

Request for Legislative Action

Res. #20961

Sponsor: Tony Miller

Date: May 23, 2022

Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	20961
Sponsor(s):	Tony Miller	Legislature Meeting Date:	5/23/2022

Introduction

Action Items: ['Authorize']

Project/Title:

Requesting the approval of Appointment Management Software from Q-Less Software of Pasadena, CA as a sole source.

Request Summary

Due to the on-going Coronavirus/COVID-19 pandemic, various County Departments have been purchasing Appointment Management Software to encourage social distancing of citizens that needs to do business with the County Departments. The software allows citizens to login from any location and get an appointment time to come to the Courthouse and will also notify citizens of any changes or updates in appointments. With a pending purchase by the Board of Equalization for the software the amount spent in 2022 would be over \$25,000 requiring approval by the Legislature. The other departments utilizing this software are Clerk's Office, Collections, and Sheriff's Office.

Pursuant to Section 1030.1 of the Jackson County Code, the software from Q-Less would be considered a Sole Source to ensure consistency of services to Jackson County citizens and allow maintenance and updates for the Software from the proprietary owner of the software.

Contact Information

Department:	Finance	Submitted Date:	5/3/2022
Name:	Katelyn W. Edgar	Email:	KEdgar@jacksongov.org
Title:	Buer	Phone:	816-881-3292

Budget Information

Amount authorized by this legislation this fiscal year:	\$34,860
Amount previously authorized this fiscal year:	\$ 0
Total amount authorized after this legislative action:	\$34,860
Is it transferring fund?	No
Single Source Funding:	

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Fund:	Department:	Line Item Account:	Amount:
045 (Assessment Fund)	5007 (Board of Equalization)	56661 (Software Purchases)	\$6,000
045 (Assessment Fund)	1902 (Assessment)	56663 (Software As A Service)	\$13,860
001 (General Fund)	0201 (Clerk of the Legislature)	56663 (Software As A Service)	\$9,000
001 (General Fund)	4201 (Sheriff)	56662 (Software Maintenance)	\$6,000

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
5456	November 23, 2020
Prior Resolution	
Resolution:	Resolution date:
20589	December 14, 2020

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	Yes
Chapter 10 Justification:	Sole Source
Core 4 Tax Clearance Completed:	Not Applicable
Certificate of Foreign Corporation Received:	Yes
Have all required attachments been included in this RLA?	Yes

Compliance	
Certificate of Compliance	
In Compliance	
Minority, Women and Veteran Owned Business Program	
Goals Not Applicable for following reason: Sole Source	
MBE:	.00%
WBE:	.00%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Fiscal Information

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- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered.

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Submitted by Finance requestor: Katelyn W. Edgar on 5/3/2022. Comments:

Approved by Department Approver Bob Crutsinger on 5/3/2022 11:21:42 AM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 5/3/2022 12:15:05 PM. Comments:

Approved by Compliance Office Approver Katie M. Bartle on 5/3/2022 4:21:10 PM. Comments:

Returned for more information by Budget Office Approver Mark Lang on 5/5/2022 9:28:27 AM.
Comments: The "budget info" tab will need to show where the funding is coming from.

Submitted by Requestor Katelyn W. Edgar on 5/12/2022 12:35:11 PM. Comments: Entered account information on Budget tab.

Approved by Department Approver Bob Crutsinger on 5/12/2022 2:02:07 PM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 5/12/2022 2:11:34 PM. Comments:

Approved by Compliance Office Approver Katie M. Bartle on 5/12/2022 2:26:53 PM. Comments:

Returned for more information by Budget Office Approver Mark Lang on 5/12/2022 3:49:10 PM.
Comments: On the Budget Info tab, please put the total of \$34,860 into the top line. In the Single Source Funding section, please change the clerk's account to 56663.

Submitted by Requestor Katelyn W. Edgar on 5/12/2022 3:58:30 PM. Comments: Made requested corrections.

Approved by Department Approver Bob Crutsinger on 5/12/2022 4:41:46 PM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 5/13/2022 10:28:19 AM. Comments:

Approved by Compliance Office Approver Katie M. Bartle on 5/13/2022 2:40:08 PM. Comments:

Approved by Budget Office Approver Mark Lang on 5/13/2022 3:01:45 PM. Comments: The fiscal note has been attached.

