

Request for Proposals System Audit & Enhancements

Released July 1, 2024

The Board of Directors of St. Louis County Children's Service Fund ("CSF") requests the submission of responses for proposals from qualified firms to provide a system audit and functional enhancements to CSF's customized Salesforce as described in this Request for Proposals.

The Proposal must be received no later than **2:00 p.m. CST on AUGUST 15, 2024**.

FOR HARD COPY SUBMITTALS:

"Responders" shall complete the Response as required in the Request for Proposals and deliver the completed Response in a sealed envelope marked "Request for Proposals – System Audit & Enhancements" to:

Emily Koenig, Executive Director
St. Louis County Children's Service Fund
6763 Page Ave., Ste. 201
St. Louis, MO 63133

FOR ELECTRONIC SUBMITTALS:

Responders shall complete the Response as required in this Request for Proposals and deliver the completed Response by email only to Emily Koenig, EKoenig@stlouiscountymo.gov. The email subject line should read, "Request for Proposals – System Audit & Enhancements".

To preserve the integrity of the selection process, questions regarding this Request for Proposals should only be directed to Ms. Koenig at EKoenig@stlouiscountymo.gov. CSF reserves the right to reject any and all responses and to waive formalities in the best interest of CSF.



I. Background

St. Louis County Children's Service Fund (CSF) generates approximately \$50 million annually through a county-wide quarter-cent (\$0.025) sales tax for the benefit of children's behavioral health treatment and prevention services. Since the first allocation of funds in 2010, CSF has invested more than \$550 million in local nonprofits and governmental agencies to provide mental health and substance use treatment services for children and youth in St. Louis County. CSF maintains a staff of 20 employees and is governed by a nine-member board.

Currently, CSF has contracts with 105 organizations to provide approved mental and behavioral health services to residents, ages 0-19, in homes, schools, and community-based settings. Under Missouri Statutes RSMo 67.1775 and 210.861, CSF funds an array of services including: temporary shelter; transitional living services; services to teen parents; respite care; crisis intervention; prevention services; individual, group, and family counseling; education and skill-building to adult parents, guardians, and caregivers; outpatient substance use treatment; psychological evaluations; and outpatient psychiatric services.

CSF pays for services delivered to children and families in St. Louis County through one of two methods: fee-for-service contracts and grants to approved not-for-profit organizations. Billing and reporting on expenditures are completed on CSF's custom cloud-based Salesforce platform. Enhancements and additional build-out of the existing Salesforce platform is required for CSF to achieve greater efficiency and impact in the community. System improvements and enhancements are needed in three functional areas: (1) fee-for-service billing, (2) collecting and storing client data in fee-for-service contracts, and (3) grant reporting and monitoring.

- 1) CSF collects limited transaction data through its Core funding opportunity using a fee-for-service billing model. Data currently collected through the Core invoicing process includes service type via Current Procedural Terminology (CPT) code, volume of units delivered, date of service, and client's residential ZIP code or ZIP code where service was delivered. In addition, CSF collects a range of aggregate demographic data describing the client population served, along with aggregate client outcomes for services rendered. As CSF prepares for operational shifts to the funding models that support service delivery, an overarching review of Core invoice procedures to be in alignment with best practices in public healthcare billing is needed. A functional audit of the system processes should include data collection, invoice submission, billing review and processing, and data storage. Any system design changes and engineering should be conducted in accordance with CSF policies and procedures.
- 2) At this time, CSF does not collect individual client information, thus, is unable to conduct desired operational performance analyses. CSF seeks to further its' capacity for assessing



the impact of its investments by expanding system functionality to support the transfer of client level information via the creation of unique client ID records to be shared between providers and CSF. These client records should relate to financial transaction data from invoicing and client health information such as health assessment data, health outcomes, and personal demographic information using a unique client ID. System design should enable CSF to assess client activity and understand how St. Louis County children and families are served by CSF investments in order to: a) quantify a true unduplicated count of clients that have been served by the programs and services CSF funds; b) understand how clients move through the network of providers to receive various services and care; and c) gain an understanding of how individual client health outcomes progress over time, following services and treatments from various providers. Initially, CSF intends to implement a pilot project with contracted psychiatric service providers before rolling out more systematically to additional contracted service providers.

Long-term, CSF intends to utilize client data to assess longitudinal client outcomes and service data, conduct cost-benefit analysis, identify patterns and trends to inform future investments and fuel public policy advocacy.

