



Jackson County Health Department

Feb. 17- 24, 2021

COVID-19

Data

**More in depth data can be found on the [JACOHD dashboard](#).

JACOHD

- Total Cases – 35,170
 - Confirmed – 29,660
 - Probable – 5,510
- Total Deaths- 418

Totals by Week:

- 2/14
 - Cases-332
 - Deaths-6
- 2/21 (Data as of 2/24)
 - Cases-58
 - Deaths-0

Current Outbreaks

**Outbreaks are considered concluded after two incubation periods (28 days) since the onset date of the last case of COVID-19, and are thus removed from the list.

Hidden Lake Care Center
124 Cases

Villages of Jackson Creek (2)
52 Cases

Redwood of Independence
151 Cases

Autumn Terrace (2)
14 Cases

Cedarhurst Senior Living (2)
9 Cases

Presentation Catholic Church Funeral
14 Cases

Parkway Senior Living (2)
48 Cases

Wilbert Funeral Services
11 Cases

NorthStar Residential
7 Cases

KC Behavioral Health – Lone Jack
14 Cases

Super Bowl Party – Buckner
14 reported associated

8 Cases

Super Bowl Party – Blue Springs
8 Cases

JACOHD/TMC

Sponsored Testing

Ongoing weekly widespread testing at outbreak facilities

Thursday Feb. 25, 2021 - 10:00-2:00pm - Lee's Summit, 505 NW Blue Pkwy

Friday Feb. 26, 2021- 10:00-2:00pm - Independence, 211 W. Truman Rd

Monday March 1, 2021 - 10:00-2:00pm - Lee's Summit, 505 NW Blue Pkwy

Tuesday March 2, 2021 - 10:00-2:00pm - Grandview, 13500 Byars Rd

Wednesday March 3, 2021 - 10:00-2:00pm - Blue Springs Vespar Hall

Symptomatic Testing

- Call 816-404-CARE

PPE Supply

The supply rate meets the demand rate.

Testing Supply

The health department is testing symptomatic and asymptomatic individuals at traveling clinics in EJC five days a week.

JCDC Testing

This outbreak is now closed. JACOHD is continually working with JCDC on reporting and investigation.

Weekly Regional Coordination Meetings

Health Care Coalition Steering Committee Meeting, Public Health Risk Communication Coordination Meeting, Hospitals & Public Health Meeting, Communicable Disease COVID-19 Update Meeting, Missouri Center for Public Health Excellence Meeting, Public Health Coordination Meeting, Public Health Directors Meeting, Multi Agency Coordination Resource Section Support Meeting, Community Organizations Active in Disaster Meeting

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION transferring \$1,510,025.00 within the 2021 Anti-Crime Sales Tax Fund and authorizing the Prosecuting Attorney to execute agreements with certain outside agencies which are engaged in anti-crime and anti-violence prevention activities and purposes, at an aggregate cost to the County not to exceed \$3,552,123.00.

RESOLUTION NO. 20624, February 18, 2021

INTRODUCED BY Dan Tarwater III, County Legislator

WHEREAS, the voters of Jackson County, Missouri, renewed the sales tax to provide funding for the fight against illegal drugs and violent crime in our community; and,

WHEREAS, the proceeds and interest generated from this tax are deposited in a special Jackson County Anti-Crime Sales Tax Trust Fund that is segregated and not commingled with the general fund or any other special funds of the County; and,

WHEREAS, the voters and the Legislature authorized the Prosecuting Attorney, subject to approval by the Legislature, to contract with any organization or entity, whether public or private, which engages in anti-crime and anti-violence prevention activities and purposes; and,

WHEREAS, the COMBAT Commission solicited proposals from community agencies seeking to provide anti-crime and anti-violence prevention activities and services; and,

WHEREAS, these proposals were evaluated by outside experts who made funding recommendations to the Commission; and,

WHEREAS, after review of the outside evaluators' recommendations, the COMBAT Commission has recommended that the Prosecuting Attorney be authorized to execute agreements with certain outside agencies engaged in anti-crime and anti-violence prevention activities and purposes for services from January 1, 2021, to December 31, 2021, as set out below:

<u>AGENCY</u>	<u>AMOUNT</u>
Ad Hoc Group Against Crime	\$260,000
Artists Helping the Homeless (AHH)	50,000
Arts Tech	92,000
Blue Springs Police Department Community and Youth Outreach	22,800
Blue Springs School District	49,220
Boys & Girls Clubs	144,000
Bridge Leadership Academy	90,000
Calvary Community Outreach Network	59,900
Center for Conflict Resolution (CCR)	69,300
Center for Conflict Resolution (STRIVIN)	78,500
Chamber of Commerce of Greater Kansas City Foundation	99,914
Child Protection Center, Inc.	98,370
Community Services League (STRIVIN)	100,000
Crittenton Children's Center	80,000
Delasalle Education Center	50,000
Della Lamb Community Services	22,800
Eastern Jackson County Youth Court	59,655
Foster Adopt Connect	27,500
Girl Scouts	8,000
Guadalupe Center	25,600
Healing House, Inc.	121,400
Hickman Mills Prevention Coalition (STRIVIN)	100,000
High Aspirations	20,000
Hope House, Inc. (STRIVIN)	100,000
Housing Services of Kansas City	21,858
Independence Youth Court	82,650
Ivanhoe Neighborhood Council	48,816
Jackson County CASA	71,500

Kansas City Friends of Alvin Ailey	25,000
Kansas City Metropolitan Crime Commission	12,510
Kansas City Public Schools	40,000
Kansas City Youth Court	29,440
Kansas City Municipal Court	54,000
Kansas City Mothers in Charge	94,750
Lee's Summit CARES	45,600
Legal Aid of Western Missouri	32,765
Mattie Rhodes Center (STRIVIN)	110,000
Metropolitan Organization to Counter Sexual Assault (MOCSA)	104,758
MINDDRIVE, Inc.	29,973
Morningstar Development Corporation	30,000
Newhouse	12,000
Operation Breakthrough	47,379
Reconciliation Services	25,200
ReDiscover	79,050
reStart, Inc.	83,616
Rose Brooks Center	50,000
Sheffield Place	21,000
Sisters in Christ	128,559
Sisters in Christ (STRIVIN)	87,000
Synergy Services, Inc.	83,540
Twelfth Street Heritage Development Corporation	89,200
United Inner City Services	25,000
Urban Ranger Corps	45,000
Whatsoever Community Center	45,000
Youth Ambassadors, Inc.	68,000
TOTAL	\$3,552,123

and,

WHEREAS, a transfer within the 2021 Anti-Crime Sales Tax Fund is necessary to fund a portion of the recommendations, now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the

following transfer be and herby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Anti-Crime Sales Tax Fund COMBAT (LESBI) 008-4403	56005- Community Crime Prevention	\$143,600	
COMBAT Treatment 008-4404	56790- Other Contractual Services	\$724,406	
COMBAT Prevention 008-4402	56790- Other Contractual Services	\$642,019	
008-4402	56005- Community Crime Prevention		\$1,510,025

and,

BE IT FURTHER RESOLVED that the Prosecuting Attorney be, and is hereby authorized to execute agreements with the identified outside agencies in the respective amounts indicated, in forms to be approved by the County Counselor; and,

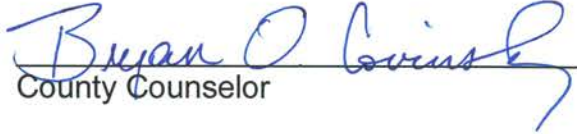
BE IT FURTHER RESOLVED that the Department of Finance and Purchasing be, and is hereby authorized to make all payments, including final payment on the agreements.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20624 of February 18, 2021, was duly passed on _____, 2021 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

Funds sufficient for this transfer are available from the sources indicated below.

ACCOUNT NUMBER: 008 4403 56005
ACCOUNT TITLE: Anti-Crime Sales Tax Fund
COMBAT (LESBI)
Community Crime Prevention
NOT TO EXCEED: \$143,600.00

ACCOUNT NUMBER: 008 4404 56790
ACCOUNT TITLE: Anti-Crime Sales Tax Fund
COMBAT Treatment
Other Contractual Services
NOT TO EXCEED: \$724,406.00

ACCOUNT NUMBER: 008 4402 56790
ACCOUNT TITLE: Anti-Crime Sales Tax Fund
COMBAT Prevention
Other Contractual Services
NOT TO EXCEED: \$642,019.00

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 in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.

ACCOUNT NUMBER: 008 4402 56005
ACCOUNT TITLE: Anti-Crime Sales Tax Fund
COMBAT Prevention
Community Crime Prevention
NOT TO EXCEED: \$3,552,123.00

2/25/2021
Date


Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20624

Sponsor(s): Dan Tarwater III

Date: February 18, 2021

<p>SUBJECT</p>	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: A RESOLUTION authorizing the County Prosecutor to transfer \$1,510,025 and to execute agreements with certain outside agencies at an aggregate cost to the County not to exceed \$3,552,123.</p>																		
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$3,552,123</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$0.00</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$3,552,123</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$3,552,123</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td>FROM ACCT:</td> </tr> <tr> <td>From: 008-4403-56005 Comm. Crime PV (COMBAT LESBI)</td> <td>\$143,600</td> </tr> <tr> <td>008-4404-56790 Other Contractual Services (COMBAT Treatment)</td> <td>\$724,406</td> </tr> <tr> <td>008-4402-56790 Other Contractual (COMBAT Prevention)</td> <td>\$642,019</td> </tr> <tr> <td>To: 008-4402-56005 Comm. Crime PV (COMBAT Prevention)</td> <td>Total: <u>\$1,510,025</u></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: _____</p> <p>Prior Year Budget (if applicable): \$2,307,165 (this amount includes \$27,753 transferred from Fund 040). Prior Year Actual Amount Spent (if applicable): Information will not be available until after 2/28/2021, end of 2020 award period.</p>	Amount authorized by this legislation this fiscal year:	\$3,552,123	Amount previously authorized this fiscal year:	\$0.00	Total amount authorized after this legislative action:	\$3,552,123	Amount budgeted for this item * (including transfers):	\$3,552,123	Source of funding (name of fund) and account code number:	FROM ACCT:	From: 008-4403-56005 Comm. Crime PV (COMBAT LESBI)	\$143,600	008-4404-56790 Other Contractual Services (COMBAT Treatment)	\$724,406	008-4402-56790 Other Contractual (COMBAT Prevention)	\$642,019	To: 008-4402-56005 Comm. Crime PV (COMBAT Prevention)	Total: <u>\$1,510,025</u>
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Amount budgeted for this item * (including transfers):	\$3,552,123																		
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008-4402-56790 Other Contractual (COMBAT Prevention)	\$642,019																		
To: 008-4402-56005 Comm. Crime PV (COMBAT Prevention)	Total: <u>\$1,510,025</u>																		
<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): n/a Prior resolutions and (date): 20366 (Feb. 3, 2020); 20121 (Mar. 25, 2019)</p>																		
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Keron Hopkins, Budget Coordinator, 816-881-1415</p>																		
<p>REQUEST SUMMARY</p>	<p>Request for legislative action to authorize the County Prosecutor to transfer \$1,510,025 and to execute agreements with certain outside agencies, not to exceed \$3,552,123, allocated funding by the Legislature with the adoption of Ordinance 5461 for the 2021 Budget.</p> <p>All agencies below submitted proposals in response to an online solicitation for proposals by the September 1, 2020 deadline, with the required documents properly submitted and vetted in the application process. The application process was posted on the county's website and was open for 32 days. Funding recommendations were presented to the Jackson County COMBAT Commission on November 12, 2020, with the recommendation that the funding recommendations listed below be presented to the Jackson County Legislature.</p> <p>All agencies allocated for 2021 funding have met the county's liability insurance requirement and have obtained tax clearance for taxes due/exempted December 31, 2020 per Jackson County Code, Chapter 10, Section 1003.</p> <p>Below lists the 55 Outside Agencies allocated funding by the Legislature with the adoption of the 2021 Budget.</p>																		

