet twice per week for lesson time.

Parent nights take place in the evening. One on one meetings with the students take place during or after school depending on what works best. Community Service Learning projects take place after school and on weekends.

b. Describe the eligibility criteria (e.g., income, age, etc.) to be utilized for determining eligibility for the proposed program. (600 character limit)

In some of the schools, students are referred to TOP by school counselors and teachers. We work closely with faculty to identify students who would receive the biggest benefit from the program. Other schools allow the club to be open to all students. At these schools, faculty still help recruit students, but a student does not need a referral to join.

c. Will program consumers be charged a fee for the proposed program service(s)?

No

Provide a rationale for no fees being charged for service(s) in the proposed program. (600 character limit)

TOP strives to serve students who are most at risk for school dropout, teen pregnancy, and course failure. Charging a fee would limit our ability to reach the youth who are most at risk.

Program Quality

a. Describe any external requirements of the proposed program and/or service(s), such as licensing, minimum standards, etc. (600 character limit)

Wyman is the agency who created and monitors the programs to ensure outcomes and fidelity requirements are met. Missouri DHSS serves as our umbrella agency. As the umbrella agency, Missouri DHSS conducts site visits, collects monthly data, and reports our data to Wyman.

b. Is the proposed program and/or service(s) currently accredited by a recognized accrediting body?

No

Provide the name of the accreditation agency. (300 character limit)

c. Are there best practices and/or standards for the proposed program and/or service(s)? Best practices and standards should be cited from reputable sources.

Yes

Indicate, cite, and describe the available best practices and/or standards. (600 character limit)

1. TOP@ Clubs meet weekly within 9 months with a minimum of 25 weekly meetings
2. A minimum of 80% of teens complete a minimum of 20 hours of community service learning
3. TOP@ clubs are facilitated only by facilitators who have completed Wyman's TOP@ training
4. TOP@ teen to TOP@ trained facilitator ratio is no more than 25:1
5. Teens feel physically and emotionally safe within their TOP club.
6. The partner creates and uses a written quality assurance plan that includes the following: Club observations, professional development, monitoring survey submission (Wyman, 2015)

d. Is there evidence to support the efficacy of the proposed program and/or service(s)? Evidence must be up-to-date and scientifically-based and should be cited from scholarly research reports published in peer reviewed journals or from credible government sources.

Yes

Identify, cite, and describe the evidence. (1500 character limit)

TOP has participated in studies to evaluate both the behavioral outcomes and the process mechanisms that lead to positive outcomes for participants. For the behavioral outcomes two studies demonstrated lower risk of school suspension, course failure, and pregnancy. The first study in 1997, found 42% lower risk of school suspension, 39% lower risk of course failure, 41% lower risk of pregnancy (Allen, 1997). In 2001, a study was repeated and it confirmed program effectiveness and indicated that TOP is even more effective for students at the highest initial risk for program behaviors. The results were as follows:

- 52% lower risk of school suspension
- 60% lower risk of course failure
- Significantly higher levels of success for students with a history of school suspension
- Significantly higher levels of success for females and racial/ethnic minorities
- 53% lower risk of pregnancy
- Significantly higher levels of success for teen parents: 1/5 the repeat pregnancy risk relative to parenting teens in comparison group (Allen, 2001).

McBride et al. (2016) showed that teens who participated in TOP experienced significant reductions in failing grades and skipping classes, compared to teens not in TOP. Additionally, Walsh-Buhi et al. (2016) found that students participating in TOP showed lower odds of participating in sexual behaviors.

TOP has also been cited as a cost effective program (Isaacs, 2007) and a program with social and economic value (Shapiro and Mathur, 2008).

Provide a rationale for utilizing the proposed evidence-based program and/or service(s). (1500 character limit)

MO DHHS Department of Adolescent Health reviews youth development curricula and determines which curriculum will be used statewide with state funding. TOP is one of these curricula. TOP is the most comprehensive. The other curricula focus only on sexual health and do not have the academic outcomes that TOP provides. In discussion with our local schools, the academic outcomes TOP provides are very important.

e. Describe any unique or innovative aspects of the proposed program that enhance the quality of the program. (1500 character limit)

We include a parent component to our TOP program. Each semester the youth hold a parent night, at which the parents learn about what the youth have been doing in TOP. For example, the youth will prepare a presentation and present to the parents about healthy relationships, effective communication, or any other topic of their choice that we covered in TOP. The youth can also get the parents involved in their community service learning projects. From past years, we have learned that this is an effective way to get the parents and the youth involved in the TOP program, active in the community, and engaged in positive youth development.

f. Describe the quality improvement process utilized for the program. Quality improvement is defined as systemic and continuous actions that are used to measurably improve services and program consumer outcomes. (1500 character limit)

This program has a formal and informal process for quality improvement. The formal process is done in partnership with Wyman and Missouri DHSS. Wyman outlines fidelity standards and Missouri DHSS conducts monitoring and site visits. After each site visit, DHSS creates a report. If any changes need to be made, PHHS responds stating how the changes will be made. DHSS would then follow up with PHHS to assure all needed changes were made. Internally, PHHS is continuously going through the quality improvement process on an informal level. PHHS TOP facilitators get weekly feedback from students and tailor lessons and service learning accordingly.

g. How will consumer feedback be collected for this program? Describe how this information will be utilized to enhance service(s) and help with program outcomes. (1500 character limit)

PHHS TOP facilitators receive feedback regularly from students regarding lessons and community service learning projects. One of the goals of the TOP program is to allow for students to feel ownership in their community service learning projects. It is this constant flow of feedback that allows the students to feel ownership. The TOP facilitators also hold 1:1 meetings with each student. This is another opportunity for the facilitators to solicit feedback from the youth. Additionally, TOP pre-surveys and post-surveys are given at the beginning and the end of the year respectively. These surveys provide information on students' feelings towards TOP and their experiences with the community service learning projects completed throughout the year.

Collaboration

Describe any partnerships or collaborations that enhance access to and/or the quality and effectiveness of the proposed program and/or service(s). (1500 character limit)

PHHS partners with Missouri DHHS and Columbia Housing Authority Low Income Services's Youth Community Coalition (YC2). Missouri DHHS provides a portion of the funding and conducting the monitoring and site visits. YC2 provides one facilitator to assist with the implementation for the program. YC2 and PHHS have partnered together for over 8 years to implement the program. The collaboration brings the services and both YC2 and PHHS to the students who participate in the TOP program. PHHS also partners with many of the schools and school districts to implement the program including Columbia Public Schools, Harrisburg Public Schools, and Sturgeon High School. These partnerships enable the facilitators to reach the students who are most at risk and assist the facilitators in getting the students referred to additional resources if needed. PHHS is newly collaborating with the Boys and Girls Club of Columbia to implement the TOP program there during the summer of 2020. This partnership will allow a new opportunity for students participating in the Boys and Girls Club of Columbia to also participate in TOP, and will allow TOP students access to the Boys and Girls Club benefits and facility.

If MOUs or contracts/agreements related to the proposed program and/or service(s) are in place, please upload these documents in a PDF format (1):

/document/download/filename/1563303011_40691_3141_001.pdf/

If MOUs or contracts/agreements related to the proposed program and/or service(s) are in place, please upload these documents in a PDF format (2):

/document/download/filename/1563303011_40764_3142_001.pdf/

If MOUs or contracts/agreements related to the proposed program and/or service(s) are in place, please upload these documents in a PDF format (3):

Program Personnel Instructions

Instructions: Provide titles, minimum qualifications, and salary ranges for ALL positions for which salaries will be charged, in whole or in part, to the proposed project.

FTE = Full Time Equivalent (i.e. Full-Time = 1.0 FTE, Half-Time = 0.5 FTE, etc.)

To determine FTE, divide the number of hours assigned to program services per year by 2080 (e.g. 1040/2080 = .5 FTE)

Salary = Wages + FICA (Social Security/Medicare)

Program Personnel Information

POSITION OR TITLE (Do not use employee names)	MINIMUM QUALIFICATIONS (B.A., Licensed, etc.)	FTE	FULL-TIME SALARY RANGE FROM: (wages, Social Security and Medicare)	FULL-TIME SALARY RANGE TO: (wages, Social Security and Medicare)
P1 Health Educator (PHHS)	MQ1 Bachelors, Master's and/or CHES preferred	FTE1 1.00	SR1 FROM \$43,080.00	SR1 TO \$61,064.00
P2 Program Assistant (CHALIS)	MQ2 High school diploma	FTE2 0.75	SR2 FROM \$26,869.00	SR2 TO \$26,869.00
P3	MQ3	FTE3 0.00	SR3 FROM \$0.00	SR3 TO \$0.00
P4	MQ4	FTE4 0.00	SR4 FROM \$0.00	SR4 TO \$0.00
P5	MQ5	FTE5 0.00	SR5 FROM \$0.00	SR5 TO \$0.00
P6	MQ6	FTE6 0.00	SR6 FROM \$0.00	SR6 TO \$0.00
P7	MQ7	FTE7 0.00	SR7 FROM \$0.00	SR7 TO \$0.00

Program Personnel Narrative

Describe how each position will be utilized in the proposed program and the rationale for the minimum qualifications and salary range for each of those positions. (1500 character limit)

TOP must be implemented by individuals trained in the TOP curriculum. Each club requires two trained facilitators. One facilitator is a health educator who is experienced at teaching sexual health education, conducting program evaluation, and teaching from health curricula. The health educator facilitates weekly lessons, coordinates community service learning projects, plans for parent nights, and holds one on one meetings with the youth. The health educator works to create a safe space for the youth and monitor youth behavior. The health educator also serves at the TOP coordinator who assures all data are collected appropriately and reports are submitted.