- 3) Finally, CSF requires additional design and build of its Salesforce system to support grant reporting and monitoring more efficiently. In 2020, CSF introduced line-item grants to provide funding to organizations delivering services during the Covid-19 pandemic. This represented a swift shift in operations to quickly meet the needs of children and families. CSF has continued to use line-item grants and requires the system design and build to support financial reporting and monitoring of grant expenditures in accordance with CSF policies and procedures.

CSF is seeking an experienced firm with expertise in healthcare billing and IT management to design and build enhancements to its existing cloud-based Salesforce system. Experience building and managing public Medicaid billing systems and client health record management systems is desired.

Further details of the Project can be found in Section III. the Scope of Services; key deliverables are described further in Section IV: Documentation and Deliverables.



II. General Requirements

This project is subject to all applicable laws of the State of Missouri governing CSF, including, but not limited to, the following:

- 1) Missouri law prohibits all employers from employing aliens unlawfully present in the United States to perform work within the State of Missouri, including the Project and Responders must comply with the provisions relating thereto in Section 285.530, RSMo., as amended.
- 2) All Responders on CSF contracts for services in excess of \$5,000 must provide CSF with documentation and a sworn affidavit, with respect to employees working in connection with the contracted services, affirming enrollment in a Federal Work Authorization Program ("FWAP"). The affidavit shall also provide that the Responder does not knowingly employ any person in connection with the contracted services who is an unauthorized alien. Such affidavits must be provided with the Response to this Request for Proposals.
- 3) Every transient employer must comply with Sections 285.230 through 285.234, RSMo., as amended, when applicable.
- 4) In the event that the contract for the services described in this Request for Proposals is for \$100,000 or more, and the successful Responder employs ten (10) or more employees, the contract shall include a written certification that the Responder is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.
- 5) In addition to the general requirements listed above, the successful Responder shall comply with all laws, ordinances, regulations, and orders of federal, state, county, and local governing authorities pertaining and applicable to the successful Responder and/or CSF.

Applicable insurance coverage must be provided by the successful Responder before any work can be started on the Project.

CSF will make every effort to target and utilize Minority/Women Business Enterprises (MBE/WBE) by using the Missouri Minority/Women Business Enterprise Program Directory as a source of identification of potential Responders. CSF Policy provides that MBE/WBEs must be certified by the Office of Supplier and Workforce Diversity (OSWD), State of Missouri, and that such entities will be provided an equitable and fair opportunity to submit Responses.

All data, materials, and work product first gathered, originated, developed, prepared, or obtained as a condition of the RFP and used in the performance of this RFP, including but not limited to reports, configurations, customizations, documentation, Salesforce flows/apex



coding, and any software or code developed ("Work Product"), shall be considered "work for hire" and shall be the exclusive property of "CSF", regardless of the state of completion. Consultant shall not sell, license, publish, or copyright any Work Product without explicit written permission from CSF. Consultant may not use the Work Product for any purpose other than the performance of this Agreement without the prior written consent of CSF.

Upon completion of the Agreement, Consultant shall provide comprehensive knowledge transfer to designated personnel of CSF, including training, documentation, and necessary information for the effective use and maintenance of the Salesforce work/products.

All proposals must include a commitment to adhere to St. Louis County's Data Privacy Policy, which is attached to this RFP – Attachment 1. Consultants must demonstrate their understanding of and willingness to comply with the principles and guidelines outlined in the Data Privacy Policy throughout the duration of this engagement.

These General Requirements, this Request for Qualifications, the Response, and the specifications, drawings, schedules, and instructions of the Project shall be incorporated into the Agreement signed by the parties should the Responder be awarded a contract pursuant to this Request for Qualifications.

III. Scope of Services

CSF is seeking an experienced firm with expertise in healthcare billing systems, electronic client record systems, and IT management for the Project as described herein, according to the detailed timeline as proposed the RESPONDER and agreed upon by CSF, subject to extension at the discretion of CSF, and as directed by the CSF Board of Directors and Executive Director. Such services are to be performed as are generally and customarily performed by like professionals, as directed by CSF.

CSF requires the services and input of an experienced firm to improve performance and efficiency of CSF's custom, cloud-based Salesforce system. The selected vendor should assess the current structure of CSF's customized Salesforce solutions and offer recommendations to support project goals, as necessary. This may include recommendations for the use of better data infrastructure and new relationships between objects in the system, as currently built.