<i>Outside Agencies</i>	<i>2021 Funding</i>	<i>Fund Source & Account Code Number</i>
AdHoc Group Against Crime	\$ 260,000	008-4402-6005
Artists Helping the Homeless (AHH)	\$ 50,000	008-4402-6005
ArtsTech	\$ 92,000.00	008-4402-6005
Blue Springs Police Department Community and Youth Outreach	\$ 22,800.00	008-4402-6005
Blue Springs School District	\$ 49,220	008-4402-6005
Boys & Girls Clubs	\$ 144,000	008-4402-6005
Bridge Leadership Academy	\$ 90,000	008-4402-6005
Calvary Community Outreach Network	\$ 59,900	008-4402-6005
Center for Conflict Resolution (CCR)	\$ 69,300	008-4402-6005
Center for Conflict Resolution-STRIVIN	\$ 78,500	008-4402-6005
Chamber of Commerce of Greater Kansas City Foundation	\$ 99,914	008-4402-6005
Child Protection Center, Inc.	\$ 98,370	008-4402-6005
Community Services League-STRIVIN	\$ 100,000	008-4402-6005
Crittenton Children's Center	\$ 80,000	008-4402-6005
Delasalle Education Center	\$ 50,000	008-4402-6005
Della Lamb Community Services	\$ 22,800	008-4402-6005
Eastern Jackson County Youth Court	\$ 59,655	008-4402-6005
FosterAdopt Connect	\$ 27,500	008-4402-6005
Girl Scouts	\$ 8,000	008-4402-6005
Guadalupe Centers Inc.	\$ 25,600	008-4402-6005
Healing House, Inc	\$ 121,400	008-4402-6005
Hickman Mills Coalition-STRIVIN	\$ 100,000	008-4402-6005
High Aspirations	\$ 20,000	008-4402-6005
Hope House, Inc.-STRIVIN	\$ 100,000	008-4402-6005
Housing Services of Kansas City	\$ 21,858	008-4402-6005
Independence Youth Court	\$ 82,650	008-4402-6005
Ivanhoe Neighborhood Council	\$ 48,816	008-4402-6005
Jackson County CASA	\$ 71,500	008-4402-6005
Kansas City Friends of Alvin Ailey (KCFAA)	\$ 25,000	008-4402-6005
Kansas City Metropolitan Crime Commission	\$ 12,510	008-4402-6005
Kansas City Public Schools	\$ 40,000	008-4402-6005
Kansas City Youth Court	\$ 29,440	008-4402-6005
KC Missouri Municipal Court	\$ 54,000	008-4402-6005
KC Mothers in Charge	\$ 94,750	008-4402-6005
Lee's Summit CARES	\$ 45,600	008-4402-6005
Legal Aid of Western Missouri	\$ 32,765	008-4402-6005
Mattie Rhodes Center -STRIVIN	\$ 110,000	008-4402-6005
Metropolitan Organization to Counter Sexual Assault (MOCSA)	\$ 104,758	008-4402-6005
MINDDRIVE, Inc.	\$ 29,973	008-4402-6005
Morningstar Development Corporation	\$ 30,000	008-4402-6005
Newhouse	\$ 12,000	008-4402-6005
Operation Breakthrough	\$ 47,379	008-4402-6005
Reconciliation Services	\$ 25,200	008-4402-6005
ReDiscover	\$ 79,050	008-4402-6005
reStart, Inc.	\$ 83,616	008-4402-6005
Rose Brooks Center	\$ 50,000	008-4402-6005
Sheffield Place	\$ 21,000	008-4402-6005
Sisters in Christ	\$ 128,559	008-4402-6005
Sisters in Christ-STRIVIN	\$ 87,000	008-4402-6005
Synergy Services, Inc.	\$ 83,540	008-4402-6005
Twelfth Street Heritage Development Corporation	\$ 89,200	008-4402-6005
United Inner City Services	\$ 25,000	008-4402-6005
Urban Ranger Corps	\$ 45,000	008-4402-6005
Whatever Community Center	\$ 45,000	008-4402-6005
Youth Ambassadors, Inc.	\$ 68,000	008-4402-6005
TOTAL	\$ 3,552,123	

CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals <input type="checkbox"/> VBE Goals	
ATTACHMENTS		
REVIEW	Department Director: <i>Vincent M. Ortega</i>	Date: 2/25/2021
	Finance (Budget Approval): <i>If applicable</i>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> APPROVED <small>By Mark Lang at 12:13 pm, Feb 25, 2021</small> </div>
	Division Manager:	Date: 2/25/2021
	County Counselor's Office:	Date: 2/25/2021

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- 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 in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

Fiscal Note:

Funds sufficient for this transfer are available from the sources indicated below.

PC# _____

Date: February 24, 2021

RES # 20624

<u>Org Code/Description</u>	<u>Object Code/Description</u>	<u>From</u>	<u>To</u>
008 Anti-Crime Sales Tax Fund			
4403 COMBAT (LESBI)	56005 Community Crime Prevention	\$ 143,600	\$ -
4404 COMBAT Treatment	56790 Other Contractual Services	724,406	-
4402 COMBAT Prevention	56790 Other Contractual Services	642,019	-
4402 COMBAT Prevention	56005 Community Crime Prevention	-	1,510,025
		<u>\$ 1,510,025</u>	<u>\$ 1,510,025</u>

Fiscal Note:

This expenditure was included in the Annual Budget

PC# _____

<u>Org Code/Description</u>	<u>Object Code/Description</u>	<u>Not to Exceed</u>
008 Anti-Crime Sales Tax Fund		
4402 COMBAT Prevention	56005 Community Crime Prevention	\$ 3,552,123

APPROVED
 By Mark Lang at 4:03 pm, Feb 24, 2021
 Budget Office

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION transferring \$7,820.00 within the 2021 Health Fund and authorizing the County Counselor to execute a Legal Services Agreement with The McCrummen Immigration Law Group, of North Kansas City, MO, at an actual cost to the County not to exceed \$7,820.00.

RESOLUTION NO. 20625, February 22, 2021

INTRODUCED BY Theresa Cass Galvin, County Legislator

WHEREAS, the Medical Examiner has advised that his office is in need of specialized legal services to assist with immigration law issues pertaining to an associate currently working as an investigator while in the United States on a student visa; and,

WHEREAS, the McCrummen Immigration Law Group of North Kansas City, MO, is a well-qualified firm, experienced in providing the needed type of legal services; and,

WHEREAS, the McCrummen Immigration Law Group has estimated that it can perform these services at a cost to the County not to exceed \$7,820.00; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the following transfer be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Health Fund Medical Examiner 002-2001	56790- Other Contractual Services	\$7,820	
002-2001	56020- Legal Services		\$7,820

and,

BE IT FURTHER RESOLVED that the County Counselor be and hereby is authorized to execute a Legal Services Agreement with the McCrummen Immigration Law Group of Kansas City, MO, at a total cost to the County not to exceed \$7,820.00, in a form substantially similar to that attached; and,

BE IT FURTHER RESOLVED that the Director of the Department of Finance and Purchasing be and hereby is authorized to make all payments, including final payments on the contract.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20625 of February 22, 2021, was duly passed on _____, 2021 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

Funds sufficient for this transfer are available from the sources indicated below.

ACCOUNT NUMBER: 002 2001 56790
ACCOUNT TITLE: Health Fund
Medical Examiner
Other Contractual Services
NOT TO EXCEED: \$7,820.00

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 in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.

ACCOUNT NUMBER: 002 2001 56020
ACCOUNT TITLE: Health Fund
Medical Examiner
Legal Services
NOT TO EXCEED: \$7,820.00

2/25/2021
Date


Chief Administrative Officer

LEGAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered into on this ____ day of _____, 2021, by and between **JACKSON COUNTY, MISSOURI**, hereinafter called "the County" and **MCCRUMMEN IMMIGRATION LAW GROUP**, 2005 Swift Ave., P.O. Box 34664, Kansas City, MO 64116, hereinafter called "Legal Counsel."

WITNESSETH:

WHEREAS, Legal Counsel has agreed to provide specialized legal advice and assistance to the County in accordance with the terms, conditions, and covenants as set forth in this Agreement; and,

WHEREAS, Legal Counsel and the County have agreed to be bound by the provisions hereof,

NOW THEREFORE, in consideration of the foregoing and the terms and provisions herein contained, County and Legal Counsel respectively promise, covenant and agree with each other as follows:

1. Legal Counsel shall provide specialized legal advice and services to the County relating to immigration law issues, as is more specifically set out in the Engagement Letter dated February 5, 2021, which is attached hereto as Exhibit A and incorporated herein by reference.

2. Legal Counsel shall work as an independent contractor and not as an employee of the County. Legal Counsel shall be subject to the direction of the County only as to the result to be accomplished and not as to the means and methods for accomplishing the result. Legal

Counsel shall report all earnings received hereunder as gross income, and be responsible for its own Federal, State, and City withholding taxes and all other taxes, and operate its business independent of the business of the County except as required by this Agreement.

3. The County shall pay Legal Counsel for services rendered under this Agreement in a total amount not to exceed \$7,820.00. Legal Counsel shall invoice County monthly for its services at the rates specified in Exhibit A, and County shall pay Legal Counsel promptly upon receipt of Legal Counsel's statement. This Agreement is subject to appropriation; in the event appropriated funds have been exhausted Legal Counsel understands that any work provided is being done at risk until an additional allocation has been authorized by the County Legislature.

4. Legal Counsel shall be responsible for all of the expenses of its work under this agreement, with the understanding that its total amount payable hereunder for fees and expenses shall not exceed \$7,820.00 without a formal amendment to this Agreement.

5. This Agreement shall be effective upon its execution, and continue until December 31, 2021, unless sooner terminated. Legal Counsel or the County may terminate this Agreement by giving five (5) days' written notice to the other party, except as otherwise provided in Paragraph 6 of this Agreement. Termination of this Agreement shall not constitute a waiver of the rights or obligations which County or Legal Counsel may be entitled to receive or be obligated to perform under this Agreement. Should this Agreement terminate, all books, brochures, fliers, lists, and all other County materials must be delivered and returned by the Legal Counsel to the County within three (3) days of the demand of the County.

6. Legal Counsel promises, covenants, and agrees, in addition to all other provisions contained herein that during the term of this Agreement, and for a period of six (6) months thereafter, Legal Counsel shall not do either of the following:

(a) assign any portion or the whole of this contract without the prior written consent of the County;

(b) utilize the form or substance of any Agreement or documents of every description used in any and all business operations of the County.

In the event Legal Counsel breaches this provision the County shall be entitled to collect any and all profits, gains, benefits and properties of every description received by Legal Counsel as a result of said breach

7. Legal Counsel promises, covenants, and agrees to faithfully observe and perform all of the terms, provisions and requirements of this Agreement and Legal Counsel's failure to so observe and perform in accordance with said terms, provisions, and requirements of this Agreement shall represent and constitute a breach of this Agreement and in such event, Legal Counsel consents and agrees as follows:

(a) The County may without prior notice to Legal Counsel immediately terminate this Agreement; and,

(b) In addition to the foregoing, the County shall be entitled to petition and receive from any Court a temporary and/or permanent injunction against Legal Counsel.