The program assistant is trained in the TOP curriculum. The program assistant has many of the same duties as the health educator, but is not required to have a background in health education. The program assistant is also not charged with summarizing data or submitting reports.

Program Budget Instructions

Complete the Program Budget section below reflecting how funds will be utilized. Include any funding received from other funders that will be utilized to support the proposed program. This should NOT be an overall organizational budget.

For each item for which figures are entered, the corresponding narrative field MUST be completed. Provide information on how other funders will help support the proposed program.

Program Budget

PROGRAM REVENUE

PROPOSED % OF
PROPOSED TOTAL

For each source of revenue, describe how the funding will be utilized in the proposed program.

1. DIRECT SUPPORT

A. Heart of Missouri United Way (300 character limit)	1A	1A%
	\$0.00	0
B. Other United Ways (300 character limit)	1B	1B%
	\$0.00	0
C. Capital Campaigns (300 character limit)	1C	1C%
	\$0.00	0
D. Grants (non-governmental) (300 character limit)	1D	1D%
	\$0.00	0
E. Fund Raising & Other Direct Support (300 character limit)	1E	1E%
	\$0.00	0

2. GOVERNMENT CONTRACTS/SUPPORT:

A. Boone County - Children's Services Funding (300 character limit) We are requesting 38,588.02	2A	2A %
	\$38,588.02	46
B. Boone County - Community Health Funding (300 character limit)	2B	2B %
	\$0.00	0
C. Boone County- Other Funding (300 character limit)	2C	2C %
	\$0.00	0
D. Funding from Other Counties (300 character limit)	2D	2D %
	\$0.00	0
E. City of Columbia - Social Service Funding (300 character limit)	2E	2E %

	\$0.00	0
F. City of Columbia - CDBG/Home Funding (300 character limit)	2F	2F %
	\$0.00	0
G. City of Columbia - CHDO Funding (300 character limit)	2G	2G %
	\$0.00	0
H. City of Columbia - Other Funding (300 character limit)	2H	2H %
	\$0.00	0
I. Funding from Other Cities (300 character limit)	2I	2I %
	\$0.00	0
J. Federal (Medicaid, Title III, etc.) (300 character limit)	2J	2J %
	\$0.00	0
K. State (Purchase of Service, Grants, etc.) (300 character limit)	2K	2K %
We are expecting to receive \$45,000 from MO DHHS Department of Adolescent of Health.	\$45,000.00	54
L. Other (Schools, Courts, etc.) (300 character limit)	2L	2L %
	\$0.00	0
3. Program Service Fees (300 character limit)	3.	3 %
	\$0.00	0
4. Investment Income (realized & unrealized) (300 character limit)	4.	4 %
	\$0.00	0
5. Other Revenue Items (300 character limit)	5.	5 %
	\$0.00	0
	TOTAL REVENUE	
TOTAL PROGRAM REVENUE	83588.02	

PROGRAM EXPENSES

1. Personnel	1.	1. %
	\$74,552.00	89

Personnel Narrative (300 character limit)

Personnel includes 1 health educator (54,400) + .75 Program assistance (20,152) = 74,552

2. Non-Personnel	2.	2. %
	\$9,036.02	11

Non-Personnel Narrative (300 character limit)

Non-personnel expenditures include mileage, transportation to CSL events for youth, supplies for programming, and the curriculum.

TOTAL PROGRAM EXPENSES	TOTAL EXPENSES	
	83588.02	

Program Budget Narrative

Describe the organization's efforts to secure other funding for the proposed program. (500 character limit)

Missouri Department of Health and Senior Services Division of Adolescent Health provides a little over half of the funding for this program.

Reference List

Instructions: All in-text citations in this section of the proposal must be listed in the Reference List below using the American Psychological Association (APA) Style. For detailed information regarding the APA Style, please visit the APA Style web site: <http://www.apastyle.org/>

Reference List: (5000 character limit)

Allen, J.P., Philliber, S., Herrling, S., & Kupermic, G.P. (1997). Preventing teen pregnancy and academic failure: Experimental evaluation of a developmentally based approach. *Child Development*, 64 (4): 729-742.

Allen, J.P., Philliber, S. (2001). Who benefits most from a broadly targeted prevention program? Differential efficacy across populations in the Teen

Outreach Program, Journal of Community Psychology, 29, (6): 637-655.

Boone County Indicators (2017). Retrieved on July 8, 2019 from <http://booneindicators.org/Populations.aspx?id=1#12>

Isaacs, J. B. (2007). Cost effective investments in children. Retrieved July 15, 2019 from https://www.brookings.edu/wp-content/uploads/2016/06/01childrenfamilies_isaacs.pdf

Junge, S. K., Manglallan, S., & Raskauskas, J. (2003). Building life skills through afterschool participation in experiential and cooperative learning. Child Study Journal, 174.

Moore McBride, A., Chung, S., & Robertson, A. (2016). Preventing academic disengagement through a middle school-based social and emotional learning program. Journal of Experiential Education, 39(4), 370-385. doi:10.1177/1053825916668901

Power to Decide: The Campaign to Prevent Unplanned Pregnancy. (2019). Retrieved July 8, 2019, from <https://powertodecide.org/what-we-do/information/why-it-matters>

National Conference of State Legislatures. (2016, June 13). Unplanned pregnancy and future opportunities. Retrieved July 8, 2019, from <http://www.ncsl.org/research/health/unplanned-pregnancy-and-future-opportunities.aspx>

PHHS. (2014) Community Health Assessment.

Shapiro, R. J. and Mathur A. (2008). The social and economic value of private and community foundations. Retrieved July 15, 2019 from <http://philanthropycollaborative.org/FoundationStudy.pdf>.

Walsh-Buhi, E. R., Marhekfa, S. L., Wang, W., Debate, R., Perrin, K., Singleton, A.,...Daley, E. M. (2016). The impact of the Teen Outreach Program on sexual intentions and behaviors. Journal of Adolescent Health, 59(3), 283-290. doi:10.1016/j.jadohealth.2016.05.007

Wyman (2015). TOP fidelity criteria. Retrieved July 10, 2019 from <http://wymanconnect.org:8099/My-Resources?folderId=87&view=gridview&pageSize=10>

Linked 'Agreement Form - V3' Records

[Link Instructions - Agreement Form - V3](#)

Linked 'Agreement Form - V3.1' Records

[Link Instructions Agreement Form - V3.1](#)

Agreement Form - V3.1

Organization Name	Program Name	Date Completed	Record Lock	Link Info	
				Description	Active Date
Columbia/Boone County Department of Public Health and Human Services	Teen Outreach Program	11/19/2019			Added on 10/31/2019

Total Active Links:1, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0

Program Services 1-5 (V3)

Children's Services Fund - POS 2019 (Interim...

Quick View Information

Grant	Children's Services Fund - POS 2019 (Interim Reporting 3.1 ends 07/31/2020 12:00 PM CDT)
Organization Name (will aut...	Columbia/Boone County Department of Public Health and Human Services
Fund Source	Children's Services Fund - POS 2019
Funder	Boone County
Funding Cycle	RFP #34-18JUL19
Name of Program or Project	Teen Outreach Program
Amount of Request	\$38,588.02
Record Lock	

Program Service Form Information

The purpose of the Program Service form is to provide detailed information about the proposed program service(s).

Guidelines:

Information should be based on the proposed contract/agreement period.

Information provided should be for the entire program, not just the portion proposed to be contracted/funded by the City of Columbia, Boone County, or the Heart of Missouri United Way.

Services should be unbundled (e.g., if the program is to provide both individual therapy and case management, information for each service should be indicated separately as Program Service 1 and Program Service 2).

Each narrative response should be clear and succinct.

Information provided in the Program Service form must correspond with the information provided in the Program Overview form.

Instructions:

Complete each section below for each service that will be provided in this program. Remember that all services must be unbundled.

Provide at least one outcome and the corresponding indicator(s) and method of measurement for each service. Any additional outcomes must include corresponding indicator(s) and method(s) of measurement.

Resources:

Allowable service terms and definitions are indicated in the Taxonomy of Services. This document can be accessed in My Shared Files and on the Boone Impact Group (BIG) website: <http://www.booneimpact.org/>

Helpful information about Program Performance Measures and developing outcomes, indicators, and method of measurements can be found in the My Shared Files section.

* Indicates Required Field

Development/Start Up Service Funding

Instructions for Boone County Children's Services Funding and Community Health/Medical Fund: The Boone County Children's Services Board or the Community Health Advisory Council will consider funding for a service, on a one-time basis, for purchases or funding necessary for the delivery of contracted services.

Instructions for Heart of Missouri United Way Funding: The Heart of Missouri United Way Board will consider funding one-time costs for expenses and equipment required in order to deliver the proposed program service(s). One-time funding will only be considered if HMUW chooses to enter into a funding agreement for the proposed program service(s).