Project Goals:

- 1) Fee-for-Service Model:
 - a) Audit CSF's existing custom Salesforce system against standard healthcare billing systems similar in nature such as MO HealthNet (Medicaid).



- i) Assess billing procedures, invoice templates, invoice submission process, invoice review and processing, and data architecture. Identify discrepancies in CSF existing practices and similar fee-for-service structures incorporated in MO HealthNet or other state sponsored Medicaid billing practices. Troubleshoot and refine known and newly identified issues with CSF's invoice process. See Attachment 2 for example of CSF's .csv invoice template and Attachments 4 and 5 for accompanying workflows.
 - b) Work with CSF finance and administration staff to define new workflows where needed, modify existing workflows, and enhance data management practices. System enhancements and process improvements should be informed by #3, deployment of client id records.
 - c) Document workflows and draft a data field dictionary.
- 2) Grant-based Model:
- a) Review workflows and objects in Salesforce to support new and enhanced grant funding model(s).
 - b) Audit and review existing workflows and document all processes.
 - c) Build new objects, relationships, and workflows that reflect and drive new procedures is needed.
 - d) Draft a data field dictionary and ensure alignment with new grant procedures.
- 3) Unique Client Records:
- a) Adapt and enhance CSF's existing customized Salesforce platform to support safe and secure exchange of individual client data and personally identifiable information (PII). Client record may include PII, such as: client's legal first name, client's middle initial, client's legal last name, date of birth, last known residential zip code, social security number, insurance status, Medicaid number, gender identity, racial and ethnic identity, primary language, school enrollment, health outcomes, diagnosis, and mental health assessment or evaluation data.
 - b) Ensure the Salesforce licenses currently in use fulfill CSF's responsibilities under HIPAA, and identify what, if any, modifications, or additions to the software license are needed. Propose solutions compatible with CSF's existing Salesforce platform.
 - c) Incorporate the use of a unique client id in fee-for-service invoicing and the development of individual client health records to collect and store client health information such as health assessment data, health outcomes, personal identifiers, and individual demographic information.
 - d) Document all workflows
 - e) Draft a data field dictionary



- f) Work with CSF staff to document appropriate data management procedures policies and procedures
- g) Create data sharing policies for use by CSF and partner agencies.

The selected vendor will work in collaboration with key CSF staff and partners to complete all stages of the Project listed below, through an output-based delivery model:

- 1) Exploration Phase
 - a) Build familiarity with CSF's existing operations and objectives.
 - b) Meet with staff in each operational division to identify existing pain points and challenges with CSF's Salesforce system.
 - c) Learn about CSF's strategic vision and how the organization intends to grow the impact of its investments through greater efficiency, improved performance, and deeper data-driven evaluations.
 - d) Develop an understanding of CSF's various contract cycles including different funding models and funding opportunities. Understand the workflow of CSF operations from Request for Proposal (RFP) to contracting, all the way through billing and reporting, and relate these operations to CSF's Salesforce system for each funding model
- 2) Requirements Gathering and Analysis:
 - a) Gather and document all functional and non-functional requirements.
 - b) Ensure thorough understanding of CSF's needs and expectations.
 - c) Communicate with CSF analysts, grants managers, and directors to ensure clarity and shared expectations.
- 3) System Design:
 - a) In this stage of the project, the selected vendor will audit the existing system architecture and workflows, designing or recommending modifications as appropriate to support each Project goal
 - i) Design system architecture, data models, and detailed workflows.
 - ii) Create design documents and plans for new features and enhancements.
- 4) Implementation (Coding/Development):
 - a) Develop and implement changes and enhancements to the Salesforce system.
 - b) Work on new workflows, data management practices, and system improvements.
- 5) User Acceptance Testing (UAT):
 - a) Conduct unit testing, integration testing, system testing, and user acceptance testing.
 - b) Ensure all components function as expected and meet requirements.



- i) All documentation and policies must be complete prior to testing to ensure complete understanding by users.

6) Deployment:

- a) Plan and execute the rollout of system changes and enhancements.
- b) Ensure minimal disruption to ongoing operations.

7) Continuous Improvement and Support (Post Deployment):

- a) Provide ongoing maintenance and post-deployment support throughout the pilot stage of Client ID and grant-based funding model.
- b) Offer technical assistance and troubleshoot any emerging issues.