8. If any covenant or other provision of this Agreement is invalid, or incapable of being enforced, by reasons of any rule of law or public policy, all other conditions and provisions of this Agreement shall nevertheless remain in full force and effect and no covenant or provision

shall be deemed dependent upon any other covenant or provision unless so expressed herein.

9. Pursuant to §285.530.1, RSMo, Legal Counsel assures that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri and/or Jackson County, and shall affirm, by sworn affidavit and provision of documentation, its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Further, Legal Counsel shall sign an affidavit, attached hereto and incorporated herein as Exhibit B, affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

10. This Agreement incorporates the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the parties hereto have signed and executed this Agreement on the date first above written.

MCCRUMMEN IMMIGRATION
LAW GROUP

JACKSON COUNTY, MISSOURI

By _____

By _____

Federal I.D. No. _____

Bryan O. Covinsky
County Counselor

ATTEST:

Mary Jo Spino
Clerk of the Legislature

REVENUE CERTIFICATE

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this contract is chargeable, and a cash balance otherwise unencumbered in the treasury from which payment is to be made, each sufficient to meet the obligation of \$7,820.00 which is hereby authorized.

Date

Director of Finance and Purchasing
Account No. 001-2001-56020



THE JACKSON COUNTY MEDICAL EXAMINER'S OFFICE

950 East 21st Street
Kansas City, Missouri 64108
(816) 881-6600
(816) 881-6641 fax

January 28, 2021

This letter intends to convey my enthusiastic endorsement of Akanksha Mandayam Narasimhan for continued employment with The Jackson County Medical Examiner's Office as a Medicolegal Death Investigator.

In 2016, Akanksha graduated from the Jain University, in India, with a bachelor's degree in forensic science. In 2018, she went on to acquire a master's degree in medicolegal death investigation, from Syracuse University, in the United States of America.

Relevant experience was obtained as follows once arriving in the United States:

- Internship at the Onondaga Medical Examiner's Office, a nationally accredited medical examiner's office.
- Assisted Senior Forensic Investigator during death scene investigations and created legally defensible medicolegal investigative reports, including "Next of Kin" interactions.
- Participated during autopsies and completed autopsy correlations at the Onondaga County Medical Examiner's Office.
- Trained in procedures involving the sudden unexpected death in infancy forms as well as interacting with the parents of deceased infants.
- Conducted interviews with police officers for research purposes.
- Conducted seminars & community outreach programs for peers from related fields on topics like crime scene findings, decomposition, etc.

As a graduate student seeking a full-time position in the field of forensic science and investigations, Akanksha applied for a position at The Jackson County Medical Examiner's Office. As an investigator with The Jackson County Medical Examiner's Office, Akanksha joined a team of eight full-time investigators. She is one of two investigators who have obtained their master's degree.

Akanksha has worked diligently in our office for the past two and a half years and even volunteered her time without pay to assist the investigators during the times we were short-staffed. As an Investigator, not only does she show outstanding performance in

her daily duties, she goes above and beyond in helping her coworkers, performing tasks that ensure the smooth running of the investigations' unit, etc. What's more, she displays excellent communication skills, which allows her to efficiently obtain information from families, law enforcement, hospital staff, etc. and hence perform thorough investigations.

13:

Her extensive forensic knowledge is often put to use accessing initial findings in complex cases and obtaining relevant facts for a case. She also uses her well-learned skills in writing well-structured and meticulous narratives, which convey all pertinent information. In a specialty field, such as medicolegal death investigation, there is a shortage of qualified personnel and a lack of those with such an advanced academic background. We hope to retain such talent and attract more in the future.

If you have any questions or require any additional information, please contact me at (816) 881-6600.



Marius Tarau, MD
Chief Medical Examiner
Jackson County Medical Examiner's Office

WORK AUTHORIZATION AFFIDAVIT

As a condition for any service provided to the County, a business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

Business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit.

Every such business entity shall complete the following affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. The completed affidavit must be returned as a part of the contract documentation.

This affidavit affirms that **The McCrummen Immigration Law Group** is enrolled in, and is currently participating in, E-verify or any other equivalent electronic verification of work authorization operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986 (IRCA); and, **The McCrummen Immigration Law Group**, does not knowingly employ any person who is an unauthorized alien in conjunction with the contracted services.

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.)

Authorized Representative's Signature

Printed Name

Title

Date

Subscribed and sworn before me this _____ day of _____, 2021. I am commissioned as a notary public within the County of _____, State of _____, and my commission expires on _____.

Signature of Notary

Date

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19

Completed by County Counselor's Office:

Res/Ord No.: 20625

Sponsor(s): Theresa Cass Galvin

Date: February 22, 2021

SUBJECT	Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance Project/Title: Request to transfer \$7,820 within the Health Fund and authorize the County Counselor to execute a Legal Services Agreement with The McCrummen Immigration Law Group to assist the Medical Examiner's Office with an immigration law issue, not to exceed \$7,820.
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BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	Amount authorized by this legislation this fiscal year:		\$ 7,820
	Amount previously authorized this fiscal year:		\$0
	Total amount authorized after this legislative action:		\$7,820
	Amount budgeted for this item * (including transfers):		\$7,820
	Source of funding (name of fund) and account code number:		
	FROM: 002-2001-56790 Health Fund – Medical Examiner – Other Contractual Services		AMOUNT \$7,820
TO: 002-2001-56020 Health Fund – Medical Examiner – Legal Services		\$7,820	

* If account includes additional funds for other expenses, total budgeted in the account is: \$

OTHER FINANCIAL INFORMATION:

No budget impact (no fiscal note required)

Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:
 Department: _____ Estimated Use: _____

Prior Year Budget (if applicable): _____
 Prior Year Actual Amount Spent (if applicable): _____

PRIOR LEGISLATION	Prior ordinances and (date): _____ Prior resolutions and (date): _____
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CONTACT INFORMATION	RLA drafted by (name, title, & phone) Kandi Brooke, Administrative Supervisor, 881-6595 for Dr. Marius Tarau, Chief Medical Examiner, 881-6609
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REQUEST SUMMARY	Request to transfer \$7,820 within the Health Fund and authorize the County Counselor to execute a Legal Services Agreement with The McCrummen Immigration Law Group to assist the Medical Examiner's Office with an immigration law issue, not to exceed \$7,820.
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CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)
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COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals <input type="checkbox"/> VBE Goals
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ATTACHMENTS	
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REVIEW	Department Director: <i>Alan Tarau MD</i>	Date: 02/05/2021	
	Finance (Budget Approval): If applicable	APPROVED By Mark Lang at 12:19 pm, Feb 05, 2021	Date: _____
	Division Manager: <i>Doug M. Schabo</i>		Date: 2-25-2021

County Counselor's Office: <i>Bryan Cousins</i>	Date: <i>7/18/2011</i>
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Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in ____.
- 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 in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance #
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

Fiscal Note:

Funds sufficient for this transfer are available from the sources indicated below.

PC# _____

Date: February 5, 2021

RES # 20625

<u>Org Code/Description</u>	<u>Object Code/Description</u>	<u>From</u>	<u>To</u>
002 Health Fund			
2001 Medical Examiner	56790 Other Contractual Services	\$ 7,820	\$ -
2001 Medical Examiner	56020 Legal Services	-	7,820
		<u>\$ 7,820</u>	<u>\$ 7,820</u>

Fiscal Note:

This expenditure was included in the Annual Budget

PC# _____

<u>Org Code/Description</u>	<u>Object Code/Description</u>	<u>Not to Exceed</u>
002 Health Fund		
2001 Medical Examiner	56020 Legal Services	\$ 7,820
		<u>\$ 7,820</u>

APPROVED
By Mark Lang at 5:56 pm, Feb 18, 2021

Budget Office

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE appropriating \$47,795.00 from the undesignated fund balance of the 2021 CARES Act Fund and awarding a contract for the furnishing of cloud-based application software for use by the Office of Environmental Health to HealthSpace USA of Charlotte, North Carolina, under the terms and conditions of Request for Proposals No. 4-21, at an actual cost to the County in the amount of \$47,795.00.

ORDINANCE NO. 5487, March 1, 2021

INTRODUCED BY Theresa Cass Galvin, County Legislator

WHEREAS, due to the conditions presented by the ongoing Coronavirus/COVID-19 pandemic, the Office of Environmental Health has a need for cloud-based application software to allow for the conducting of remote inspections of businesses; and,

WHEREAS, the Director of Finance and Purchasing issued Request for Proposals No. 4-21 for this product; and,

WHEREAS, a total of sixty-four notifications were distributed and four responses were received, and evaluated as follows:

<u>RESPONDENT</u>	<u>TOTAL POINTS</u>
HealthSpace USA Charlotte, NC	90
Custom Data Processing Romeoville, IL	52
Carahsoft Technology Reston, VA	43
Novo ProSo Warrensburg, MO	22

and,

WHEREAS, an evaluation committee reviewed the proposals and evaluated each bidder on the basis of proposed method of performance, experience, qualifications, references, and pricing; and,

WHEREAS, pursuant to section 1054.6 of the Jackson County Code, the Director of the Department of Finance and Purchasing recommends the award of a contract for cloud-based application software to HealthSpace USA of Charlotte, NC, under the terms and conditions of RFP No. 4-21, as the best proposal received, at an actual cost to the County in the amount of \$47,795.00; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
CARES Act Fund 040-9999	32810- Undesignated Fund Balance	\$47,795	
Environmental Health 040-1503	56661- Software Purchases		\$27,995
040-1503	56662- Software Maintenance		\$19,800

and,

BE IT FURTHER ORDAINED that award be made as recommended by the Director of Finance and Purchasing, and that the Director be, and is hereby, authorized to execute for the County a contract, in a form substantially similar to that attached to be approved by the County Counselor, and any other documents necessary to the accomplishment of the award; and,

BE IT FURTHER ORDAINED that the Director of Finance and Purchasing be and hereby is authorized to make all payments, including final payment on the contract.

Effective Date: This ordinance shall be effective immediately upon its signature by the County Executive.

APPROVED AS TO FORM:


Chief Deputy County Counselor


County Counselor

I hereby certify that the attached ordinance, Ordinance No. 5487 introduced on March 1, 2021, was duly passed on _____, 2021 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____ Nays _____

Abstaining _____ Absent _____

This Ordinance is hereby transmitted to the County Executive for his signature.

Date

Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance No. 5487.

Date

Frank White, Jr., County Executive

Funds sufficient for this appropriation are available from the source indicated below.

ACCOUNT NUMBER: 040 9999 32810
ACCOUNT TITLE: CARES Act
Undesignated Fund Balance
NOT TO EXCEED: \$47,795.00

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 in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.

ACCOUNT NUMBER: 040 1503 56661
ACCOUNT TITLE: CARES Act
Environmental Health
Software Maintenance
NOT TO EXCEED: \$27,995.00

ACCOUNT NUMBER: 040 1503 56662
ACCOUNT TITLE: CARES Act
Environmental Health
Software Maintenance
NOT TO EXCEED: \$19,800.00

2/25/2021

Date


Chief Administrative Officer



HealthSpace USA

Jackson County, Missouri

Contract for HS Cloud Suite Application

Between:

Deb Sees

Jackson County, Missouri

34900 E. Old 40 Hwy

P.O. Box 160

Grain Valley, MO 64029

816-847-7070

dsees@jacksongov.org

HealthSpace USA Inc.