NOTE: Heart of Missouri United Way does not intend for this section to be used for capacity building funding requests. If you will be requesting capacity building funds specific to the proposed program service(s), use the service field(s) below and the appropriate taxonomy service(s).

a. Amount Requested

\$0.00

b. Describe how the funds will be utilized. (600 character limit)

c. Provide justification for the request for one-time funding. (600 character limit)

Service #1 - Name, Definition, and Description

a. Service #1 - Taxonomy of Service Name (300 character limit)

4.1 Health Education

b. Service #1 - Taxonomy Definition of Service (350 character limit)

Provides information to maintain or improve physical and mental health and overall wellbeing

c. Provide a detailed description of the proposed service (#1). This should include how this service would be delivered, what other activities that are included, what consumers are affected, collaboration with other organizations, and any other pertinent information to fully understand how this program service will be delivered. (3000 character limit)

The health education portion of the program is the weekly TOP lessons. The lessons are facilitated by two trained facilitators. The curriculum has been developed and recently updated by Wyman and is recommended by over a dozen organizations including SAMHSA and the National Collaboration for Youth. Lessons are approximately 1 hour in length and cover a variety of topics including Community, Empathy, Communication, Relationships, Self-Understanding, Social Identity, Health and Wellness, Emotion Management, Decision-Making, Problem-Solving, and Goal-Setting. The lessons take place at various schools in Boone County during or after school, depending on what works best for each location. During lesson time, facilitators ensure that the room is set up in a way that is welcoming to all students during discussions, and consistently remind the students that the area is a safe space to hold discussions with one another. The lessons provide students an opportunity to talk about teen-related topics (as previously stated above) with their peers. PHHS collaborates with CHALIS and the schools to provide this service. PHHS and CHALIS facilitate the group and the schools provide the space and help recruit and maintain the youth in the group.

Record Lock

1

Service #1 - Outputs

a. Unit Measure (e.g. 15 minutes, one hour, one bed night, one pound of food, etc) (#1)

one TOP lesson, approximately 1 hour

b. Unit Rate (#1)

\$33.17

IMPORTANT REMINDER: Organizations should limit their rates, when appropriate, to an established public funding unit rate (e.g. Missouri Department of Mental Health (DMH), Medicaid, MO Healthnet, Missouri Department of Social Services (DSS), etc).(#1)

c. Is the proposed Unit Rate tied to an established public funding rate? (#1)

No

Consideration may be given for a unit rate not consistent with a public funding unit rate, if an acceptable justification is provided. Provide a justification for the proposed rate. (#1) (600 character limit)

There is not public funding unit rate available for this service. This is consistent with the level of funding provided by Missouri Department of Health and Senior Services for the same service. The cost includes the curriculum, facilitator prep time, reporting time, and supplies for the lessons. The unit rate has increased from previous years due to slightly smaller club sizes and city-wide pay adjustments that significantly increased the cost of the health educator.

d. Total Number of Units of Service to be Provided (#1)

1687

e. Total Number of Unduplicated Individuals (#1)

200

f. Average Number of Units of Service per Unduplicated Individual (#1)

8.44

g. Average Cost of Service per Individual (#1)

279.79

Service #1 - Service Fee

a. Will the proposed service consumers be charged a fee? (#1)

No

Provide a rationale, why no fees will be charged for the proposed service (#1). (600 character limit)

The purpose of TOP is to reach youth who are most at risk. Charging a fee would make it more difficult to reach these youth.

b. Is this proposed service billable to a third-party payor(s) (e.g. health insurance, state subsidy, etc.)? (#1)

No

Explain why the proposed service is not billable to a third-party payor. (#1) (600 character limit)

There is no third-party payor that covers this service.

Service #1 - Local Funding

Does your organization CURRENTLY have an agreement with the City of Columbia, Boone County, and/or the Heart of Missouri United Way for this service? (#1)

No

Service #1 - Funding Request

a. Amount Requested from the City of Columbia, Boone County, or the Heart of Missouri United Way for this program service. (#1)

\$25,176.03

b. Proposed Number of Units of Service (#1)

759

c. Provide a justification for the requested level of funding from the City of Columbia, Boone County, Heart of Missouri United Way, or any other funders. Some examples include expanding capacity, filling a gap in or loss of funding from other funding resources, and/or enabling the organization access to funding from other funding sources. (#1) (600 character limit)

We are requesting slightly more for service 1 this year than the previous year (25,176.03 compared to 24,142.15). This increase is due primarily to city wide pay adjustments that increased the cost of our health educator. We have had a contract with the county for several years and continue to reach more accurate unit costs each year.

Service #1- Performance Measures

Outcome Sample

Indicator Sample

Method of Measurement Sample

Outcome (1-1)

Increase academic achievement of Teen Outreach Program students

Indicator (1-1)

90% of youth will maintain or decrease the number of failing grades they received on a report card over the last year.

Method of Measurement (1-1)

TOP assessment (pre, within the first four weeks of club /post, within the last four weeks of club)

Additional Outcome (1-2)

Reduce participation in risky behaviors such as teen pregnancy.

Additional Indicator (1-2)

1) 100% of youth will report that he/she has not been pregnant or caused a pregnancy over the past year.
2) 85% of youth will report that he/she often/always says no to tobacco, alcohol, and other drugs.
3) 75% of youth will report that he/she often or always says no to things that are dangerous or unhealthy

Additional Method (1-2)

TOP assessment (pre, within the first four weeks of club /post, within the last four weeks of club)

DAP survey (pre, within the first four weeks of club /post, within the last four weeks of club)

Additional Outcome (1-3)

Youth will report that they care about school.

Additional Indicator (1-3)

95% of youth will report that he/she cares about school.

Additional Method (1-3)

DAP survey (pre, within the first four weeks of club /post, within the last four weeks of club)

Additional Outcome (1-4)

Additional Indicator (1-4)

Additional Method (1-4)

Additional Outcome (1-5)

Additional Indicator (1-5)

Additional Method (1-5)

Service #1 - Performance Measures Narrative

a. Describe how each outcome is attributable to the Program Goal, as stated in the Program Overview section. (#1) (600 character limit)

One goal of the TOP program is to improve youth behavior and school performance. Giving youth the skills to resist risky behavior reduces the risk of teen pregnancy. In addition, the goal-setting skills, decision-making skills, and other skills that are taught in the TOP program attribute to improvements in school performance.

b. Describe and document any external factors or variables which may affect the proposed outcome(s). (#1) (600 character limit)

There are many factors that can impact a student's academic performance and a student's participation in risky behavior. Despite these individual variables, we plan to meet the proposed outcome. The program is designed to specifically target these areas regardless of external factors and variables.

c. Provide a rationale for the measurement level(s) for each indicator. (#1) (600 character limit)

Academic performance is an important part of youth development, therefore, the program strives for at least 90% of youth to be maintaining or improving their grades.

Teen pregnancy takes a large toll on an individual's ability to succeed and on society as a whole. Therefore, TOP strives to have 100% of youth report that they have not been pregnant or caused a pregnancy during the program.

d. Provide a rationale for each method of measurement. (#1) (600 character limit)

The TOP assessment and the Developmental Asset Profile (DAP) survey will be used for measurement of these objectives. The TOP assessment was developed by Wyman, has been thoroughly tested, and is closely monitored by Wyman and the Missouri Department of Health and Senior Services. The DAP survey is a product of the Search Institute and assesses "the strengths, supports, and social and emotional factors that are essential for young people's success in school and life" (Search Institute, 2019).

Service #2 - Name, Definition, and Description

a. Service #2 - Taxonomy of Service Name (300 character limit)

9.12 Community-Based Mentoring

b. Service #2 - Taxonomy Definition of Service (350 character limit)

Social interaction, guidance, and/or role models in a community setting to increase positive behaviors and decisions.

c. Provide a detailed description of the proposed service (#2). This should include how this service would be delivered, what other activities that are included, what consumers are affected, collaboration with other organizations, and any other pertinent information to fully understand how this program service will be delivered. (3000 character limit)

One on one sessions give students the opportunity to seek assistance from facilitators, and provide the facilitator the opportunity to gain a deeper understanding of the students' needs. These sessions also provide students with the opportunity to discuss their personal goals with their facilitator and ask for assistance. One on one sessions allow the student and the facilitator to speak with one another individually rather in a group setting, as the majority of time in TOP is spent with the entire TOP group. While TOP is advertised as a safe, open environment, some students still do not feel comfortable discussing some personal issues among the group. One on one sessions provide those students with the opportunity to share and discuss individually with their TOP facilitator. Facilitators provide referrals as needed. Facilitators are also able to receive feedback from students during the one-on-one sessions regarding their feelings about TOP and if any adjustments need to be made to better fit the individual needs of each student and/or group. In the past, this time has been used to discuss family issues, academic problems, and define goals. The one on one sessions take place during the school day or after school depending on the school. The sessions are approximately 15 minutes long and conducted at least once per semester.

Service #2 - Outputs

a. Unit Measure (e.g. 15 minutes, one hour, one bed night, one pound of food, etc) (#2)

15 minutes sessions

b. Unit Rate (#2)

\$26.86

IMPORTANT REMINDER: Organizations should limit their rates, when appropriate, to an established public funding unit rate (e.g. Missouri Department of Mental Health (DMH), Medicaid, MO Healthnet, Missouri Department of Social Services (DSS), etc). (#2)

c. Is the proposed Unit Rate tied to an established public funding rate? (#2)

No

Consideration may be given for a unit rate not consistent with a public funding unit, if an acceptable justification is provided. Provide a justification for the proposed rate. (#2) (600 character limit)

There is not public funding unit rate available for this service. This is consistent with the level of funding provided by Missouri Department of Health and Senior Services for the same service. The cost includes facilitator staff time during the session and any time needed to follow up with issues that come up during the session.

d. Total Number of Units of Service to be Provided (#2)

203

e. Total Number of Unduplicated Individuals (#2)

200

f. Average Number of Units of Service per Unduplicated Individual (#2)

1.02

g. Average Cost of Service per Individual (#2)

27.26

Service #2 - Service Fee

a. Will the proposed service consumers be charged a fee? (#2)

No

Provide a rationale why no fee will be charged for the service. (#2) (600 character limit)

The purpose of TOP is to reach youth who are most at risk. Charging a fee would make it more difficult to reach these youth.

b. Is this proposed service billable to a third-party payor(s) (e.g. health insurance, state subsidy, etc.)? (#2)

No

Explain why the proposed service is not billable to a third-party payor. (#2) (600 character limit)

There is no third-party payor that covers this service.