IV. Documentation and Deliverables

1) Exploration:

- a) Conduct an initial assessment of CSF's current systems and needs.
- b) Develop a detailed project plan outlining timelines, milestones, and deliverables.

2) Requirements Gathering and Analysis:

- a) Facilitate workshops or meetings to gather detailed requirements from CSF stakeholders.
- b) Document all requirements and get them approved by CSF.

3) System Design:

- a) Design the system architecture and workflows.
- b) Review the design with CSF stakeholders for approval.

4) Implementation:

- a) Customize and develop new features and objects in Salesforce.
- b) Perform iterative testing during development to catch issues early.

5) User Acceptance Testing (UAT):

- a) Conduct user acceptance testing with CSF staff to ensure the system meets their needs.
- b) Collect feedback and make necessary adjustments.

6) Deployment:

- a) Plan and execute the deployment of new features and enhancements.
- b) Ensure minimal disruption to ongoing operations.



- 7) Continuous Improvement and Support (Post Deployment):
 - a) Provide initial post-deployment support to address any immediate issues.
 - b) Monitor system performance and make necessary adjustments.
 - c) Set up a process for continuous feedback from CSF staff.
 - d) Implement improvements based on feedback and changing requirements.
- 8) Ongoing Documentation:
 - a) Provide CSF with ongoing documentation tracking hours logged and activities completed.
 - b) Provide CSF with a detailed map of all workflows and relationships of new objects or enhancements in Salesforce.
 - c) Produce a data dictionary for each object and related data fields.
- 9) Training:
 - a) Train CSF staff who will be directly responsible for various activities, including:
 - i) CSF grants managers for all billing, invoicing procedures, and grant reporting.
 - ii) CSF data analysts for activities and workflows related to client records and data sharing procedures.
 - iii) CSF IT and administration team for all Salesforce administrator responsibilities.
 - b) Provide written training materials for CSF staff and recordings of all webinars and training sessions.
- 10) Meetings and Communication:
 - a) Attend meetings with CSF staff and service providers, as needed.
 - b) Work with CSF staff in a structured manner, preferably using scheduled meetings to check on progress and assist in project management.
 - c) Present project updates and findings to the CSF Board and key stakeholders, as needed.
- 11) Documentation of Key Deliverables:
 - a) Maintain documentation of key deliverables, provided to CSF within a designated timeframe.



V. Firm Qualifications

All potential firms and vendors will be evaluated based on their qualifications, experience, and expertise in information security management. Selection will be based on their ability to meet the project's requirements and goals.

1) Relevant Experience

- a. Demonstrated experience in supporting large scale interagency data sharing and information management systems involving HIPAA covered PII, with proven security and risk management solutions for state or federal public sector, public-private partnerships, and healthcare
- b. Demonstrated experience building and/or managing public healthcare billing systems at the local, state, or federal level
- c. Successful track record of completing similar projects supporting big data with measurable outcomes
- d. Strong references from previous clients, preferably from organizations in the government or healthcare sectors

2) Technical Proficiency

- a. Healthy portfolio of relevant projects and outcomes, demonstrating the firm's technical skill, performance capabilities, and approach
- b. Deep understanding of data privacy regulations, including HIPAA, and experience working within their guidelines
- c. Proficiency in developing and customizing platforms like Salesforce to meet complex data sharing requirements
- d. Strong technical knowledge in data integration and secure data exchange protocols

3) Data Governance and Ethics

- a. Comprehensive understanding of data governance principles, including data ownership, access controls, and consent management
- b. Commitment to ethical data handling practices, ensuring client privacy and confidentiality

4) Project Management

- a. Strong project management skills, including the ability to create a detailed project plan, anticipate barriers and risk, achieve timely milestones, and adhere to deadlines

5) Training and Support

- a. Ability to communicate complex technical concepts to non-technical stakeholders



- b. Proven ability to design and deliver effective training programs for staff and partners to ensure successful system adoption
- c. Ability to provide ongoing technical support and assistance as needed

6) Financial Transparency

- a. Clear and transparent pricing structure that covers all aspects of the project, including development, implementation, training, ongoing support, and potential additional costs

7) Collaborative Approach

- a. Ability to work collaboratively with CSF's team, stakeholders, and partner organizations
- b. Willingness to engage in open communication, address concerns, and adapt to project needs

VI. Response Requirements

The Response must arrive no later than **2:00 p.m. CST on AUGUST 15, 2024**. No response will be accepted after this time and any response arriving after this time will be returned unopened.