436 East 36th Street

Charlotte, NC 28205

www.healthspace.com

Contact: Cameron Garrison

Director of Business Development

Phone: 980-309-1749

Cameron@hscloudsuite.com

THIS AGREEMENT, is made and entered into this 11th day of February 2021 by and between **Jackson County, Missouri (“Department”)** located at 34900 E. Old 40 Hwy, Grain Valley, MO, 64029 and **HealthSpace USA Inc. (“HealthSpace”)**, an independent contractor with its corporate office located at 436 East 36th, Charlotte, NC 28205.

WHEREAS, the Department desires to purchase the Web Based permit, financial, Inspection application, and disease surveillance and contact tracing solutions, HS Cloud Suite (**HS Cloud**) application software user licenses designed by and hosted HealthSpace known at HS Cloud Suite and the inspection application known as HSTouch to be used by the department for data management services, and to perform inspections in the field using Apple iPads, or Windows 10 devices. Services as enumerated in this contract including secure data hosting and support/maintenance services from HealthSpace.

1. **NOW THEREFORE**, the parties hereto, each in consideration of the mutual promises and obligations assumed herein by the other, agree as follows:

1. **Definitions**

- i. **“Application”** means the web-based application for permitting, inspections, complaints, and reporting - HS Cloud. It also includes an inspection application that is developed for the iOS, Android, or Windows operating systems - “HS Touch” - that uses the nature features on tablets using the operating systems which are downloaded from either from Apple’s App Store.
- ii. **“Confidential Information”** means any and all data or information that is known or used by a party that is not generally available to the public or that, by its nature or the nature of its disclosure, ought reasonably be known to be confidential or proprietary information of such party, and includes, but is not limited to, business information, specifications, research, software, trade secrets, know-how, designs, drawings, data, computer programs, customer names and other technical, financial and business information concerning a party, or any such information of clients or customers of a party, which is disclosed by or on behalf of such party to the other party. For greater clarity, the Department’s Confidential Information will include the Data, but not the Public Data, and HealthSpace’s Confidential Information will include the terms of this Agreement, including all pricing and fees.
- iii. **“Custom Configuration”** means alterations to the Standard Application requested by the Department to meet specific needs that vary from other similar departments. Configuration to the departments specs is included in the contract.
- iv. **“Additional add-ons:** Should the department request in the future additional modules, or functionality that is due to a specific custom

request by the department {though that is not foreseen at the time of this contract due to the configurable nature of HS Cloud} those services would be quoted separately as an addendum to this contract.

- v. **"Data"** means any and all information, processes, documentation, marks and other intellectual property owned or produced by the Department that is not Public Data.
- vi. **"Decommissioning"** means the process of transitioning the Department away from using the HealthSpace Software following termination or expiration of this Agreement, as more particularly set out in section 10.
- vii. **"HealthSpace Servers"** means servers operated and maintained by HealthSpace or co-located on which Data and Public Data may be stored and accessible by the Department.
- viii. **"HSCloud"** Is the fully configured web-based application as well as supplementing API's that allows for deployment of enterprise level solutions to the client department.
- ix. **"HSTouch"** means the iPad, Android, or Windows 10 Application, that are downloaded from the app stores for each platform, that interfaces with HSCloud providing a data collection and reporting function for field staff working either connected or disconnected from the internet with the base engine and logical mechanisms written in the native languages appropriate for the iOS.
- x. **"Module Mapping"** means setting up HS Touch to be configured to allow the departments required inspection data to be collected both in the main HS Cloud system as well as offline in the field.
- xi. **"Public Data"** means any and all information entered into or stored in the EHS by the Department or by HealthSpace on behalf of the Department that is published and made available to the general public or which is otherwise subject to freedom of information disclosure under any law or regulation applicable to the Department.
- xii. **"SOW"** means the statement of work attached as Appendix "A"..
- xiii. **"Standard Application"** means application functionality that is available out-of-the box including the configurability options in the system.
- xiv. **"UAT"** means user acceptance testing.
- xv. **"User"** is defined as anyone who is given access to HS Touch by an authorized license, whether or not employed by the Department.

2. Scope of services:

- i. HealthSpace will provide HealthSpace HS Cloud as set out in Appendix "A".
- ii. HealthSpace will provide the services as set out in Appendix "A".

3. License to Use Software

a). Subject to the terms and conditions specified in this Agreement, HealthSpace grants the Department and its successors a limited, non-perpetual license (the "**License**") to use the EHS or other HealthSpace Software as indicated in the SOW for the duration of this Agreement, subject to the Department paying the License Fee.

b.) The License Fee is calculated on the basis of the specifications set out initially in the departments RFP, and as memorialized in the SOW, The Department agrees that, for any change over and above that agreed to scope, the Department will give HealthSpace notice of such desired change. Upon agreement by both parties to the modifications for new modules, functionality, or expansion of use base from RFP and this contract, the SOW will be amended to reflect the changes, and the department will pay the modified SOW terms upon acceptance of said modifications.

c.) HealthSpace will provide sufficient software licenses and upgrades of the Supporting Software required for the number of Users and scope as defined in the RPF, this may be amended under paragraph 3.b), using the HealthSpace Software, subject to payment for such software licenses and upgrades by the Department.

d.) The Department is responsible for and agrees to abide by all the provisions of this agreement for the HS Cloud, and HS Touch app, and will ensure that the Department staff complies with the terms of this contract.

e.) The Department acknowledges and agrees its license to, and accordingly its use of, the HealthSpace Software is at all times subject to the following limitations:

1. No Modification or Reverse Engineering—The Department will not directly or indirectly modify, or in any way alter (excluding configuration expressly permitted by the Documentation) the whole or any part of the HealthSpace Software, nor will the Department translate, decompile, disassemble, reconstruct,

decrypt, or reverse engineer the whole or any part of the HealthSpace Software.

ii. No Rental or Timeshare Use—Except as permitted herein, the Department will not directly or indirectly license, sublicense, sell, resell, transfer, assign, distribute, rent, lease, or otherwise commercially exploit the HealthSpace Software in any way, nor will the Department use of the HealthSpace Software in a computer service business, service bureau, hosting or time sharing arrangement.

iii. Unauthorized Equipment—The Department will only use the HealthSpace Software on computing devices which are supported by HealthSpace and which meet certain minimum system requirements as laid out in this contract and the HealthSpace RFP response attached to this contract as an exhibit. From time to time as technology changes, HealthSpace will make its application available on new operating system updates and technology.

iv.) Proprietary Notices —The Department will not directly or indirectly remove any proprietary notices, labels or marks from the HealthSpace Software or other materials, including those indicating any intellectual property rights of HealthSpace or any third party unless otherwise agreed between the parties in writing.

4. Ownership of Software and Data

a.) HealthSpace warrants to the Department that HealthSpace is the developer and owner of HS Cloud and HS Touch application, and has full rights to the said applications, and has the right to contract for, and distribute to the Department required licenses and access to operate the HealthSpace Software.

b.) In the event of any suit or claim against the Department by any third party for damages and/or injunctive relief contesting ownership of the HealthSpace Software and/or the Department's rights under this Agreement, HealthSpace agrees to, at its own expense, to indemnify the Department against such suit or claim and to hold the Department harmless from expenses of such defense and from any court-awarded judgments resulting from such suit or claim.

c.) Further, if such suit or claim occurs or is likely to occur, HealthSpace will, at its own expense, either procure for the Department the right to continue using the HealthSpace Software

or replace the same with a non-infringing product, substantially conforming to that described herein, or modify the same so that it will be non-infringing, provided that this Agreement has not been terminated.

d.) For greater clarity, the provisions of section 4.b) will not apply to the extent that any such claim relates to the Department's combination of the HealthSpace Software with computing devices, systems or other software not approved by HealthSpace or otherwise contemplated hereunder, or in the event of the Department's refusal to install any update or replacement provided pursuant to section 4.c).

e.) All Data and Public Data, whether entered into or stored in the system by the Department or by HealthSpace on behalf of the Department, is and will remain the sole property of the Department. The Department hereby grants HealthSpace the irrevocable, royalty-free license during the term of this Agreement to use, copy and otherwise exploit the Data and the Public Data for the express purpose of executing delivery of the services in this contract to the department, including to extract, derive, compile and publish the Public Data, and for any other purpose permitted hereunder. The Department acknowledges that whether the HealthSpace Software uses HealthSpace Servers or third party servers, the Supporting Software will transmit Data to HealthSpace Servers for the purpose of performing functions on the Data required by this Agreement and also to collect the Public Data, which Public Data may be further used, published or distributed by HealthSpace.

5. Obligations of the Department:

The Department will designate staff members to provide the following functions under this Agreement:

a.) Department Administrator: This individual is responsible for Administrator functions within the system, for the department.

b.) The Department agrees to designate a replacement Administrator within thirty (30) days if the primary is unable to serve in that capacity or leaves the organization.

c.) The Department will provide access to HealthSpace's online learning material for all Users using HS Touch.

d.) If the Department supplies the computing devices to operate the Supporting Software, the Department is responsible, with support from HealthSpace, to install the HS Touch Application on the Department computing devices. If HealthSpace supplies the necessary computing devices, HealthSpace will pre-install and configure the Supporting Software on such devices.

e.) The Department will pay the fees set out in Appendix C, on the terms and conditions provided therein.

6. Term:

a.) The term of this Agreement will be as set out in Appendix C.

b.) HealthSpace will provide a written 60 days' notice prior to the expiration of this agreement. This agreement will automatically renew under the same terms and conditions for one year at the expiration of the initial and each subsequent term unless:

i. the Department and HealthSpace enter into a new written agreement which replaces this Agreement, or;

ii. The Department provides a Notice of Termination, as prescribed herein, to HealthSpace of its intent to terminate this Agreement and its use of the HealthSpace Software.

7. Software System Upgrades and Changes

a.) The License Fee includes all subsequent core system configurations and changes instituted by HealthSpace after deployment in conjunction with the department's specific needs and requirements. It does not include any Custom Development, such as design changes to modules deployed for the Department that are outside the normal configuration options of the HealthSpace Software.

b.) HealthSpace will use commercially reasonable efforts to minimize any changes to minimum system requirements for the HealthSpace Software resulting from system upgrades and changes.

8. Intellectual Property

a.) The HealthSpace Software will, at all times, remain the property of HealthSpace, subject only to the license of use granted herein, specifically excluding any right of reproduction, sale, lease, sub-license or any other transfer or disposition of the HealthSpace Software, or any portion thereof, by the Department except as follows:

i. Upon the transfer, or merger, of substantially all of the assets of the Department to a successor organization, this Agreement and the rights and obligations of the Department herein may be assigned to such successor; or

b.) The Department grants HealthSpace a non-exclusive, perpetual and royalty-free license to use all innovations, suggestions, and feedback. (“**Feedback**”) regarding the HealthSpace Software suggested by the Department staff, provided that the Feedback pertains to the operation or design of the HealthSpace Software, or of possible future extensions of the HealthSpace Software, and is either presented in an area not private to the Department or is sent directly to HealthSpace. Such Feedback is given to HealthSpace on an "as is" basis and the Department does not provide any warranty regarding the Feedback.