Service #2 - Local Funding

Does your organization CURRENTLY have an agreement with the City of Columbia, Boone County, and/or the Heart of Missouri United Way for this service? (#2)

No

Service #2 - Funding Request

a. Amount Requested from the City of Columbia, Boone County, or the Heart of Missouri United Way for this program service. (#2)

\$2,444.26

b. Proposed Number of Units of Service (#2)

91

c. Provide a justification for the requested level of funding from the City of Columbia, Boone County, Heart of Missouri United Way, or any other funders. Some examples include expanding capacity, filling a gap in or loss of funding from other funding resources, and/or enabling the organization access to funding from other funding sources. (#2) (600 character limit)

Although the unit cost has increased slightly the total amount requested for this service has decreased. We have had a contract with the county for several years and continue to reach more accurate unit costs each year.

Service #2 - Performance Measures

Outcome (2-1)

Youth will have a supportive facilitator.

Indicator (2-1)

100% of youth will report having a supportive facilitator by the end of the academic year.

Method of Measurement (2-1)

TOP assessment (post, within the last four weeks of club)

Additional Outcome (2-2)

Students will feel their needs are met.

Additional Indicator (2-2)

80% of students report having their needs met through one-on-one sessions.

Additional Method (2-2)

One-on-one notes (assessed during last one-on-one which takes places during the last four weeks of club)

Additional Outcome (2-3)

Students will feel that they are able to set goals for themselves.

Additional Indicator (2-3)

85% of students report that they got better at setting goals for themselves because of participating in TOP.

Additional Method (2-3)

TOP assessment (pre, within the first four weeks of club /post, within the last four weeks of club)

Additional Outcome (2-4)

Youth can identify supportive adults other than their parents.

Additional Indicator (2-4)

100% of youth will report having support from adults other than their parents by the end of the academic year.

Additional Method (2-4)

DAP (pre, within the first four weeks of club /post, within the last four weeks of club)

Additional Outcome (2-5)

Additional Indicator (2-5)

Additional Method (2-5)

Service #2 - Performance Measures Narrative

a. Describe how each outcome is attributable to the Program Goal, as stated in the Program Narrative section (2) (600 character limit)

One of TOP's main goals is to provide youth with a supportive facilitator and a safe environment. Completing the one-on-one meetings with students will provide extra support for the students and reassure them that they can turn to their TOP facilitator for help and support, if needed. The one-on-one sessions also provide students the opportunity to discuss their individual goals with their TOP facilitators, allowing extra time for TOP facilitators to really be able to focus on each individual student and their needs throughout the year.

b. Describe and document any external factors or variables which may affect the proposed outcome(s). (2) (600 character limit)

One external factor is that it can be difficult for some students to always feel supported and accepted by others. Regardless of the extra support from their TOP facilitators, especially during their one-on-one sessions, some students still may not feel as if they are supported or cared for.

c. Provide a rationale for the measurement level(s) for each indicator. (2) (600 character limit)

It is important for students feel supported and cared for, so we strive for 100% of our TOP students to feel supported their facilitators. Facilitators are aware that they may not be able to meet every need of their students as youth can be faced with a variety of challenges, therefore we strive for at least 80% of students to feel as if their needs are met. Facilitators consistently encourage students to create their own goals throughout the year, therefore we are striving for 85% of our students to report that they got better at setting goals.

d. Provide a rationale for each method of measurement (2). (600 character limit)

The TOP assessment and the Developmental Asset Profile (DAP) survey will be used for measurement of these objectives. The TOP assessment was developed by Wyman, has been thoroughly tested, and is closely monitored by Wyman and the Missouri Department of Health and Senior Services. The DAP survey is a product of the Search Institute and assesses "the strengths, supports, and social and emotional factors that are essential for young people's success in school and life" (Search Institute, 2019). The one-on-one notes will be recorded following one-on-one sessions with the students.

Service #3 - Name, Definition and Description

a. Service #3 - Taxonomy of Service Name (300 character limit)

9.5 Positive Youth Development

b. Service #3 - Taxonomy Definition of Service (350 character limit)

Develops internal development assets in youth with the goal of developing a commitment to learning, positive values, social competencies, and/or positive identities.

c. Provide a detailed description of the proposed service (#3). This should include how this service would be delivered, what other activities that are included, what consumers are affected, collaboration with other organizations, and any other pertinent information to fully understand how this program service will be delivered. (3000 character limit)

During the service learning, the youth practice the skills they have been learning during lesson time while making connections with people in their community through service. All students are offered at least 20 hours of community service learning opportunities. The students work with facilitators to determine community needs, their interests, and a plan for improving their community through service events. These steps provide students with the opportunity to practice decision making skills, as they discuss where they would like to volunteer and why. In the past, students have volunteered at the food bank, advocated for tobacco policies, served lunch at a senior center, made blankets for children in the hospital, helped the humane society, and more. After each project, the group debriefs to discuss what they have learned from volunteering at each site. Debriefing with the students allows them to reflect on the differences they made while volunteering and how they positively impacted the lives of individuals in their community, directly or indirectly. Helping the students realize the difference they are making in the lives of others can help to boost their morale, sense of purpose, and ability to see themselves in a positive light. Service learning opportunities are typically offered on nights and weekends, but it varies depending on the school. For example, groups at schools that are not in session on Mondays, often use Mondays to complete service hours. Facilitators from PHHS and CHALIS are with the students during the service learning events and guide them through the debriefing process.

Service #3 - Outputs

a. Unit Measure (e.g. 15 minutes, one hour, one bed night, one pound of food, etc) (#3)

One hour of community service learning

b. Unit Rate (#3)

\$25.29

IMPORTANT REMINDER: Organizations should limit their rates, when appropriate, to an established public funding unit rate (e.g. Missouri Department of Mental Health (DMH), Medicaid, MO Healthnet, Missouri Department of Social Services (DSS), etc). (#3)

c. Is the proposed Unit Rate tied to an established public funding rate? (#3)

No

Consideration may be given for a unit rate not consistent with a public funding unit rate, if an acceptable justification is provided. Provide a justification for the proposed rate. (#3) (600 character limit)

There is not public funding unit rate available for this service. This is consistent with the level of funding provided by Missouri Department of Health and Senior Services for the same service. The cost includes facilitator staff time before and during the event, supplies and transportation.

d. Total Number of Units of Service to be Provided (#3)

900

e. Total Number of Unduplicated Individuals (#3)

200

f. Average Number of Units of Service per Unduplicated Individual (#3)

4.5

g. Average Cost of Service per Individual (#3)

113.81

Service #3 - Service Fee

a. Will the proposed service consumers be charged a fee? (#3)

No

Provide a rationale why no fees will be charged for the proposed service. (#3) (600 character limit)

The purpose of TOP is to reach youth who are most at risk. Charging a fee would make it more difficult to reach these youth.

b. Is this proposed service billable to a third-party payor(s) (e.g. health insurance, state subsidy, etc.)? (#3)

No

Explain why the proposed service is not billable to a third-party payor. (#3) (600 character limit)

There is no third-party payor that covers this service.

Service #3 - Local Funding

Does your organization CURRENTLY have an agreement with the City of Columbia, Boone County, and/or the Heart of Missouri United Way for this service? (#3)

No

Service #3 - Funding Request

a. Amount Requested from the City of Columbia, Boone County, or the Heart of Missouri United Way for this program service. (#3)

\$10,242.45

b. Proposed Number of Units of Service (#3)

405

c. Provide a justification for the requested level of funding from the City of Columbia, Boone County, Heart of Missouri United Way, or any other funders. Some examples include expanding capacity, filling a gap in or loss of funding from other funding resources, and/or enabling the organization access to funding from other funding sources. (#3) (600 character limit)

Overall the total funding requested for this service decreased. The unit cost increased, primarily due to city wide pay adjustments, a need to offer more service learning opportunities with smaller group sizes, and the need to provide transportation. Over the years we have learned that in order for youth to participate, we often have to provide transportation. This is an additional cost that was not accounted for in previous applications. This also includes supply costs. We have had a contract with the county for several years and continue to reach more accurate unit costs each year.

Service #3 - Performance Measures

Outcome (3-1)

Youth feel they are given responsibility.

Indicator (3-1)

95% of youth report that they are given useful roles and responsibilities.

Method of Measurement (3-1)

DAP Survey (pre, within the first four weeks of club /post, within the last four weeks of club)

Additional Outcome (3-2)

Youth feel they have a sense of purpose and can impact the community.

Additional Indicator (3-2)

1) 90% of students will report that TOP community service projects helped them make a positive difference in the lives of others.
2.) 90% of youth report that they are helping make their school, neighborhood, or city a better place.

Additional Method (3-2)

TOP assessment (post, within the last four weeks of club)

DAP Survey (pre, within the first four weeks of club /post, within the last four weeks of club)

Additional Outcome (3-3)

Youth feel they have the ability to handle challenges.

Additional Indicator (3-3)

90% of students will report that they learned how to deal with challenges during their TOP community service projects.

Additional Method (3-3)

TOP assessment (post, within the last four weeks of club)

Additional Outcome (3-4)

Youth believe it is important to help others.

Additional Indicator (3-4)

100% of youth report that they believe it's important to help others.