- 1) FOR HARD COPY SUBMITTALS: The Response must be addressed as follows and delivered to the following address:

Emily Koenig, Executive Director
St. Louis County Children's Service Fund
6763 Page Ave., Ste. 201
St. Louis, MO 63133

The Response must bear the following legend:

Response to Request for Proposals – System Audit & Enhancements

Responses must be on eight and one-half inch by eleven inch (8 ½" x 11") white paper printed on one side. Sheets containing graphic images may fold out to eleven inches by seventeen inches (11" x 17"). Colored and/or tabbed divider sheets may be used to delineate discrete sections. Each Responder shall submit one (1) complete and bound copy of the Response, with original signatures, one (1) "public/press" copy of the Response in which the individual or firm should redact any information which it deems confidential or proprietary, and one (1) electronic PDF copy of the Response on a USB flash drive.

- 2) FOR ELECTRONIC SUBMITTALS: The Response must be emailed to:

Emily Koenig, EKoenig@stlouiscountymo.gov



The email subject line shall read as follows:

Request for Proposals – System Audit & Enhancements

Each Responder shall submit their Response as an electronic PDF. Blank pages and/or electronic PDF tabs may be used to delineate discrete sections. Each Responder shall submit one (1) complete copy of the Response and one (1) “public/press” copy of the Response in which the individual or firm should redact any information which it deems confidential or proprietary.

3) Notwithstanding the foregoing, CSF must comply with the Missouri Sunshine Law; therefore, all Responses and other documentation submitted to CSF in response to this Request for Proposals (including fees) may be subject to disclosure pursuant to Missouri law and/or CSF policy.

4) Any responder desiring an explanation or interpretation of the Request for Proposals must request it in writing no later than **2:00 p.m. CST on AUGUST 8, 2024**; such request shall be emailed only to EKoenig@stlouiscountymo.gov.

Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a responder concerning a solicitation will be furnished promptly to all other responders as an amendment of the Request for Proposals, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective responders.

5) If this Request for Proposals is amended, then all terms and conditions, which are not modified, remain unchanged. Responders shall acknowledge receipt of any amendments to this solicitation by: (i) signing and returning the amendment; and (ii) identifying the amendment number and date in the space provided for this purpose. CSF must receive the acknowledgement by the time specified for receipt of responses.

6) No response shall be withdrawn for a period of 90 days subsequent to the opening of the responses without prior written consent of CSF.

7) CSF is not liable for any cost incurred by the Responder prior to issuance of a legally executed contract by CSF.

8) Each Response must include a **COVER LETTER** which must indicate that the signer is authorized to bind the Responder contractually and must identify the title or position of the signer. The letter shall also contain the following:

a. The name of the Responder, and address and telephone number.



- b. A statement that the Responder is willing and able to perform services required for a successful engagement; (b) the Responder has read and understands the Request for Proposals; and (c) the Response is made in accordance with the Request for Proposals and is based upon the specifications required by this Request for Proposals.
 - c. The name of the individual within the Responder organization who will be the primary contract concerning this engagement.
 - d. Copies of all licenses from applicable governing authority to do business at the CSF location and certificate of good standing for the State of Missouri, as applicable.
 - e. Documentation and sworn affidavit with respect to employees working in connection with the Response, affirming enrollment in a Federal Work Authorization Program.
 - f. An unsigned submission shall be rejected.
- 9) RESPONSE CONTENT to the Request for Proposals will be used to measure the qualifications of the organization responding. The Response shall contain the following information at a minimum:
- g. General information. Please provide a brief description of the organization.
 - h. Qualifications and Experience. The Response must clearly identify the organization's qualifications as related to the scope of work and desired qualifications stated in this Request for Proposals.
 - i. Personnel. Please indicate the name, location, telephone number, and email address of the primary contact person for the organization. Identify the individual(s) proposed to serve CSF; specify their capacity and roles; and include a brief resume for each. If the organization is selected to give an oral presentation, only those individuals listed will be invited to participate.
 - j. Project Approach. Discuss your organization's approach and methodology to complete the Scope of Services for this Project, including what a fully defined Scope of Services must contain for this engagement.
 - k. Detailed Timeline: Responders should include an estimated timeline and budget with necessary tasks for each stage of the Project as delineated in Section III: Scope of Work.
 - l. Risk Management: Provide a thorough risk management plan for the Project, outline potential impact of foreseeable risks on the Project, contingencies, and mitigation strategies.
 - m. References. Responses should include the name, title, organization, telephone number, and email address for at least three (3), but no more than five (5), references from similar sized contracts pursuant to which your firm has provided similar services within the last five (5) years. Summarize the scope of similar work conducted, and if available, provide a hyperlink to previous work examples.
 - n. Conflict of Interest. If your organization believes that a conflict of interest may arise, describe the nature of the conflict and the proposed resolution to the conflict. Further,



please describe whether the organization or any of its employees has any interests or relationships which might conflict with or compromise the expectations of CSF in providing the services set forth in this Request for Proposals.