9. Breach/Termination for cause

a.) Should either party default in the performance of any obligation under this Agreement or breach any provision contained in the Agreement and not correct or substantially cure, the default or breach within thirty (30) days after receipt of written notice by the other party of such default or breach, then in addition to any other remedies set forth herein, or available in law or in equity, this Agreement may be terminated by the non-defaulting/non-breaching party, following which the Department will comply with the provisions set out in section 10 for Decommissioning.

b.) In the event either party ceases its business operations, makes a general assignment for the benefit of creditors, is adjudged bankrupt, or becomes insolvent, then the other party may, at its sole discretion, terminate the Agreement upon thirty (30) days' notice to the other party and the provisions set out in section 10 for Decommissioning will not apply.

10. Decommissioning

a.) Upon termination of this Agreement, or its expiration without replacement, the Department will immediately cease using the HS Touch application. HealthSpace will transmit all data captured using HS Touch and all Department data stored on the HS Cloud system to the Department data system and scrubbed from the HS Cloud servers within five (5) business days of the effective termination date. HealthSpace will provide support for this process.

11. Confidentiality

a.) Each party agrees to protect the Confidential Information of the other party in the same manner that it protects the confidentiality of its own proprietary and confidential information of a like kind, but in no case less than reasonable care, and will not use the Confidential Information of the other party, except in connection with the performance of its obligations under this Agreement or as permitted by this Agreement. The confidentiality provisions set forth in this Agreement will remain in full force and effect in perpetuity.

b.) Without limiting the foregoing, HealthSpace will (a) ensure that all copies of the Data will be secured behind a professionally configured firewall, (b) use database systems with adequate and reliable security and will make regular security checks on these systems, and (c) HealthSpace will supply the PAC with copies of the results of such checks upon request. The Department agrees that it will treat these results as HealthSpace's Confidential Information.

c.) Upon termination of this Agreement or upon the written instruction of the party owning Confidential Information, the other party will return or destroy the requesting party's Confidential Information. For this Agreement, a party will be deemed to have destroyed electronic Confidential Information when it executes an application- or operating system-level, commercially reasonable delete function on it, provided that thereafter it does not conduct or permit any recovery or restoration of same.

d.) Each party will be responsible to the other for any disclosure of Confidential Information that is not permitted by this Agreement to the extent caused by such party and for any failure by such party to comply with the terms hereof. Each party will indemnify and hold harmless the other, from and against any and all claims arising out of any breach by it of this section 11.d).

e.) The obligations of confidentiality set out in this section 11 will not apply in respect of uses or disclosures of Confidential Information where:

i. the disclosure consents in writing,

ii. disclosure is required to comply with any applicable law, judicial order or stock exchange rules, provided that the party proposing to disclose the Confidential Information gives the other party reasonable, sufficient notice as may be practicable in the circumstances to contest or protect the required disclosure, or

iii. the party proposing to use or disclose the Confidential Information can establish with documentary evidence that, other than as a result of a breach of this Agreement, The Confidential Information (A) is available in the public domain or is Public Data, (B) was disclosed to it by a third party without violating confidentiality obligations, or (C) was already known by it or was subsequently developed by it without any use of Confidential Information.

f.) All of Department's obligations hereunder are subject to the provisions of the Missouri Open Records Law, chapter 600, RSMo.

12. Protected Health Information

a.) HealthSpace will implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information (PHI) in accordance to the NIST 800-53 Security Guide should the Department require that HealthSpace, subcontractors(s) or agent(s) create, receive, maintain, or transmit PHI data on behalf of the Department. This data shall be protected against unauthorized access, disclosure or modification, theft, or destruction.

b.) HealthSpace will use encryption that is in accordance consistent with NIST Special Publication 800-111 Guide to Storage Encryption, including the use of standards-based encryption format using triple-DES (3DES), or the Advanced Encryption Standard (AES), or their successors.

c.) Backups of PHI will be encrypted in accordance to secure methods as listed in NIST Special Publication 800-111 Guide to Storage Encryption, including off-site storage in a physically secure location with secure access controls to authorized personnel. Backup schedules shall be maintained to ensure timely availability and integrity of data.

d.) HealthSpace will implement technical security measures including mechanisms to encrypt and decrypt electronic protected health information (PHI) "at rest" and "during transmission" over an electronic communications network, including the internet, consistent with NIST Special Publications 800-52, 800-77 and Guidelines as appropriate to comply with Federal Information Processing Standards in the protection of PHI.

e.) HealthSpace will perform an independent audit of its data centers at least annually at its expense and provide a redacted version of the audit report to the Department upon request. HealthSpace may remove its proprietary information from the redacted version. A Service Organization Control (SOC) 2 audit report or approved equivalent sets the minimum level of a third-party audit.

f. HealthSpace will provide reports or additional information upon request of the Department and access by the Department or the Department's designated staff to HealthSpace's facilities and/or any location involved with providing services to the Department or involved with processing or storing Department data, and HealthSpace shall cooperate with Department staff and audit requests submitted under this Section. Any confidential information of either party accessed or disclosed during the course of the security audit shall be treated as set forth under this Contract or federal or Department law or regulations. Each party shall bear its own expenses incurred in the course of conducting this security audit. HealthSpace shall at its own expense promptly rectify any non-compliance with the Policy or other requirements identified by this security audit and provide proof to the Department thereof.

g. HealthSpace will report any security incident to the appropriate Department identified contact immediately. If HealthSpace has actual knowledge of a confirmed data breach that affects the security of any Department content that is subject to applicable data breach notification law, HealthSpace shall:

i. Promptly notify the appropriate Department identified contact within 24 hours or sooner, unless a shorter time is required by applicable law,

ii. Take commercially reasonable measures to report perceived security incidents to address the data breach in a timely manner

iii. Cooperate with the Department as reasonably requested by the Department to investigate and resolve the data breach,

iv.) Promptly implement necessary remedial measures, if necessary, and

h.) Document responsive actions taken related to the data breach, including any post-incident review of events and actions taken to make changes in business practices in providing the services, if necessary.

l.) Access to Department data will be restricted to authorized personnel. Security measures will be enforced to ensure the integrity, security and availability of the system and data resources. HealthSpace will be subject to HIPAA/HITECH Breach Notification requirements of unsecured Protected Health Information. All HealthSpace personnel assigned to this task order will be subject to appropriate security clearances granted in accordance to their assigned duties and responsibilities. All HealthSpace personnel will be informed of their security responsibilities and be subject to security monitoring and audits to ensure compliance to security clearances.

13. Indemnification

a.) HealthSpace agrees that it will defend, indemnify and hold the Department harmless from any liabilities, claims or demands arising out of the work performed or services provided pursuant to this Agreement from persons who are not party thereto and who claim or allege any personal injury or death or any damage to their property due to the intentional or negligent acts of HealthSpace or its officers, employees, agents or assigns, except to the extent that any such liability relates to any actions of the Department, the Users or any other employees or contractors of the Department. The Department will immediately provide notice to HealthSpace in

the event of any such claim, and HealthSpace will have the right to defend and settle any such claims.

b.) HealthSpace agrees to compensate the Department for any loss or damages caused directly by HealthSpace to the Department's premises or physical property, arising out of the work performed or services provided pursuant to this Agreement.

c.) HealthSpace agrees to provide the Department proof of liability insurance prior to commencing work under this Agreement.

d.) The Department acknowledges that the licensed software provided by HealthSpace constitutes part of an information system to be used by the Department, its staff, employees and authorized agents in the performance of their professional responsibilities and is in no way intended to replace their professional skill and judgment.

14. Notice

a.) All notices will be in writing and will be sent by certified mail, return receipt requested, or by email to the people and addresses set out below, or to such other addresses as either party may request by notice. All notices sent by certified mail will be effective upon the date of receipt. Notices sent by email will be immediately effective on the date of transmission if sent during regular business hours, or on the next business day if sent outside of regular business hours.

To the Company:

HealthSpace USA Inc.
436 East 36th Street
Charlotte, NC 28205
Telephone: 1 (704) 519-8964
Web: www.hscloudsuite.com
Contact: Cameron Garrison, Director of Business Development
Cameron@hscloudsuite.com

To the Department:

Jackson County, Missouri
34900 E. Old 40 Hwy

P.O. Box 160
Grain Valley, MO 64029
Contact: Deb Sees
Phone: 816-847-7070

b.) If normal mail service or email are interrupted by strike, slow down, Force Majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the parties sending the notice will use any other such services which have not been so interrupted or will deliver such notice in order to ensure prompt receipt thereof.

15. Force Majeure

- a. Neither party is liable for any delay, interruption or failure in the performance of its obligations if caused by acts of God, war, declared or undeclared, fire, flood, storm, slide, earthquake, their failure, inability to obtain equipment, supplies or other facilities not caused by a failure to pay, labor disputes, or other similar events beyond the control of the party affected that may prevent or delay such performance. If any such act or event occurs or is likely to occur, the party affected will promptly notify the other, giving particulars of the event. The party so affected will use reasonable efforts to eliminate or remedy the event.

16. Information Management Responsibilities

- a.) HealthSpace will comply with all applicable privacy laws, rules, and regulations of the jurisdiction in which the Department is located.

17. General

- a.) This Agreement, the schedules and all attachments referenced herein will constitute the entire Agreement of the parties and will supersede all prior negotiations, proposals, and representations, whether written or oral.
- b.) This Agreement may not be modified except by subsequent agreement in writing executed by both the Department and HealthSpace.

c.) It is mutually agreed by and between the parties that the relationship between the Department and HealthSpace will be that of independent contractor and no principal-agent or employer-employee relationship is created by this Agreement. The Department is interested in the results achieved and the conduct and control of the work will lie solely with HealthSpace. HealthSpace is not entitled to any of the benefits the Department provides its employees. It is further understood that the Department does not agree to use HealthSpace exclusively. Moreover, it is understood that HealthSpace is free to contract for similar services to be performed for other parties while under contract with the Department.

d.) It is mutually agreed by and between the parties that if any section, subsection, sentence, clause, phrase, or portion of this Agreement will be for any reason held invalid, unenforceable or unconstitutional by a court of competent jurisdiction, such portion will be deemed a separate, distinct and independent provision and such holding will not affect the validity of the remaining portions thereof.

e.) It is mutually agreed and acknowledged by and between the parties that any breach by it of this Agreement with respect to intellectual property rights to HealthSpace Software or Confidential Information may cause the other party immediate and irreparable harm for which monetary damages would not be adequate to compensate such other party, and so upon such a breach the other party may seek injunctive or other equitable relief against the breaching party from any court of competent jurisdiction without establishing the inadequacy of monetary damages, proof of actual harm or posting any bond or security.

e.) This Agreement will be governed by and construed in accordance with the laws enforced from time to time in the State of Missouri and the federal laws of the United States applicable therein, without reference to their conflicts of laws principles.

f.) The captions and headings appearing in this Agreement are inserted for convenience only and do not form a part of this Agreement and are not intended to

interpret, define or limit the scope, extent or intent of this Agreement or any provision hereof.

g.) This Agreement will ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, personal representatives, successors, and assigns. The Department may not assign or transfer any interest in this Agreement without the prior written consent of HealthSpace.

h.) Whenever the singular or masculine is used herein, the same will be deemed to include the plural or the feminine of the body politic or corporate where the context of the party so requires.

The terms of this agreement shall be subject to the terms and conditions of the RFP response by HealthSpace to the Department, included and referred to as Appendix B of this contract. In the event of conflict, the terms of the Purchase Order shall prevail.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement on the 11th day of February 2021.