Approved by Executive Office Approver Troy Schulte on 5/13/2022 4:22:18 PM. Comments:

QLESS INC

150 S. Los Robles Ave, Suite 900
 Pasadena, CA 91101 US
 +1 8004054637
 billing@qless.com

**BILL TO**

Jackson County, Missouri
 415 E 12th Street, Room G-1
 Kansas City,, MO 64106

INVOICE 11613

DATE 04/27/2022 TERMS Net 30

DUE DATE 05/27/2022

DATE	ACTIVITY	QTY	RATE	AMOUNT
04/27/2022	Flex Appointments - Gov Click on this link to learn more about Flex Appointments: https://www.qless.com/features/flexappointments/CLERK OF THE COUNTY	2	4,500.00	9,000.00
04/27/2022	2-way SMS Interactive Queuing Package - GOV 2-way SMS Interactive Queuing - See SO for details BOARD OF EQUALIZATION	12	500.00	6,000.00
04/27/2022	Account Set-Up and Virtual Training Initial Kick-Off Call ; Questionnaire Review; Build and QA of environment; Foundations and Admin Classes; Up to one call for questions, answers during set up ; Includes 2 training sessions Each additional session is \$500 BOARD OF EQUALIZATION	1	0.00	0.00
04/27/2022	Flex Appointments - Gov Click on this link to learn more about Flex Appointments: https://www.qless.com/features/flexappointments/SHERIFF'S OFFICE	1	6,000.00	6,000.00
04/27/2022	2-way SMS Interactive Queuing Package - GOV 2-way SMS Interactive Queuing - See SO for details ASSESSMENTS & COLLECTIONS DEPARTMENT	1	12,600.00	12,600.00
04/27/2022	Live Dashboard This is a real-time analytics tool providing key performance statistics, throughout the day, across the organization using QLess. ASSESSMENTS & COLLECTIONS DEPARTMENT	1	1,260.00	1,260.00

RENEWAL DATES:

County of the Clerk: 5/26/22-5/25/23 for 2 departments

Sheriff's Office : 9/29/22-9/28/23

Assessments & Collections 9/29/22-9/28/23

Board of Equalization -upon receipt of login - one year

TOTAL DUE USD 34,860.00

Jackson County, Missouri

AFFIDAVIT

STATE OF Colorado)
) SS.
COUNTY OF Douglas)

Olless, In of the city of Englewood
County of Douglas State of Colorado being duly sworn on her or his oath, deposes and says,

1. That I am the Director of Client Success (Title of Affiant) of Olless, Inc. (Name of Bidder) and have been authorized by said Bidder to make this Affidavit upon my best information and belief, after reasonable inquiry as to the representations herein.
2. No Officer, Agent or Employee of Jackson County, Missouri is financially interested directly or indirectly what Bidder is offering to sell to the County pursuant to this Invitation (though no representation is made regarding potential ownership of publicly traded stock of bidder).
3. If Bidder were awarded any contract, job, work or service for Jackson County, Missouri, no Officer, Agent or Employee of the County would be interested in or receive any benefit from the profit or emolument of such.
4. Either Bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri and is not delinquent in the payment of any taxes due to the County or Bidder did not have on December 31, 2021 any property subject to taxation by the County and if bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri, bidder agrees to permit an audit of its records, if requested by the Jackson County Director of Assessment, as they relate to the assessment of Business Personal Property.
5. Bidder has not participated in collusion or committed any act in restraint of trade, directly or indirectly, which bears upon anyone's response or lack of response to the Invitation.
6. Bidder certifies and warrants that Bidder or Bidder's firm/organization is not listed on the General Services Administration's Report of Debarred and/or Suspended Parties, or the State of Missouri and City of Kansas City, Missouri Debarment List
7. Bidder certifies and affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.
8. Bidder certifies and affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

Stacia Wilkins (Olless)
(Name of Bidder)

By: Stacia Wilkins (Signature of Affiant)
Director of Client Success (Title of Affiant)

Subscribed and sworn to before me this 29th day of April, 2022

NOTARY PUBLIC in and for the County of Douglas (SEAL)

State of Colorado

My Commission Expires: 03/25/2024

NICOLE A. MOSES
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20084010679
MY COMMISSION EXPIRES 03/25/2024