

Request for Legislative Action

Resolution No.: 21329

Sponsor: Megan L. Marshall

Date: July 10, 2023

Completed by County Counselor's Office

| | | | |
|-------------------|-------------------|---------------------------|-----------|
| Action Requested: | Resolution | Res.Ord No.: | 21329 |
| Sponsor(s): | Megan L. Marshall | Legislature Meeting Date: | 7/10/2023 |

Introduction

Action Items: ['Award']

Project/Title:

A RESOLUTION awarding a contract for the furnishing of appointment management software for use by the Office of the Clerk of the County Legislature to Q-Less Software of Pasadena, CA, as a sole source purchase, at an actual cost to the County in the amount of \$9,450.00.

Request Summary

The Office of the Clerk of the County Legislature has a need for appointment management software to provide for reduced waiting times, manage office traffic, and staff scheduling. The County Clerk's Office has been using the Q-less Appointment Management Software as a sole source since 2020 at its downtown Kansas City and Independence locations to provide a convenient on-line system for notary customers to schedule appointments.

Pursuant to section 1030.1 of the Jackson County Code, 1984, the Director of Finance and Purchasing has determined that this software can be obtained from only one source, Q-Less Software of Pasadena, CA, to ensure compatibility with other County software and ease of maintenance.

Contact Information

| | | | |
|--------------------|----------------------|------------------------|-------------------------|
| Department: | Clerk of Legislature | Submitted Date: | 5/25/2023 |
| Name: | Tedi Rowland | Email: | trowland@jacksongov.org |
| Title: | Deputy County Clerk | Phone: | 816-881-3246 |

Budget Information

| | | | |
|---|---------------------------------|-------------------------------|---------|
| Amount authorized by this legislation this fiscal year: | | | \$9,450 |
| Amount previously authorized this fiscal year: | | | \$ 0 |
| Total amount authorized after this legislative action: | | | \$9,450 |
| Is it transferring fund? | | | No |
| Single Source Funding: | | | |
| Fund: | Department: | Line Item Account: | Amount: |
| 001 (General Fund) | 0201 (Clerk of the Legislature) | 56663 (Software As A Service) | \$9,450 |

Request for Legislative Action

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|--------------------------|------------------|
| Prior Legislation | |
| Prior Ordinances | |
| Ordinance: | Ordinance date: |
| | |
| Prior Resolution | |
| Resolution: | Resolution date: |
| 20961 | May 23, 2022 |

| | |
|--|----------------|
| 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: | Not Applicable |
| Have all required attachments been included in this RLA? | Yes |

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|--|------|
| Compliance | |
| Certificate of Compliance | |
| In Compliance | |
| Minority, Women and Veteran Owned Business Program | |
| Goals Not Applicable for following reason: Less than \$50000 | |
| MBE: | .00% |
| WBE: | .00% |
| VBE: | .00% |
| Prevailing Wage | |
| Not Applicable | |

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| Fiscal Information | |
| <ul style="list-style-type: none">Funds sufficient for this appropriation and/or transfer are available from the source indicated on the budget information tab. | |

Request for Legislative Action

History

Submitted by Clerk of Legislature requestor: Tedi Rowland on 5/25/2023. Comments: Please prepare for the June 5, 2023 meeting.

Approved by Department Approver Lisa Honn on 5/25/2023 3:04:00 PM. Comments: Approving on behalf of Mary Jo due to technical issues.

Approved by Purchasing Office Approver Barbara J. Casamento on 5/26/2023 8:48:32 AM. Comments:

Returned for more information by Compliance Office Approver Jaime Guillen on 5/30/2023 10:06:40 AM. Comments: Vendor is not in compliance. Instructions for renewal will be sent to department.

Submitted by Requestor Tedi H. Rowland on 6/20/2023 3:22:42 PM. Comments: Compliance documents have been submitted.

Approved by Department Approver Mary Jo Spino on 6/21/2023 10:31:08 AM. Comments: mjs

Approved by Purchasing Office Approver Barbara J. Casamento on 6/21/2023 11:36:15 AM. Comments:

Approved by Compliance Office Approver Jaime Guillen on 6/21/2023 4:43:28 PM. Comments:

Approved by Budget Office Approver David B. Moyer on 6/22/2023 11:38:06 AM. Comments:

Approved by Executive Office Approver Sylva Stevenson on 6/25/2023 11:28:58 AM. Comments:

Approved by Counselor's Office Approver Jamesia Manning on 7/6/2023 2:29:24 PM. Comments:

Fiscal Note:

This expenditure was included in the Annual Budget.