Additional Method (3-4)

DAP Survey (pre, within the first four weeks of club /post, within the last four weeks of club)

Additional Outcome (3-5)

Additional Indicator (3-5)

Additional Method (3-5)

Service #3 - Performance Measures Narrative

a. Describe how each outcome is attributable to the Program Goal, as stated in the Program Narrative section. (#3) (600 character limit)

The outcomes in this section are attributable to one of TOP's goals, which is to help youth develop positive assets to improve behavior and school performance.

b. Describe and document any external factors or variables which may affect the proposed outcome(s) (#3). (600 character limit)

Through TOP, and more specifically the community service learning (CSL) component, students will actively develop positive assets which will in turn improve behavior and their performance in school. However, there are many external factors, such as issues that may arise at home that are out of their control that could affect the students' ability to feel as if they are able to handle challenges or have the ability to impact their own community. The program is designed to show results despite external variables.

c. Provide a rationale for the measurement level(s) for each indicator. (#3) (600 character limit)

Through CSL planning, students have ample opportunity to take on useful roles and responsibilities. Therefore, we want 95% of students to feel as if they are given useful roles and responsibilities. Additionally, through the reflection process, students discuss the impact they made on their community and the challenges that arose during the events that they handled. Therefore, we strive for 90% of TOP students to feel as if they are making a difference in their communities, and are able to deal with challenges during their CSL events. Finally, it's important for all youth realize their impact.

d. Provide a rationale for each method of measurement. (#3) (600 character limit)

The TOP assessment and the Developmental Asset Profile (DAP) survey will be used for measurement of these objectives. The TOP assessment was developed by Wyman, has been thoroughly tested, and is closely monitored by Wyman and the Missouri Department of Health and Senior Services. The DAP survey is a product of the Search Institute and assesses "the strengths, supports, and social and emotional factors that are essential for young people's success in school and life" (Search Institute, 2019).

Service #4 - Name, Definition, and Description

a. Service #4 - Taxonomy of Service Name (300 character limit)

9.11 Family Education

b. Service #4 - Taxonomy Definition of Service (350 character limit)

Develops communication and coping skills with the goal of strengthening family relationships.

c. Provide a detailed description of the proposed service (#4). This should include how this service would be delivered, what other activities that are included, what consumers are affected, collaboration with other organizations, and any other pertinent information to fully understand how this program service will be delivered. (3000 character limit)

Parent nights are an opportunity for the youth to teach their parents/guardians about the topics they are learning about in TOP, as well as the various

volunteer events that they are completing through TOP throughout the year. Typically parent nights are held in the evenings to best accommodate parents' schedules and last 1-2 hours. The students spend time teaching their parents about the topics of their choice and discussing their community service learning projects. Additionally, parent nights often involve completing a community service learning project, as well. For example, parents have joined their teens in making blankets for children in the hospital. This provides the parents and their youth an opportunity to work together on a project for their community, practice communication skills, and spend quality time with one another, all while making a difference in their communities.

Service #4 - Outputs

a. Unit Measure (e.g. 15 minutes, one hour, one bed night, one pound of food, etc) (#4)

one hour parent night

b. Unit Rate (#4)

\$30.22

IMPORTANT REMINDER: Organizations should limit their rates, when appropriate, to an established public funding unit rate (e.g. Missouri Department of Mental Health (DMH), Medicaid, MO Healthnet, Missouri Department of Social Services (DSS), etc). (#4)

c. Is the proposed Unit Rate tied to an established public funding rate? (#4)

No

Consideration may be given for a unit rate not consistent with a public funding unit rate, if an acceptable justification is provided. Provide a justification for the proposed rate. (#4) (600 character limit)

There is not public funding unit rate available for this service. This is consistent with the level of funding provided by Missouri Department of Health and Senior Services for the same service. The cost includes facilitators time and supplies for the event.

d. Total Number of Units of Service to be Provided (#4)

54

e. Total Number of Unduplicated Individuals (#4)

20

f. Average Number of Units of Service per Unduplicated Individual (#4)

2.7

g. Average Cost of Service per Individual (#4)

81.59

Service #4 - Service Fee

a. Will the proposed service consumers be charged a fee? (#4)

No

Provide a rationale why no fees will be charged for the proposed service. (#4) (600 character limit)

The purpose of TOP is to reach youth who are most at risk. Charging a fee would make it more difficult to reach these youth.

b. Is this proposed service billable to a third-party payor(s) (e.g. health insurance, state subsidy, etc.)? (#4)

No

Explain why the proposed service is not billable to a third-party payor. (#4) (600 character limit)

There is no third-party payor that covers this service.

Service #4 - Local Funding

Does your organization CURRENTLY have an agreement with the City of Columbia, Boone County, and/or the Heart of Missouri United Way for this service? (#4)

No

Service #4 - Funding Request

a. Amount Requested from the City of Columbia, Boone County, or the Heart of Missouri United Way for this program service. (#4)

\$725.28

b. Proposed Number of Units of Service (#4)

24

c. Provide a justification for the requested level of funding from the City of Columbia, Boone County, Heart of Missouri United Way, or any other funders. Some examples include expanding capacity, filling a gap in or loss of funding from other funding resources, and/or enabling the organization access to funding from other funding sources. (#4) (600 character limit)

We are requesting slightly more overall (725.28 compared to 535.60). This increase is due primarily to city-wide pay adjustments and the need to

provide a greater incentive for parents. This past year, we had great attendance for the first time at our parent nights. We believe that this is due partly because we held the event at Shakespeare's. In previous years, they were held at the schools and minimal food was offered.

Service #4 - Performance Measures

Outcome (4-1)	Indicator (4-1)	Method of Measurement (4-1)
Youth will be encouraged to be more engaged with their families.	95% of youth report that their family knows where they are and what they are doing by the end of the academic year.	DAP Survey (pre, within the first four weeks of club /post, within the last four weeks of club)
Additional Outcome (4-2) Increase parent knowledge of community service learning activities.	Additional Indicator (4-2) 90% of parents will report an increase in knowledge regarding community service learning activities.	Additional Method (4-2) Parent night survey
Additional Outcome (4-3) Parents will increase their knowledge of topics covered in the TOP program.	Additional Indicator (4-3) 90% of parents report that they learned about the lesson topics presented during parent nights.	Additional Method (4-3) Parent night survey
Additional Outcome (4-4) Youth will feel they have supportive parents.	Additional Indicator (4-4) 1.) 95% of youth report that their parents want to help them succeed by the end of the academic year. 2.) 95% of youth report that their parents urge them to do well in school by the end of the academic year.	Additional Method (4-4) DAP Survey (pre, within the first four weeks of club /post, within the last four weeks of club)
Additional Outcome (4-5)	Additional Indicator (4-5)	Additional Method (4-5)

Service #4 - Performance Measures Narrative

a. Describe how each outcome is attributable to the Program Goal, as stated in the Program Narrative section (#4) (600 character limit)

These outcomes will help increase family support and engagement in youth development by getting the parents involved in discussing the TOP program and the important youth issues the TOP program covers.

b. Describe and document any external factors or variables which may affect the proposed outcome(s) (#4) (600 character limit)

Sometimes it is challenging to get parents to attend the parent nights. To combat this issue, we try to offer parent nights at convenient times and make sure to provide TOP students and their parents a meal during parent nights to better help manage parents' busy schedules. Additionally, parents who have attended multiple parent nights may report that they did not learn anything new because they were already well-informed about TOP due to their teen being a part of the program for many years.

c. Provide a rationale for the measurement level(s) for each indicator (#4) (600 character limit)

We want TOP parents to learn new things about what their students are doing in TOP every year, but we also know that some parents have been participating in TOP events for multiple years, so we strive for 90% of parents to report learning new information about TOP lessons and CSL projects. Through our parent involvement component, we aim to better the relationships TOP teens have with their parents/guardians, therefore we strive for 95% of students to report that their parents are aware of what they are doing, and that their parents want to help them succeed and urge them to do well in school.

d. Provide a rationale for each method of measurement (#4) (600 character limit)

A parent night survey is used to assess if parents increased their knowledge of TOP community service learning projects and lesson topics presented during parent nights. The DAP survey is a product of the Search Institute and assesses "the strengths, supports, and social and emotional factors that are essential for young people's success in school and life" (Search Institute, 2019).