For HEALTHSPACE USA INC.:

For DEPARTMENT:

Date Silas Garrison, CEO

Date Signature

Appendix "A"

Environmental Health Scope of Work

Modules to be configured for department and included in this contract:

a.) HealthSpace shall provide full functionality for the department to be able to conduct all of their permitting, inspection, data collection, reporting and management needs including inspections in the field for the following program areas:

- Food Programing
- Lodging
- Pools (seasons and year-round) permitting and inspections
- Childcare
- Frozen dessert license and testing
- Adult establishments
- Financial and receipting module, for all programs included in system
 - Ability to use system for credit, debit, and ACH payments
- Reporting capabilities for all programs included above
- Full capacity to perform inspections in the field on iPads or Windows Surface Pro devices (County chooses hardware). These devices have full functionality even when disconnected
- Ability to display inspection results online for general public, and provide a port for County constituents to be able to pay fees, and apply for permits and licenses online with the Health Department
- On-site training for department users for go live

Configuration Tools:

a.) Provided will be the Configuration Tools that provide the following functionality:

i. Form Builder: Form builder provides back end access to all tools/tables in the system, allowing the Admin user to add data entry fields, edit current data entry field formats, upload and hook up a printed output from any tool, modify variables of features on all tools/tables, add new tools/tables to the system, and manage the relationship between all tools and tables. HealthSpace staff will assist in using this tool during implementation.

ii. Violation Library: This tool allows the client to manage all aspects of the violation data that populates the inspections for all programs used, including library of items, selection types, scoring logic, predefined comments, violation municipal code library, printed output.

iii. Program and Permit Type Manager: Which allow the full management of all programs and their individual permit/license types.

iii. Navigation Categories and Pages: Allows the management of basic access points and categorization of tools within the system.

Detailed User Manual and Training:

- a.) Provided will be a thorough user's manual that covers all the features of the system, including the configuration tools.
- b.) HealthSpace will provide onsite training at go-live for departments users.

Hosting

1. Service includes web hosting, data storage, data backup and publishing Public Data, which includes inspection information configured to meet the requirements of the Department,
2. HealthSpace will make reasonable efforts to ensure that the system servers are available at 99.999% availability per calendar month on all its services subject to any force majeure as set out in section 15 of the Agreement. HealthSpace provides a Service Level Agreement (SLA) for its clients. Please see the SLA attached as Exhibit C
3. HealthSpace will allow access, via the Internet, to the system servers.

Support and Maintenance:

1. Any issues or needs with ongoing use of the system can be handled by using the HSCloud Support Feature. Full instructions on usage will be provided by product support staff. During usage, any bugs encountered will be fixed within three business days. Any change or additional functionality requests - outside the scope of this contract - will be reviewed and assessed, and if approved, a quote for the work will be provided.

Appendix "B"
Response to RFP No 4-21

HealthSpace USA

Jackson County

Environmental Health

Response to RFP No. 61-20

Data Management System

for EHS ORIGINAL

Submitted to:

Jackson County
Katelyn Edgar

Jackson County
Procurement
Department

415 East 12th St.

Room G-1

Kansas City, MO 64106

Prepared by: Cameron Garrison

Submission Date: 11-16-2020

4.7.1 Cover Letter

November 17th, 2020

Katelyn Edgar
Jackson County
Purchasing Department
415 East 12th St.
Room G-1 Ground Floor
Kansas City, MO 64106

RE: Introductory Letter for Environmental Health RFP

Thank you for the opportunity to participate in this request for proposal (RFP). I am writing on behalf of HealthSpace USA Inc.

HealthSpace USA Inc. is a private corporation incorporated in the State of Virginia, with our corporate headquarters located in Bellingham, Washington. Our Federal Tax ID is 98-0338608. Founded 22 years ago, HealthSpace has grown into the premier provider of web-based and mobile solutions for Environmental Health Departments across North America.

HealthSpace has by far the largest user base of environmental health departments of any vendor in North America. At any one time there are several thousand EH professionals who are using our product concurrently around North America.

HealthSpace has over 500 city, county, and state environmental health departments using our highly configurable COTS products. Some of our large statewide EH clients - which means that all EH departments in that state use the HealthSpace system - include the State of Virginia, Florida, Oregon, Wisconsin, and Tennessee, among others.

This growth and diverse client base, has been achieved by providing our clients best in class technology available, provided by the most experienced staff, in the environmental health sector.

Recent contract award of note: It is also worth noting, we were awarded and entered into a contract, in August of 2020 with the State of Colorado. Our flagship product "HS Cloud Suite" will be used for all EH programs in the State. Colorado

awarded HealthSpace the contract at the end of a very extensive RFP process - not dissimilar to Jackson County's - in which many vendors submitted responses.

The Colorado RFP contract award was just the latest affirmation that HealthSpace - and our "HS Cloud Suite" system - is the most modern, configurable and flexible solution for large scale, complex implementations in Environmental Health.

It should be noted that the State of Colorado went live with their first programs in HealthSpace in November 2020. A testament to the resilience, and configurability of the system, especially considering that the COVID-19 crisis hit right in the middle of the implementation schedule.

The HealthSpace Difference: One of the things that sets HealthSpace apart is our staff and their expertise. Our team has a combined total of over 200 years of experience working with Environmental Health Departments to meet their needs and provide solutions that make their departments more efficient, transparent, and help extend and improve the services they can provide the public for each budget dollar spent.

As CEO, I have spent much of the last 20 years working specifically on technology solutions for environmental health departments. I came to HealthSpace after a previous company I founded, that developed the first true mobile device solution for environmental health field staff, was acquired in 2014 by HealthSpace. HealthSpace also was able to retain several other key executives from the team at that company - these key staff represented the most experienced EH technology team in the country - after the acquisition.

The technology acquisition, and the direction my team and I envisioned for HealthSpace post acquisition, set the stage for the biggest leap in innovation in environmental health software in nearly twenty years.

The newest version of our system, "HS Cloud Suite" - which is the solution being proposed for the County - is a reflection of this innovation, and all of our years of experience, combining the latest in cloud based technology, as well as mobile app technology for iPad, Android or Windows devices, for work in the field.

Not Just a Vendor - A Partner: Think of HealthSpace as an extension of your staff. We do not need "ramp up time" to get to know how environmental health professionals work. We do not talk to our clients in "tech speak," but as expert partners in our clients important environmental health mission.

It is an important distinction, because the best tech minds in the world do not mean much if

they do not understand your important job, and how you use our product every day. Nothing is more frustrating than calling a vendor with a question, or for support, and realizing the person on the other end of the line does not have a real understanding of what you actually do or how you do it. Our knowledge base, and a core competency in environmental health, gives us the key advantage of being able to work with our clients to add value at all stages of the process, as well as provide the County valuable perspective and lessons learned from other similarly large environmental health implementations. This results in better configured systems, while steering clear of some of the nightmares large technology projects can be known for.

Our team knows that our clients are frequently asked to work on ever tighter budgets, while at the same time being asked to perform more EH services for the public. Whether issuing a permit, investigating a complaint, performing an inspection in the field - using iPads, Android tablets, or Windows devices - or running analysis and reports on your data, we understand the vitally important role that environmental health departments play in their communities, and we are pleased to provide the tools to help in that mission - all in a user-friendly, reliable, and easy way directly in a web browser.

We take our responsibility to make our clients lives easier - and more effective - very seriously, and it shows in our track record of service.

In the past 22 years our customer retention rate is 100%. That is a number we are very proud of because it is only achieved by providing great support after the sale and implementation of our products and services. We believe our track record shows the true value HealthSpace provides as a partner to our client agencies.

On behalf of myself, and all of us at HealthSpace, thank you for the opportunity to bid on your project, and for the time you will spend reviewing our proposal. We look forward to the opportunity to show Jackson County the HealthSpace difference, and to work with you on this project.

Sincerely,

Cameron Garrison

Cameron Garrison
Director of Business Development and Operations
HealthSpace USA
980-309-1749
Cameron@hscloudsuite.com

4.7.3 Remainder of request for proposal package - HealthSpace proposal:

***Vendor Note**

We have tried to balance wanting to provide very detailed information about our company and product (we could go on interminably, as all vendors that are proud of their product likely could) against being careful to not monopolize reviewers limited time. We understand this is a large document and you have multiple submissions to review. With the immense flexibility of our system - and its' virtually unlimited configuration options, including the ability to flexibly configure how the County ultimately wishes to implement this project, by taking into account our consultation and case studies of best practices from other large implementations, we tried to answer in sufficient detail while preserving the County's ultimate option to use the systems' - and our implementation process' - flexibility to decide how best to structure the project if we are fortunate enough to be considered for an award.

We are happy to answer any further questions the County may have, that are appropriate, in the County's view, in the context of the procurement evaluation and award decision process.

All functionality described in this response is available to demonstrate, if selected to do so, or answer questions on in an interview - again if so honored by being selected to do so.

Thank you for your time, the opportunity to bid, and your consideration of our proposal.

Executive Summary and Overview

Understanding of County Needs and Overview of The Core Product Components Proposed in This Response

The Proposed Implementation for Jackson County Includes Three Core Components.

1. **HSCloud online enterprise application:** The HS Cloud Suite product (HSCloud) is the first ever **completely configurable** web-based application for health departments. The reason our configurability options are so unique is because we are now able to allow our clients to do with configuration what has historically required custom code, and still does for most other products in the government tech space.

Being able to configure, without writing new custom code, for virtually unlimited options, and County specific features, is a very key point, because while the core mission of each of our environmental health clients is similar, each department has their own unique way of doing business in compliance with the codes and regulations of their state and county.

This “similar” - but not the “same” - situation is what led us to develop HS Cloud Suite. No two departments collect the exact same data, or in the exact same way. “Similar to” is simply not good enough. So HS Cloud Suite allows the department to collect the exact fields, on their exact forms, with their own business rules, exactly the way that they want to, for all of the program areas they regulate.

There are never any fields in the application that you’re asked to “use as is” or “ignore - or leave blank- if you don’t need it” Even down to the names of the fields you put data in, everything is configured for your agency, and what *you* call it at *your* agency. This makes all elements of the system instantly recognizable to your staff, because it is specific to Jackson County Environmental Health Department.

This makes a big difference in user friendliness, lessens user frustration during go-live, increases acceptance by staff, and avoids complicated and costly extra training time spent trying to reprogram your staff to do business the way the *software* wants it to be done. Instead, HS Cloud Suite is configured to function and do business the way *you* want to. We believe you should dictate how your system works for you, not the other way around. This is something we have focused heavily on as a direct result of client feedback about their frustrations with past system implementations with other vendors.

We also allow you to generate your exact forms to be printed, emailed, or faxed out of the system ie: inspections, complaints and investigations, invoices/renewals, permits etc., exactly how your forms are, not a generic form, or a computerized “approximation” of your forms. In fact, as part of our work in replying to this RFP, we have already set up a system instance where we are putting some of the County’s forms into the system, and will be able to demo examples of ***your*** forms to you if requested to do so in a demonstration. This rapid configurability results in much faster implementation times than traditional software vendors can provide. It also provides for a much more satisfactory end product than other vendors in this market have, at least historically, been able to provide.

HS Cloud is the core of the system, the nerve center for your department, with all functionality accessible 24x7x365 in a browser, with seven-nine (99.99%) uptime.

This proposal includes a fully configurable system that the County is requesting to effectively manage your programs and your staff.