- o. Financial Interest. Please disclose any professional or personal financial interest which could be a possible conflict of interest in representing CSF.
- p. Other Factors. Discuss any other factors which your organization believes should be considered by CSF.

10) FEE STRUCTURE: Deliverable-based. Provide the FEE PROPOSAL for the services described in this Request for Proposals to be provided by the organization based on delivery of high-quality outputs and deliverables according to the proposed timeline.

FOR HARD COPY SUBMITTALS: attach in a separate sealed envelope.

FOR ELECTRONIC SUBMITTALS: send via a separate email to EKoenig@stlouiscountymo.gov.

VII. Selection Procedures

Responses will be reviewed by a Selection Committee composed of representatives of CSF named by the Executive Director. The Responses will be used to measure the qualifications of organizations responding and to measure the Responders' understanding of the scope of services required in accordance with the Evaluation Factors. The Selection Committee will make a recommendation to the Executive Director who will make a recommendation to the Board of Directors.

Upon receipt of the Response, the Selection Committee will complete a review of all qualifications to establish responsiveness to this Request for Proposals according to the submission of the Responders.

Upon establishment of responsiveness, the technical evaluation phase would begin. The Selection Committee will review and rank each Response in accordance with the Evaluation Factors set forth herein. After all responding organizations are evaluated, then fee envelopes would be opened.

Selection will be made based on Responses and, if required, subsequent interviews to determine the best qualified organization for each type of services with the lowest reasonable fee.

VIII. Evaluation Criteria

Responses will be evaluated using the following criteria:



- 1) Specialized experience and technical competence of the organization with respect to the type of services required. (30 points possible)
- 2) Capacity of the organization to perform the work in question with a high level of quality and completeness, including specialized services, within the time limitations required. (30 points possible)
- 3) Past experience with references and links (when available) for comparable work. (30 points possible)
- 4) The fair and reasonable fee for the type of services needed. (10 points possible)

IX. Award

- 1) The right is reserved by CSF to cancel the Request for Proposals or reject any and all Responses and to waive formalities when in the best interests of CSF.
- 2) CSF reserves the right to split awards and/or make multiple awards.
- 3) Subject to the rights reserved by CSF, an award will be made by the CSF Board to the Responder that is best qualified and capable of performing the desired services for a fair and reasonable fee.
- 4) Upon the selection of a Responder by the CSF Board, the selected Responder will be required to negotiate an agreement that will set forth the terms and conditions of the proposed engagement and compensation determined to be fair and reasonable. If CSF and the highest ranked Responder fail to reach an agreement, CSF may negotiate with the next highest ranked Responder for that type of service to reach an agreement, unless CSF determines that it is in its best interest to re-solicit a Request for Proposals.
- 5) All Responders will be notified of CSF's selection as soon as possible.
- 6) The successful Responder will be issued a Notice of Award within 10 business days, such Responder shall provide the following minimum documentation:
 - a. Proof of the appropriate insurance coverage:
 - b. Worker's Compensation & Employers Liability—Statutory Amount (Mandatory)
 - c. Comprehensive Automobile Liability for vehicles used—\$500,000
 - d. Comprehensive General Liability—\$1,000,000
 - e. Professional Liability—\$1,000,000
 - f. Federal Taxpayer Identification Number.
 - g. Evidence that the Responder is authorized to do business in Missouri.
 - h. Evidence that the Responder has applicable licenses to this Project, in good standing.



X. Appendices

- 1) Attachment 1 – St. Louis County Data Privacy Policy
- 2) Attachment 2 – CSF’s Financial Invoice (XLSM)
- 3) Attachment 3 – CSV File
- 4) Attachment 4 – Fee For Service Flow Model
- 5) Attachment 5 – Grant-based Billing Flow Model