Service #5 - Name, Definition, and Description

a. Service #5 - Taxonomy of Service Name (300 character limit)

b. Service #5 - Taxonomy Definition of Service (350 character limit)

c. Provide a detailed description of the proposed service (#5). This should include how this service would be delivered, what other activities that are included, what consumers are affected, collaboration with other organizations, and any other pertinent information to fully understand how this program service will be delivered. (3000 character limit)

Service #5 - Outputs

a. Unit Measure (e.g. 15 minutes, one hour, one bed night, one pound of food, etc) (#5)

b. Unit Rate (#5)

\$0.00

IMPORTANT REMINDER: Organizations should limit their rates, when appropriate, to an established public funding unit rate (e.g. Missouri Department of Mental Health (DMH), Medicaid, MO Healthnet, Missouri Department of Social Services (DSS), etc). (#5)

c. Is the proposed Unit Rate tied to an established public funding rate? (#5)

d. Total Number of Units of Service to be Provided (#5)

0

e. Total Number of Unduplicated Individuals (#5)

0

f. Average Number of Units of Service per Unduplicated Individual (#5)

0

g. Average Cost of Service per Individual (#5)

0

Service #5 - Service Fee

a. Will the proposed service consumers be charged a fee? (#5)

b. Is this proposed service billable to a third-party payor(s) (e.g. health insurance, state subsidy, etc.)? (#5)

Service #5 - Local Funding

Does your organization CURRENTLY have an agreement with the City of Columbia, Boone County, and/or the Heart of Missouri United Way for this service? (#5)

Service #5 - Funding Request

a. Amount Requested from the City of Columbia, Boone County, or the Heart of Missouri United Way for this program service. (#5)

\$0.00

b. Proposed Number of Units of Service (#5)

0

c. Provide a justification for the requested level of funding from the City of Columbia, Boone County, Heart of Missouri United Way, or any other funders. Some examples include expanding capacity, filling a gap in or loss of funding from other funding resources, and/or enabling the organization access to funding from other funding sources. (#5) (600 character limit)

Service #5 - Performance Measures

Outcome (5-1)

Indicator (5-1)

Method of Measurement (5-1)

Additional Outcome (5-2)

Additional Indicator (5-2)

Additional Method (5-2)

Additional Outcome (5-3)

Additional Indicator (5-3)

Additional Method (5-3)

Additional Outcome (5-4)

Additional Indicator (5-4)

Additional Method (5-4)

Additional Outcome (5-5)

Additional Indicator (5-5)

Additional Method (5-5)

Service #5 - Performance Measures Narrative

a. Describe how each outcome is attributable to the Program Goal, as stated in the Program Narrative section (#5) (600 character limit)

b. Describe and document any external factors or variables which may affect the proposed outcome(s) (#5) (600 character limit)

c. Provide a rationale for the measurement level(s) for each indicator (#5) (600 character limit)

d. Provide a rationale for each method of measurement (#5) (600 character limit)

Total Amount Requested for Start-Up and Service #1 - Service #5

Total Amount Requested for Start-Up and Service #1 - Service - #5

38588.02

Linked 'Agreement Form - V3' Records

[Link Instructions - Agreement Form - V3](#)

Linked 'Agreement Form - V3.1' Records

[Link Instructions - Agreement Form - V3.1](#)

Agreement Form - V3.1

Organization Name	Program Name	Date Completed	Record Lock	Link Info	
				Description	Active Date
Columbia/Boone County Department of Public Health and Human Services	Teen Outreach Program	11/19/2019			Added on 10/31/2019

Total Active Links:1, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0

Boone County Purchasing



Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

613 E. Ash Street, Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

November 21, 2019

Columbia/Boone County Department of Public Health and Human Services
Attn: Michelle Shikles, Public Health Promotion Supervisor
P.O. Box 6015
Columbia, MO 65205
Michelle.shikles@como.gov

RE: *Written Clarification #1 to 34-18JUL19 – Purchase of Service Contract*

Dear Ms. Shikles:

In accordance with section 4.3. Competitive Negotiation of Proposals of the Request for Proposal (RFP) *34-18JUL19 – Purchase of Service Contracts*, this letter shall constitute an official request by the County of Boone – Missouri to enter into competitive negotiations with your organization. Included with this letter is a Written Clarification Form.

The Written Clarification Form contains clarification question(s) that may include: (1) a listing of the deficiencies or other concerns identified within your proposal which may not comply with the requirements of the RFP or Boone County policy, and (2) a listing of areas within your proposal which require further information and/or clarification. Your detailed clarification response should address each area identified on the clarification question list in the box located under the question(s), in the Service Change Table, and the Program Outputs and Funding Request Tables – Best and Final Offer, as indicated.

If you have been requested to submit a Best and Final Offer (BAFO), you may now modify the pricing of your proposal and/or may change, add information, and/or modify any part of your proposal. Please understand that your response to a BAFO request is your final opportunity to ensure that (1) all mandatory requirements of the RFP have been met, (2) all RFP requirements are adequately described since all areas of the proposal are subject to evaluation, and (3) this is your best, including a reduction or other changes in pricing.

You are requested to provide written response by **5:00 p.m. November 4, 2019** by e-mail to mbobbitt@boonecountymo.org.

You are reminded that pursuant to Section 610.021 RSMo, proposal documents are considered closed records and shall not be divulged in any manner until after a contract is executed or all proposals are rejected. Furthermore, you and your agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all questions or comments regarding the RFP, the evaluation, etc.,

to Melinda Bobbitt. If you have questions regarding answering the written clarification questions or to set up a face-to-face meeting, please contact Melinda Bobbitt at mbobbitt@boonecountymo.org or (573) 886-4391 as soon as possible. Neither you nor your agents may contact any other County employee or Boone County Children's Services Board Member regarding any of these matters during the negotiation and evaluation process. Inappropriate contacts or release of information about your proposal response are grounds for suspension and/or exclusion from specific procurements.

Sincerely,



Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

cc: Proposal File
Stephanie Browning (stephanie.browning@como.gov)

Attachments: Written Clarification Form #1

BOONE COUNTY – MISSOURI

PROPOSAL NUMBER AND DESCRIPTION: #34-18JUL19 – Purchase of Service Contracts

WRITTEN CLARIFICATION FORM #1

This Clarification is issued in accordance with the Instructions to Offeror and is hereby incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this Clarification must be acknowledged and submitted by e-mail to mbobbitt@boonecountymmo.org.

All information must be provided as the best and final offer for this proposed program.

Organization	Columbia/Boone County Department of Public Health and Human Services
Name of Program	Teen Outreach Program (TOP)

Organization Profile	
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No follow-up required.

Proposal Cover Sheet	
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No follow-up required.

Program Overview Form	
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1. The Program Consumers section states, "For the 2018-2019 school year, there were three TOP clubs in the Boone County area and five TOP clubs in the City of Columbia for a total of eight TOP clubs. There will be an additional TOP group added during the summer months in 2020."
Action Required: Identify the eight schools TOP clubs are located and where the additional group will be during the summer.

Our TOP clubs are located in Rock Bridge High School, Battle High School, Douglass High School, Jefferson Middle School, Hickman High School, Sturgeon High School, Harrisburg High School, and Harrisburg Middle School.
The TOP group that will be held during Summer 2020 will take place at the Boys and Girls Club. Additionally, we have added a TOP group at Sturgeon Middle School for the current school year.

2. The contract with DHSS has expired since the proposal was submitted in July.
Action Required: Provide an updated contract with DHSS or provide information when this will can be provided.

See attached.

Program Services Form (1-5)	
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Program Service 1 – Health Education

3. The unit measure reads, "one TOP lesson, approximately 1 hour". Boone County is aligning unit measures with other local funders and have established the unit measure for this service as 'one hour/individual'.
Action Required: Adjust as necessary to the outputs and funding request in the *Best and Final Offer* table.

4. Boone County is aligning outcomes with other local funders. Performance measures have been slightly revised, and suggestions have been proposed. Please see the *Performance Measures Change Chart* for Service 1.

Program Service 2 – Community-Based Mentoring (change back to Information and Referral)

5. The proposed service name was changed from Information and Referral. The name that was selected does not fit based on the service description.
Action Required: Provide a different service name if you do not agree with Information and Referral. Provide justification for why the revised service name.

Change to the service name was made accidentally – Information and Referral is what the service name should be.

6. Boone County is aligning outcomes with other local funders. Performance measures have been slightly revised, and suggestions have been proposed. Please see the *Performance Measures Change Chart* for Service 2.

Program Service 3 – Positive Youth Development

7. The unit measure reads, “one hour of community service learning”. Boone County is aligning unit measures with other local funders and have established the unit measure for this service as ‘one hour/individual’.
Action Required: Provide clarification on if this is one hour per person. Adjust as necessary to the outputs and funding request in the *Best and Final Offer* table.

Unit measure is one hour per person attending community service learning activity.

8. Boone County is aligning outcomes with other local funders. Performance measures have been slightly revised, and suggestions have been proposed. Please see the *Performance Measures Change Chart* for Service 3.

Program Service 4 – Family Education

9. It is unclear if ‘one hour’ is per individual, family, or one hour of an event.
Action Required: Provide clarification on the unit measure.

Unit measure is one hour per individual.

10. Boone County is aligning outcomes with other local funders. Performance measures have been slightly revised, and suggestions have been proposed. Please see the *Performance Measures Change Chart* for Service 4.

Best and Final Offer

Please provide your best and final offer.

Organization Name: Columbia/Boone County Department of Public Health and Human Services						
Program Name: Teen Outreach Program						
Program Outputs from all funding sources (including Children's Services Fund):						
Service:	Unit Measure:	Unit Rate:	Total # of Units to be Provided:	# of Units Requested to BCCSB:	Total Requested Amount:	Total # of Unduplicated Individuals
Health Education	1 hour/individual	\$33.17	1640	738	\$24,479.46	200
Information and Referral	15 minutes	\$26.86	200	90	\$2,417.40	200
Positive Youth Development	1 hour/individual	\$25.29	831	374	\$9,458.46	200
Family Education	1 hour/individual	\$30.22	55	25	\$755.50	20
Total Requested Amount:					\$37,110.82	

Performance Measure Change Chart**Organization Name:** Columbia/Boone County Department of Public Health and Human Services**Program Name:** Teen Outreach Program**Service #1 – Taxonomy of Service Name:** Health Education**Performance Measures****Outcome:****Indicator:****Method of Measurement:**

Individuals increase or maintain educational proficiency.

90% of youth will maintain or decrease the number of failing grades they received on a report card over the last year.

TOP assessment (pre, within the first four weeks of club /post, within the last four weeks of club)

Reduce participation in risky behaviors such as teen pregnancy.

- 1) 100% of youth will report that he/she has not been pregnant or caused a pregnancy over the past year.
- 2) 85% of youth will report that he/she often/always says no to tobacco, alcohol, and other drugs.
- 3) 75% of youth will report that he/she often or always says no to things that are dangerous or unhealthy

TOP assessment (pre, within the first four weeks of club /post, within the last four weeks of club)

DAP survey (pre, within the first four weeks of club /post, within the last four weeks of club)

Youth will report that they care about school.