The System also provides the following standard features and capabilities for all programs the County listed for implementation, *including, but not limited to:*

- Food establishments
- Aquatic Venue Inspections
- Lodging inspections
- Adult entertainment inspections
- Temporary events
- Farmer's markets
- Soft serve ice cream testing
- Complaint module (including food-borne illness, Code violation, and COVID-19 related)
- Scheduling and employee tracking capabilities (including mapping and routing abilities)
- Field inspections on iPads, Android, or Windows devices. The field application has the ability to work completely disconnected without an internet connection on any of these devices.
- Billing and Financial module and tools (with available credit card processing) and integration for external County systems needed for financial and other information
- Permit issuance and management - including batch renewals
- Complaint and investigation management (for all types/programs laid out in the RFP)
- The most intuitive and powerful ad-hoc reporting tools available for environmental health. If you collect the data, in any of your programs, you can run a report on it with just a few clicks without any knowledge of databases or query writing.
- Online publishing of inspection data for public consumption
- Ability to accept applications and payments online
- Integration to third party systems required by the County
- Unlimited document storage - including photo, video, and audio files

With a network uptime of 99.99999%, the HS Cloud web app is available 24x7 from anywhere you may be. Get a request for information, or for a report from political leadership, one evening or on a weekend? No problem - authorized staff can login from home, or anywhere with a web connection to run a report, or perform any aspect of their job.

All inspections, or other data, performed by your department using HS Cloud can be automatically posted to the web for the public - on a url of the County's choosing - based on whatever rules and guidelines your department wants to use to post such information online.

We also can provide a password protected online portal for constituents that own facilities you regulate. Allowing them to log in and interact with the agency if you would like them to be able to do so. For example, accessing permit information, paying fees, fines etc. All at no additional cost.

Another big advantage of HS Cloud, is that as a web-based, hosted, application it requires no additional investment in separate software licenses, or hardware infrastructure (*other than mobile tablets for field staff*), of any type by the County in order to fully run the system. All costs of implementing are included in our fixed price,

see cost proposal, with no surprises or third party purchases required by the County.

Integration and interoperability is another strength of the system. Any data in HS Cloud can be exported, and/or, integrated - via real time or batch updating - to or from the HS Cloud system, integrating any other databases or systems the County has now, or in the future. Including all of the system integration points listed in the RFP.

2. HS Touch mobile app: *Work In The Field - "There's An App For That"*

When it comes to working in the field - as the Apple commercials used to say - "there's an app for that." Health Space is the leader in mobile solutions for environmental health field work.

Once the County has implemented the system, staff simply download the app from the Apple or Google Play App store, or install on a Windows device. When the app downloads, and the inspector logs in with their unique user ID and password (or their fingerprint) the app automatically configures with your departments forms, codes, and data. From there your staff is ready to begin to securely use an iPad, Android tablet, or Windows device, to perform inspections and many other job duties in the field.

Each license type, and associated forms, required in this RFP, are available for your field staff to perform their jobs using those forms, whether it be complaint investigations, notices of violations, inspections, etc on mobile devices in the field. These mobile tools allow your staff to perform their day to day jobs using devices they are already familiar with and use in their own daily lives.

The field app has many additional powerful features. For example, it allows for pictures to be taken in the field using the devices camera and seamlessly then includes them in inspections or other documents you need them in - it can even accommodate video.

The mapping software, native to all tablets, can be tied in to your scheduler, and the scheduler routing tools, helping inspectors order their day more efficiently and within the priority categories and policies of your department. Also, having a tablet - or other device - allows you to keep in touch with your staff electronically through the day, even sending alerts to one, several, or all of your team in the field at any time. Alerts can also be sent to staff cell phones in the field, if needed.

The mobile Apps can operate in a "disconnected" mode in the field. So if you choose not to buy a data plan for your field staff, or if the connection they have is weak, the system runs all features fully offline. Once the field staff do have an internet connection they can simply sync and the data collected while in the field is loaded into the County's main cloud system. All data sync - both up and down - are fully encrypted, allowing inspectors to connect at public hotspots, for example a coffee shop, without concern about the security of the County's data.

The apps are native for Apple iOS app, Android OS, or on Windows devices and the client can choose the platform(s) they wish to use. The County may also choose to mix and match hardware. For example, some field staff could be on Windows devices, while others have a combination of iPad and Android tablets. There is no additional cost for using multiple hardware types in the field - other than of course the cost of the tablets the County chooses to procure. This allows the County to "test" various devices over time to decide long term which devices they like best for their long term needs in the field.

The app is as easy to use as any of the dozens of commercial apps your staff are already interacting with on their personal devices everyday. So performing inspections and other required field work, in the HSTouch App, becomes virtually as easy as ordering something on Amazon.

Robust Reporting Without Writing Queries:

3. **HSData:** The third core component of our system - HSData - is an advanced reporting suite of tools, fully integrated into the web-based application, that includes a dashboard of reports you look at and use often, simply one click and an updated report is there. It also includes advanced configurable reports to meet the needs of every program in your department, including the ability to allow users to look at their data in new, unexpected ways (ad-hoc) so your department can use your data to answer any question to make program decisions, or answer those random, unpredictable inquiries every department gets from political leaders, the media etc.

3.0 SCOPE OF SERVICES

3.1. The Successful Respondent must have access software with IOS, Android, or Windows laptop.

Proposer response: HealthSpace is a 100% browser based application. We support Microsoft edge, Google Chrome, Safari, Firefox. We also have an app that can be downloaded from the Microsoft or Apple App store to allow inspectors to do inspections, offline, in the field on any laptop, tablet, or iPad device.

10. The Successful Respondent must have the ability to work offline.

Proposer response: See above response. The HSTouch App works offline, disconnected from the internet, for work in the field. *Also see product overview and details section previous to this section.*

11. The Successful Respondent will manage established permits and inspections including automatic billing, automatic email to multiple emails and online submission of documents such as building plans for:
 - 11.1. 1 Food Establishments: to include plan review, pre-opening, remodel, change of ownership, catering, HACCP, vending, routine, and complaint inspections.
 2. Aquatic Venue Inspections
 3. Lodging Inspections
 4. Daycare Inspections
 5. Adult Entertainment Inspections
 6. Temporary Events
 7. Farmer's Markets
 8. Soft Serve Ice Cream Testing

Proposer response: HealthSpace understands and accepts all program areas in this scope. HealthSpace has done all of these regulatory program areas in previous implementations. All features of the system will apply to each area above (billing, online applications, permits, complaints, inspections etc.) All inspections for each of these areas can be done offline in the field.

4. The Successful Respondent will offer easy and secure online billing and payment.

Proposer response: HealthSpace provides an online portal for citizens to pay bills, renewals, and apply for new permits online 24x7/x365

5. The Successful Respondent complaint management will include:
 - 5.a. 1 Submission of Complaints
 2. Outcome of Complaint
 3. Type of Complaint (Foodborne Illness or Code Violation)
 4. Easily loads into a report for a specified time period

Proposer response: HealthSpace has all of this functionality off the shelf, and all functionality detailed here is included in this proposal.

6. The Successful Respondent shall have public access to inspections.

Proposer response: HealthSpace allows all clients to make inspection results (of their choosing) available online for the general public. Department may choose which inspection types, and which programs, they wish to display inspection results online for the public for.

7. The Successful Respondent shall have the ability to easily load historical inspection results.

Proposer response: This proposal includes a data conversion from legacy database(s) for up to 7 years of historical data.

8. The Successful Respondent will be able to easily create reports. Must include a custom report for priority violations on a weekly basis. Data should be easily separated by zones and priority of establishment.

Proposer response: HealthSpace includes unlimited "canned" reports for each client, as well as an ad-hoc report creator tool, that can generate all reporting requirements of this RFP, and can also do much more than was requested in the RFP.

9. The Successful Respondent will be able to easily create or edit forms.

Proposer response: One of the most unique features of the HealthSpace system is the ability for departments to create, and modify forms without having to ask the vendor to make programming changes to the system. New forms can be added from scratch, existing forms edited and modified at no cost, with no programming, and in real time.

- 3.10 The Successful Respondent will have the ability to attach signatures and photos.

Proposer response: HealthSpace supports signature capture on all forms (including offline in the field), and supports unlimited attachments on any record in the system. For inspectors in the field, the application integrates the devices camera for seamless capture and inclusion of photos in inspection reports.

11. The Successful Respondent will provide data that can be easily converted to a new format.

Proposer response: All data is stored in the system in MS SQL. It can be exported at any time to flat files, Excel, or SQL backup file and downloaded.

12. The Successful Respondent must be financially capable and solvent to fulfill the Scope of Services for this Request for Proposal.

Proposer response:

Proposer Note: The Company's DNB does not appear to reflect accurate information, such as head count, revenue etc. HealthSpace is happy to provide financial statements, separate from an RFP response that could become a public record, as DNB is not an accurate reflection. We have begun the process to try to get them updated information, but as of the deadline it was not available.

4.7.10 CONT:

Proposer response: Please see the sample project plan and roles grid above. Once a contract is executed, your lead sr. project manager - will come on-site (pandemic permitting), along with the projects assigned business analyst, one of the two assistant project managers that will be assigned to the implementation team, one of the two configuration specialists, and a data specialist. All will be present on-site to establish relationships with the County's project lead and to meet, orient, set the tone, and work with County stakeholders to set the project up for success and to begin the configuration and implementation process. One of the advantages of our experience, technology, and our approach to implementing that technology, is an overall light footprint in terms of required dedicated resources by the County. The County has an agency to run, and interruptions to that main goal for implementation of the system are kept to a minimum.

With the exception of the County designated project lead, the impact on the rest of the County staff is expected to be fairly minimal. HealthSpace will always work to maximize these individuals valuable time, only taking it when it is in the absolute interest of the success of the County's implementation to do so.

It is requested the County designate one stakeholder from each of the program areas from environmental health (ie: Food Safety), that will follow the project through all phases - as needed - to assist in the development of high level needs assessment, business rules and flow guidance and approval, and identifying any specific concerns and goals for each of their program areas. In this phase, it is also recommended that the County designates a person who is familiar with the County's current datasets to begin high level analysis and discussion of the data conversion process to come.