PC#

Date: June 22, 2023

| | |
|------------|-----|
| RES # | 945 |
| eRLA ID #: | 945 |

| <u>Org Code/Description</u> | <u>Object Code/Description</u> | <u>Not to Exceed</u> |
|-----------------------------|--------------------------------|----------------------|
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| | |
|-----|--------------|
| 001 | General Fund |
|-----|--------------|

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|------|-----------------------------------|-------|-----------------------|----|-------|
| 0201 | Legislature - Clerk of the County | 56663 | Software As A Service | \$ | 9,450 |
|------|-----------------------------------|-------|-----------------------|----|-------|

APPROVED

By David Moyer at 8:42 am, Jun 22, 2023

\$ 9,450

Budget Office



Quote Reference: 0Q04S0000009psaSAA

Jackson County, MO Clerk of the County 2023

Billing Information:

Jackson County, MO Clerk of the County Legislature
415 E 12TH STREET
KANSAS CITY, MO 64106
United States
QLess Account ID: 4608986469

Quote Information:

Quote Created: Mar 27, 2023
Quote Expires: June 10, 2023
Quote created by: Kristen Becker
Email: kristen.becker@qless.com
Phone: (800) 405-4637 x. 1208

Accounts Payable:

AP Name: Marietta McConnell
AP Email: mmccconnell@jacksongov.org

Main Contact:

Main Contact: Marietta McConnell
Main Contact Email: mmccconnell@jacksongov.org

Contract Signer:

Contract Signer: Marietta McConnell
Contract Signer Email: mmccconnell@jacksongov.org

Subscription Details:

Subscription Start Date: May 26, 2023
Subscription End Date: May 25, 2024
Term Length (Months): 13,00
Payment Terms: Annually
Billing Terms: Net 30

PO Required: Yes, Before Invoicing
Currency: USD
of Locations: 1

PRODUCTS & SERVICES:

| Product | Payment Type | Quantity | Sales Price | Discount | Subtotal | Total Price |
|----------------------|------------------|----------|-------------|----------|------------|-------------|
| FlexAppointments - S | Subscription Fee | 2 | \$4.725.00 | 0,00% | \$9.450.00 | \$9.450.00 |
| Total | | | | | \$9,450.00 | \$9,450.00 |

Comments:

This quote is for the Clerk of the County only and does not include the other locations in Jackson County.

QLESS STANDARD PURCHASE TERMS:

QLess Subscription

This Order Form (the "Order Form") is made as of the date of the final signature below (the "Effective Date"), by and between QLess, Inc. ("QLess") and "account name" ("Customer"). This Order Form, together with the [Terms of Service](#), forms the entire agreement between QLess and Customer governing the services referenced below (collectively, the "Agreement").

The Subscription Term of this order form will commence on the day of receipt of the account set-up and log-in information to the QLess portal or sixty-days (60) from the Effective Date whichever occurs earlier. The sixty-day (60) commencement date provides, QLess and Customer, adequate time for the account set-up and implementation of QLess services.

Delays due to account set-up, hardware delivery, training dates, or live launch of the service do NOT affect the Commencement Subscription Date.

Initials: J.

Implementation, Account Set-up and Training services, to ensure QLess is properly set-up, tested and deployed, begin on the Effective date and extend up to sixty-days (60) from the Effective date. Training may be scheduled after sixty-days (60) from the Effective date. Initial Account Setup services after the initial sixty-day (60) period will be invoiced at \$175 per hour.

Billing will occur on the Subscription Date or sixty-days (60) days after the Effective Date, whichever occurs sooner, for the full value of the Subscription and Implementation Services described above plus any applicable taxes. Payment is due net 30. Please direct all billing inquiries to billing@qless.com. Customer will be invoiced in USD and payments are to be remitted in USD.

The Subscription will automatically renew at the end of the Subscription Term, continuously and indefinitely, for period equal to the Initial Term (each a "Renewal Term") unless Customer notifies QLess via email (to billing@qless.com) thirty-days (30) prior to the Subscription end date.

QLess Hardware

Hardware: All free-standing kiosks are pre-ordered and customized for each customer. As a result, all kiosk sales are final and are non-refundable. Due to the custom set-up on each free-standing kiosk, the standard delivery window is 8-12 weeks from the payment date.

In case of any malfunction of the hardware (other than free-standing kiosks), the customer is required to notify QLess within 30 days from the receipt of the hardware to remain eligible for replacement or full refund. After thirty-days (30) the manufacturer warranty may still be used.

Payment is due net 30 upon receipt of hardware. Please direct all billing inquiries to billing@qless.com.

Please find signatures fields below. If not visible, check the following page.

SIGNATURES:

Jackson County, MO Clerk of the County Legislature

QLess, Inc.