95% of youth will report that he/she cares about school.

DAP survey (pre, within the first four weeks of club /post, within the last four weeks of club)

Please indicate if there are any changes needed in the proposed performance measures:

Performance Measure Change Chart**Organization Name:** Columbia/Boone County Department of Public Health and Human Services**Program Name:** Teen Outreach Program**Service #2 – Taxonomy of Service Name:** Information and Referral**Performance Measures**

Outcome:	Indicator:	Method of Measurement:
Individuals develop and make progress toward goals for identified needs.	85% of students report that they got better at setting goals for themselves because of participating in TOP.	TOP assessment (pre, within the first four weeks of club /post, within the last four weeks of club)
Youth will have a supportive facilitator.	100% of youth will report having a supportive facilitator by the end of the academic year.	TOP assessment (post, within the last four weeks of club)
Students will feel their needs are met.	80% of students report having their needs met through one-on-one sessions.	One-on-one notes (assessed during last one-on-one which takes places during the last four weeks of club)
Youth can identify supportive adults other than their parents.	100% of youth will report having support from adults other than their parents by the end of the academic year.	DAP (pre, within the first four weeks of club /post, within the last four weeks of club)

Please indicate if there are any changes needed in the proposed performance measures:

Performance Measure Change Chart		
Organization Name: Columbia/Boone County Department of Public Health and Human Services		
Program Name: Teen Outreach Program		
Service #3 – Taxonomy of Service Name: Positive Youth Development		
Performance Measures		
Outcome:	Indicator:	Method of Measurement:
Individuals increase prosocial behaviors.	100% of youth report that they believe it's important to help others.	DAP Survey (pre, within the first four weeks of club /post, within the last four weeks of club)
Youth feel they are given responsibility.	95% of youth report that they are given useful roles and responsibilities.	DAP Survey (pre, within the first four weeks of club /post, within the last four weeks of club)
Youth feel they have a sense of purpose and can impact the community.	1) 90% of students will report that TOP community service projects helped them make a positive difference in the lives of others. 2.) 90% of youth report that they are helping make their school, neighborhood, or city a better place.	TOP assessment (post, within the last four weeks of club) DAP Survey (pre, within the first four weeks of club /post, within the last four weeks of club)
Youth feel they have the ability to handle challenges.	90% of students will report that they learned how to deal with challenges during their TOP community service projects.	TOP assessment (post, within the last four weeks of club)
Please indicate if there are any changes needed in the proposed performance measures:		

Performance Measure Change Chart		
Organization Name: Columbia/Boone County Department of Public Health and Human Services		
Program Name: Teen Outreach Program		
Service #4 – Taxonomy of Service Name: Family Development		
Performance Measures		
Outcome:	Indicator:	Method of Measurement:
Individuals develop healthy relationships with family members/care givers.	1.) 95% of youth report that their parents want to help them succeed by the end of the academic year. 2.) 95% of youth report that their parents urge them to do well in school by the end of the academic year.	DAP Survey (pre, within the first four weeks of club /post, within the last four weeks of club)
Youth will be encouraged to be more engaged with their families.	95% of youth report that their family knows where they are and what they are doing by the end of the academic year.	DAP Survey (pre, within the first four weeks of club /post, within the last four weeks of club)
Increase parent knowledge of community service learning activities.	90% of parents will report an increase in knowledge regarding community service learning activities.	Parent night survey
Parents will increase their knowledge of topics covered in the TOP program.	90% of parents report that they learned about the lesson topics presented during parent nights.	Parent night survey
Please indicate if there are any changes needed in the proposed performance measures:		

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
PROGRAM SERVICES CONTRACT

NR 139 ✓

This contract is entered into by and between the State of Missouri, Department of Health and Senior Services (Department/state agency) and the below named entity/individual (Contractor). The contract consists of the contract signature page, the scope of work; any attachments referenced and incorporated herein; the terms and conditions; and any written amendments made in accordance with the provisions contained herein. This contract expresses the complete agreement of the parties. By signing below, the Contractor and Department agree to all the terms and conditions set forth in this contract.

To the extent that this contract involves the use, in whole or in part, federal funds, the signature of the Contractor's authorized representative on the contract signature page indicates compliance with the Certifications contained in Attachment A which is attached hereto and is incorporated by reference as if fully set forth herein.

Tracking # 46149	Contract Title: TEEN OUTREACH PROGRAM (TOP)	
Contract Start: 10/1/2018	Contract End: 9/30/2020	Questions/Please Contact: PROCUREMENT UNIT @ (573)751-6471
Contract #: AOC19380180	Amend #: 01	

PLEASE VERIFY/COMPLETE - TYPE OR PRINT - SIGNATURE REQUIRED

NAME OF ENTITY/INDIVIDUAL (Contractor) CITY OF COLUMBIA	
DOING BUSINESS AS (DBA) NAME COLUMBIA/BOONE COUNTY PUBLIC HEALTH AND HUMAN SERVICES	
MAILING ADDRESS 1005 WEST WORLEY P O BOX 6015	
CITY, STATE, and ZIP CODE COLUMBIA MO 65205	
REMIT TO (PAYMENT) ADDRESS (if different from above)	
CITY, STATE, and ZIP CODE	
CONTACT PERSON	EMAIL ADDRESS
PHONE NUMBER	FAX NUMBER
TAXPAYER ID NUMBER (TIN) *****0810	DUNS NUMBER 071989024
CONTRACTOR'S AUTHORIZED SIGNATURE <i>John Glascock</i>	DATE September 4, 2019
PRINTED NAME John Glascock	TITLE Interim City Manager
DEPARTMENT OF HEALTH AND SENIOR SERVICES DIRECTOR OF DIVISION OF ADMINISTRATION OR DESIGNEE SIGNATURE <i>Sonyak Laves</i>	DATE SEP - 9 2019

Approved as to form:

[Signature]
City Counselor

Monday, July 1, 2019
MO 580-3017 (10-12)

11:53:18 AM

Amendment #01 To Contract #AOC19380180

CONTRACT TITLE: Teen Outreach Program

CONTRACT PERIOD: October 1, 2019 through September 30, 2020

The Department of Health and Senior Services hereby exercises the option to renew the above referenced contract.

In addition, the Department of Health and Senior Services hereby amends the following:

1. Delete Section 1.1 in its entirety and replace with revised Section 1.1 as follows:
 - 1.1 The contract amount shall not exceed \$45,000 for the period of October 1, 2019 through September 30, 2020.
2. Delete Attachment D and Attachment G in its entirety and replace with revised Attachment D and Attachment G, which is attached hereto and is incorporated by reference as if fully set forth herein.

All other terms, conditions, and provisions of the contract, shall remain the same and apply hereto.

PROGRAM SUMMARY

A Program Summary for the evidence-based teen pregnancy prevention program offered should be submitted using this form. The offeror should list each time the entire multi-session evidence-based teen pregnancy prevention program is proposed to be conducted during the first contract period. For each entire multi-session evidence-based teen pregnancy prevention program, identify the facilitator, county/community, address/location, target population, and the proposed number of adolescents to be served.

Funding	Proposed Dates/ Timeframe	Facilitator	County/ Community Where Program is Implemented	Address/Location	Target Population (age, grade, race/ethnicity, designate specific age range, e.g. 12-14, 15-17, etc.)	Proposed Number of Adolescents Served
MCH	September 2019 – May 2020	Joshua Runnels Sarah Varvaro	Boone -Columbia	Battle High School	15-17	15
MCH	September 2019 – May 2020	Sarah Varvaro Joshua Runnels	Boone -Columbia	Rock Bridge High School	15-17	15
MCH	September 2019 – May 2020	Joshua Runnels Sarah Varvaro	Boone -Columbia	Hickman High School	15-17	15
MCH	September 2019 – May 2020	Joshua Runnels Health Educator: (TBD)	Boone -Columbia	Douglass High School	15-17	10
MCH	September 2019 – May 2020	Sarah Varvaro Health Educator: (TBD)	Boone - Harrisburg	Harrisburg High School	15-17	15
MCH	September 2019 – May 2020	Sarah Varvaro Joshua Runnels	Boone - Sturgeon	Sturgeon High School	15-17	15
MCH	September 2019 – May 2020	Joshua Runnels (TBD)	Boone -Columbia	Jefferson Middle School	12-14	15
MCH	September 2019 – May 2020	Sarah Varvaro Health Educator: (TBD)	Boone - Harrisburg	Harrisburg Middle School	12-14	15
					Totals	115

BUDGET

Budget Categories:	Justification:	Total:
Personnel Costs (hourly wage, salaries, and fringe benefits)	<i>(List personnel; Specify actual hours or percentage spend on evidence-based teen pregnancy prevention program for each position) To support program coordination, management, and implementation.</i> -TOP facilitator for 4 TOP clubs (14hrs per week). -TOP coordinator time provided in-kind. -A (.625 FTE) TOP facilitator for the remaining clubs is funded through another funding source (Boone County Children Services).	\$21,087
Travel Expenses (mileage, transportation, lodging, meals)	<i>(Include travel costs to contractor conference, meal, mileage, hotel costs for travel; any student transportation costs, etc)</i> - Van rentals for service projects and club events - Mileage reimbursement for facilitators - Travel, lodging, and meals for training trips for facilitators	\$1,850
Education Program Costs (curriculum materials, registration/ training fees, background checks, supplies, etc)	<i>(Include supplies/food for meetings, educational materials, and other costs for club)</i> For program implementation supplies including - Club supplies (journals, flip charts, markers, etc) - Lesson materials - Weekly snacks - Service event costs - End of the year recognition event	\$4,972
Other Subcontractoral Costs (Facilitators to implement programs, etc.)	Supports CHALIS staff (1 trained facilitator) to facilitate or co-facilitate 6 clubs	\$13,000
Subtotal of all Budget Categories Above/Direct Costs		\$40,909
Indirect Costs	<i>(Not to exceed 10% of the direct contract costs billed.)</i>	\$4,091
Guaranteed not-to-exceed total annual price		\$45,000



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
CONTRACT FUNDING SOURCE(S)

The Contract Funding Source(s) is supplemental information the Department is required to provide the Contractor when issuing a contract or amendment that will be funded by federal sources. The document identifies the total amount of funding and the federal funding source(s) expected to be used over the life of this contract. For the specific amount for a contract period, refer to the contract and/or applicable amendments. If the funding information is not available at the time the contract is issued or the information below changes, the Contractor will be notified in writing by the Department. Please retain this information with your official contract files for future reference.

Tracking # 46149	State: 0% \$0.00	Federal: 100% \$90,000.00
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Contract Title: TEEN OUTREACH PROGRAM (TOP)

Contract Start: 10/1/2018 **Contract End:** 9/30/2020 **Amend#:** 01 **Contract #:** AOC19380180

Vendor Name: CITY OF COLUMBIA

CFDA: 93.994 **Research and Development:** N
CFDA Name: MATERNAL AND CHILD HEALTH SERVICES BLOCK GRANT TO THE STATES
Federal Agency: DEPARTMENT OF HEALTH AND HUMAN SERVICES / HEALTH RESOURCES AND SERVICES ADMINISTRATION
Federal Award: 1B04MC32553-01, 6B04MC32553-01
Federal Award Name: MATERNAL AND CHILD HEALTH SERVICES
Federal Award Year: 2019 **DHSS #:** 19MCH **Federal Obligation:** \$45,000.00

CFDA: N/A **Research and Development:** *
CFDA Name: *
Federal Agency: *
Federal Award: *
Federal Award Name: *
Federal Award Year: * **DHSS #:** ZZZ-PENDING FOA **Federal Obligation:** \$45,000.00

* The Department will provide this information when it becomes available.

Project Description:

To implement the Teen Outreach Program (TOP) evidence-based teen pregnancy prevention program.

From: [Melinda Bobbitt](#)
To: [Michelle Shikles](#); [Stephanie Browning](#)
Subject: Contract for Purchase of Services RFP
Date: Friday, November 15, 2019 4:44:10 PM

Michelle & Stephanie,

The Boone County Children's Services Board has approved Boone County Community Services Department staff to enter into contract negotiations for the Teen Outreach Program. An Agreement Form has been created in Apricot and updated with information provided in your Written Clarification response(s). The Agreement Form will be included in the contract once completed.

Please complete the following steps:

1. Log into Apricot.
2. Click 'Search Records' on the left hand side of your screen for the drop down menu and click 'Proposal Cover Sheet'.
3. Click on the correct proposal with the Funding Cycle for RFP #34-18JUL19.
4. The top of your screen should read "Proposal Cover Sheet Document Folder". Click on the Agreement Form record that has been created.
5. Review the items in this email describing updates and complete requested changes. Remember to click "Save Record" frequently.
6. Return back to the Proposal Cover Sheet Document Folder page once changes are complete and click 'Submit Agreement' on the right hand side of your screen.
7. Once you've updated and submitted the Agreement Form, notify Melinda Bobbitt via email. Please include information on any changes that you made to the Agreement Form. Community Services Department staff will review the changes and send any additional items, if necessary.

Please review the information below and complete requested items:

- **Organization Profile**
 - David Sohl, Lynelle Phillips, and Jean Sax terms have expired on the Advisory Council. Please update their terms or replace with current board members.
- **Agreement Form**
 - The amount to be contracted from Boone County Children's Services Fund has been updated. Please make updates to the Program Budget, including the Program Expenses.
 - Review the Consumer Demographics and make updates, if necessary. Please include information in 'Consumer Demographics Narrative (optional)' on why Income Demographics are not provided. Add any other information you consider to be helpful.
 - Program Service 1 – outputs, funding request, and performance measures have been updated according to the Written Clarifications (WC) response. Please review.
 - Program Service 2 – changed the service name to Information and Referral; outputs, funding request, and performance measures have been updated according to the Written Clarifications (WC) response. Please review.
 - Program Service 3 and 4 - outputs, funding request, and performance measures have been updated according to the Written Clarifications (WC) response. Please review.

We request the Agreement Form to be reviewed and any applicable changes completed by Thursday, November 21.

Thanks,
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
613 E. Ash Street, Room 110
Columbia, MO 65201

E-mail: mbobbitt@boonecountymmo.org

Phone: (573) 886-4391

Fax: (573) 886-4390



STATES SELF-INSURERS RISK RETENTION GROUP, INC.

222 South Ninth St Suite 2700

Minneapolis, MN 55402-3332

(612) 766-3000

CERTIFICATE OF INSURANCE

Insured: City of Columbia, MO PO Box 6015 Columbia MO 65205	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 policy(ies) below. This certificate of insurance does not constitute a contract between the issuing insurer, authorized representative or producer, and the certificate holder.
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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).

Coverages:


This is to certify that the policy(ies) 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 policy(ies) described herein is subject to all the terms, exclusions, and conditions of such policy(ies).
 Limits shown may have been reduced by paid claims.

Type of Insurance:	Policy Number	Effective Date	Expiration Date	Limits	
				Occurrence	Aggregate
Public Entity Excess Liability Including Error or Omission Liability Coverage.	3000030-3	10/1/2019	10/1/2020	\$3,000,000	\$10,000,000

Retroactive Date: Occurrence Form Policy

Description of Operations/Locations/Vehicles/Special Terms:
 Proof of insurance for city departmental activities.

Certificate Holder:	CANCELLATION: Should the above described policy be cancelled before the expiration date thereof, notice will be delivered according to policy provisions.
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Self-Insured Retention: \$500,000	Authorized Representative: <div style="text-align: center;">  _____ Signature </div> <div style="text-align: right;"> 9/26/2019 Date </div>
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
The City of Columbia PO Box 6015 columbia, MO 65205
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

49-2020

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ca.

January Session of the January Adjourned

Term. 20 20


In the County Commission of said county, on the 21st day of January 2020

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 2020 Commission Assignments.

Done this 21st day of January 2020.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
District I Commissioner

Janet M. Thompson
District II Commissioner



Boone County Commission

2020 COMMISSION ASSIGNMENTS

<u>ALL</u>	<u>FRED J. PARRY</u>
<p>Boards & Commissions Appointments Board of Equalization (BOE) Budget Approval City/County/Columbia Public Schools/ UMC & Chamber (CCCCU) Commission Budget Coordination County Commissioners Association of Missouri (CCAM) Farm Bureau – Rotated KFRU Legislative Priorities West Central Commissioners Association</p> <p>Monthly 3C Work Sessions: All Directors – Rotated All Elected Officials – Rotated Columbia City Manager Community Services – Joanne Nelson Emergency Communications – Chad Martin Facilities Maintenance – Doug Coley Health Dept – Stephanie Browning Human Resources – Jenna Redel Information Technology – Aron Gish Legal Counsel – CJ Dykhouse Purchasing – Melinda Bobbitt Regional Sewer District – Tom Ratermann Resource Management – Stan Shawver Road & Bridge – Greg Edington Sheriff – Dwayne Carey (Quarterly)</p>	<p>BC Regional Sewer District (BCRSD) • Sewer NID Coordination BC Senior Citizens Services Corp (The Bluffs) Convention & Visitors Bureau (CVB) Extension Council Health Trust Committee (HTC) • Wellness Subcommittee Human Resources (HR) • Employee Benefits • Risk Management • Workers Comp Committee Information Technology • Information Technology Advisory Committee (ITAC) Parking Regional Economic Development, Inc. (REDI) Resource Management • Stormwater- Hinkson Creek CAM • Building Codes • Planning • Engineering</p>
<u>DANIEL K. ATWILL</u>	<u>JANET M. THOMPSON</u>
<p>Airport Advisory Board Boone County Fire Protection District Boone Hospital Board of Trustees Central Region Workforce Investment Act (WIA) Columbia Area Transportation Study Organization (CATSO) Columbia Chamber of Commerce Board * Emergency Communications Management • Local Emergency Planning (LEPC) • Boone County Joint Communications (BCJC) • Office of Emergency Management (OEM) Financial Signing Official Industrial Development Authority (IDA) Mid-Missouri Regional Planning Commission (MMRPC) Missouri Innovation Center (MIC) Road & Bridge Department Southern Boone County Fire Protection District</p> <p>* MUST BE PRESIDING COMMISSIONER</p>	<p>Boone County Family Resources (BCFR) Central Missouri Community Action (CMCA) Community Services • Children’s Services Board • Community Health Medical Fund County Commissioners Association of Missouri (CCAM) Cradle To Career Alliance (C2CA) Criminal Justice Administration Coordination Committee (CJACC) Disproportionate Minority Contact Steering Committee (DMC) Facilities Maintenance • Condo Board • Downtown Leadership Council (DLC) Board of Health Judicial & Law Enforcement Task Force (JLETF) • Stepping Up Initiative Legislative Liaison for Missouri Association of Counties (MAC) NACo Juvenile Justice Chair – Justice & Public Safety Committee, NACo Health Policy Committee Purchasing</p>