The County and HealthSpace teams will work together to set up the project for success, and complete an executive review of requirements, project challenges

including risk mitigation, and scope - including :

- Identifying business rules and workflows, with HealthSpace making suggestions as to where the system can improve them
- Go through, high level at this stage, the data conversion requirements
- Review of third party system integrations required in RFP
- Gather information required to quickly develop a mutually acceptable - resource loaded - final project plan - with firm milestones - for this implementation.
- Work with the County project lead, and stakeholders, to establish mutually acceptable project communication plans, project reporting and metrics - along with risk mitigation - for the successful

measurement, tracking, and completion of this project. Including:

- Weekly written reports, which will include information on work completed, work planned for the following week, any preliminary findings, identified risks and any issues to be addressed.
- Weekly metrics against the project plan to measure the progress of the project.
- Scheduled deadline dates for the identified deliverables.
- Responsible for minutes for all meetings and shall deliver the minutes to Identified Project Lead within two business days of each meeting. The minutes shall, at a minimum, list the attendees, summarize the major transformation related topics discussed and include any action items, recommendations and decision points.
- Provide - and keep updated - project schedule with key milestone dates within the first month of the contract.
- Project Manager will describe problem resolution identification management.
- Project Manager will describe its change control/request process.
- As the HealthSpace system has the ability to perform additional functions over and above the baseline of what was requested in the RFP, we will work with the County to perform a detailed needs assessment and gap analysis. Using an orientation of the power of the HealthSpace system, it's features, and it's configurability/customization, so the County can fully utilize all of the features available in the system, in compliance with the County's regulations and policies as outlined, and responded to, in this RFP.
- Work with the designated stakeholders across each program area in the department - as described above - to determine the implementation approach that will work best for each program area of the department, either "all at the same time" or "program by program." HealthSpace has the ability to do either method and the project team will work with the County project lead, and stakeholders, to discuss the Pro's and Con's of each approach, and help analyze what approach will work best for the County on this project.
- Provide access to configuration, and reporting tools - including a list of standard reports available - and provide high level orientation/training of the County project lead, and any of his/her designees, in how these tools work and help the County utilize the power of the system and it's tools.
- Make versions of the offline field App available to stakeholders - for iPad, Android, and Windows - so the County can begin playing with the field

application on multiple devices, allowing the County to work with HealthSpace in an educated, fully informed way on hardware procurement. The County may

4.7.11 Maintenance, Warranty and Support:

Proposer response: HealthSpace has standard procedures for rollout of new features and modifications to production environment for clients. All changes are deployed to UAT for verification and testing by the client, and only deployed to production upon signed verification of a pull request to code for production. This is always accomplishable without any system downtime. All documentation, if applicable, is updated to reflect new functionality or features. HealthSpace has a response matrix that categorizes errors by severity, with response/resolution times (see included chart)

SaaS Severity Level	Target Response Time
<p>SaaS Severity Level 1: Requires immediate attention—Critical production functionality is not available or a large number of users cannot access the SaaS Application. Causes a major business impact where service is lost or degraded and no workaround is available, preventing operation of the business.</p>	<p>Request Response Time: 30 minutes.</p> <p>Request Resolution Time Target: < 2 hours.</p> <p>Maximum Permitted Request Resolution Time: < 48 hours</p>
<p>SaaS Severity Level 2: Requires priority attention - Some important production functionality is not available, or a small number of users cannot access the system. Causes significant business impact where service is lost or degraded and no workaround is available; however, the business can continue to operate in a limited fashion.</p>	<p>Request Response Time: 1 hr.</p> <p>Request Resolution Time Target: < 4 hours</p> <p>Maximum Permitted Request Resolution Time: < 96 hours</p>
<p>SaaS Severity Level 3: Requires attention –There is a problem or inconvenience. Causes a business impact where there is minimal loss of service and a workaround is available such that the system can continue to operate fully and users are able to continue business operations.</p>	<p>Request Response Time: 1 hr. during Business Hours</p> <p>Request Resolution Time Target: < 6 hours</p> <p>Maximum Permitted Request Resolution Time: < 7 days</p>
<p>SaaS Severity Level 4: There is a problem or issue with no loss of service and no business impact.</p>	<p>Request Response Time: 1 hr. during Business Hours</p> <p>Request Resolution Time Target: < 24 hours</p> <p>Maximum Permitted Request Resolution Time: < 7 days</p>

Appendix C
Contract Fees and Payment Schedule:

a.) The fees payable under this Agreement are as follows:

- Configuration, data conversion, and implementation to HS Cloud Suite for the programs listed above is:

\$ 27,995.00

- The annual cost for warranty, hosting, maintenance, and support for onsite is

\$19,800.00

b.) Payment schedule and terms:

- 50% (\$13,997.50) of /set up fee, and 50% of the first-year license, hosting, maintenance, and technical support (\$9,900.00) due upon execution of contract.
- 25% of setup fee due upon successful data conversion
- Remaining 25% of setup fee, and remaining 50% of first year license, hosting, maintenance, and technical support due upon go live.
- 2nd year license, hosting, maintenance, and technical support due February 1st, 2022, and on anniversary thereof after.

Term:

a.) The term of this Agreement will commence March 1st, 2021 and run until February 28th, 2026.

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19

Completed by County Counselor's Office:

~~Res~~/Ord No.: 5487

Sponsor(s): Theresa Cass Galvin

Date: March 1, 2021

SUBJECT	<p>Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Appropriating \$47,795 in CARES Act funding and awarding a contract for the purchase of an Environmental Health Cloud Based Application Software (SaaS) for use by the Environmental Health Department to HealthSpace USA of Charlotte, NC in the amount of \$47,795 under the terms and conditions of Request for Proposal No. 4-21.</u></p>																																	
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$47,795</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$47,795</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> </tr> <tr> <td>Source of funding (name of fund) and account code number: TRANSFER FROM: 040-999-32810 CARES Act Fund, Undesignated Fund Balance</td> <td style="text-align: right; vertical-align: bottom;">\$47,795</td> </tr> <tr> <td>TO: 040-1503-56661 Environmental Health – Software Purchases</td> <td style="text-align: right; vertical-align: bottom;">\$27,995</td> </tr> <tr> <td>040-1503-56662 Software Maintenance</td> <td style="text-align: right;">\$19,800</td> </tr> <tr> <td>Sub-Total</td> <td style="text-align: right;">\$47,795</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: _____</p> <p>Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____</p>				Amount authorized by this legislation this fiscal year:	\$47,795	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$47,795	Amount budgeted for this item * (including transfers):		Source of funding (name of fund) and account code number: TRANSFER FROM: 040-999-32810 CARES Act Fund, Undesignated Fund Balance	\$47,795	TO: 040-1503-56661 Environmental Health – Software Purchases	\$27,995	040-1503-56662 Software Maintenance	\$19,800	Sub-Total	\$47,795														
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040-1503-56662 Software Maintenance	\$19,800																																	
Sub-Total	\$47,795																																	
PRIOR LEGISLATION	Prior ordinances and (date): _____ Prior resolutions and (date): _____																																	
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Katelyn Edgar, Buyer, 816-881-3292																																	
REQUEST SUMMARY	The Environmental Health Department requires the purchase of Environmental Health Cloud Based Application Software (SaaS). The Purchasing Department issued Request for Proposal No. 4-21 in response to those requirements.																																	
	A total of sixty-four notifications were distributed and four responses were received and evaluated as follows:																																	
	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="text-align: left;">Evaluation Criteria</th> <th>Carahsoft Technology of Reston, VA</th> <th>HealthSpace USA of Charlotte, NC</th> <th>Custom Data Processing of Romeoville, IL</th> <th>Novo ProSo of Warrensburg, MO</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Responsiveness to Request for Proposal (Max 10 Points)</td> <td>8.0</td> <td>7.0</td> <td>7.0</td> <td>5.0</td> </tr> <tr> <td style="text-align: left;">Products/Services Proposed (Max 35 Points)</td> <td>10.0</td> <td>35.0</td> <td>20.0</td> <td>5.0</td> </tr> <tr> <td style="text-align: left;">Respondent's Experience and Qualifications (Max 25 Points)</td> <td>15.0</td> <td>20.0</td> <td>15.0</td> <td>10.0</td> </tr> <tr> <td style="text-align: left;">Pricing (Max 30 Points)</td> <td>10.0</td> <td>28.0</td> <td>10.0</td> <td>2.0</td> </tr> <tr> <td style="text-align: left;">Total (Max 100 Points)</td> <td>43.0</td> <td>90.0</td> <td>52.0</td> <td>22.0</td> </tr> </tbody> </table>				Evaluation Criteria	Carahsoft Technology of Reston, VA	HealthSpace USA of Charlotte, NC	Custom Data Processing of Romeoville, IL	Novo ProSo of Warrensburg, MO	Responsiveness to Request for Proposal (Max 10 Points)	8.0	7.0	7.0	5.0	Products/Services Proposed (Max 35 Points)	10.0	35.0	20.0	5.0	Respondent's Experience and Qualifications (Max 25 Points)	15.0	20.0	15.0	10.0	Pricing (Max 30 Points)	10.0	28.0	10.0	2.0	Total (Max 100 Points)	43.0	90.0	52.0	22.0
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Total (Max 100 Points)	43.0	90.0	52.0	22.0																														

Pursuant to Section 1054.6 of the Jackson County Code, the Environmental Health Department recommends award of a Contract for the purchase of Environmental Health Cloud Based Application Software (SaaS) to HealthSpace USA of Charlotte, NC as the best proposal received in response to Request for Proposal No. 4-21.

The Director of Finance and Purchasing also requests the following transfers:

TRANSFER FROM:	
040-999-32810 CARES Act Fund, Undesignated Fund Balance	\$47,795
TRANSFER TO:	
040-1503-56661 Environmental Health – Software Purchases	\$27,995
040-1503-56662 Software Maintenance	\$19,800

CLEARANCE

- Tax Clearance Completed (Purchasing & Department)
- Business License Verified (Purchasing & Department)
- Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)

COMPLIANCE

- MBF Goals
 - WBE Goals
 - VBE Goals
- No Goals were assigned.

ATTACHMENTS

Abstract of Bids received, Recommendation Memo from Deb Sees, Environmental Health Administrator, and the pertinent pages of HealthSpace USA's proposal.

REVIEW

Department Director: <i>Deb Sees</i>	Date: <i>2-22-21</i>
Finance (Budget Approval): <i>If applicable</i>	APPROVED By Mark Lang at 3:05 pm, Feb 22, 2021
Division Manager: <i>Tray M. Schultz</i>	Date: <i>2-22-2021</i>
County Counselor's Office: <i>Bryan Cousins</i>	Date: <i>2/25/2021</i>

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- 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 in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

Fiscal Note:

Funds sufficient for this appropriation are available from the source indicated below.

Date: February 18, 2021

ORD # 5487

<u>Org Code/Description</u>	<u>Object Code/Description</u>	<u>From</u>	<u>To</u>
<u>040 CARES Act</u>			
9999 -	32810 Undesignated Fund Balance	\$ 47,795	\$ -
1503 Environmental Health	56661 Software Purchases	-	27,995
1503 Environmental Health	56662 Software Maintenance	-	19,800
		<u>\$ 47,795</u>	<u>\$ 47,795</u>

Fiscal Note:

This expenditure was included in the Annual Budget

PC# _____

<u>Org Code/Description</u>	<u>Object Code/Description</u>	<u>Not to Exceed</u>
<u>040 CARES Act</u>		
1503 Environmental Health	56661 Software Purchases	- 27,995
1503 Environmental Health	56662 Software Maintenance	- 19,800
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		<u>\$ 47,795</u>

APPROVED

By Mark Lang at 3:05 pm, Feb 22, 2021

Budget Office

ABSTRACT OF BIDS

NO	DESCRIPTION	Custom Data Processing Romeoville, IL	HS Cloud Suite Charlotte, NC	Novo ProSo Warrensburg MO	Google <i>Carpenter Houston, Michigan</i>	AMOUNT	AMOUNT	AMOUNT
		<i>See Bid</i>	<i>See Bid</i>	<i>See Bid</i>	<i>See Bid</i>			

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED
 ON: January 16, 2021 BY
Dina Scintor
 CLERK OF THE LEGISLATURE
Keegan
 PURCHASING



DEB SEES

(816) 847-7070
Fax: (816) 881-1650

ENVIRONMENTAL HEALTH ADMINISTRATOR

Jackson County Environmental Health Division
34900 East Old US 40 Highway
Grain Valley, Missouri 64029
jacksongov.org

Memorandum

February 5, 2021

Environmental Health is looking for a software that will allow all applications for permits to be available online with online payment options, reducing the amount of in person transactions. With the addition of swimming pool and COVID inspections in our office we need to simplify things by having online options. The software must allow for in field inspections with easy-to-use application and tracking. Our current software does not allow for all applications to be available online, or for easy to use in the field applications. The cost to update our existing software is well over \$80,000.

From the four RFP's Submitted we have chosen HealthSpace. This software has been used by several Environmental Health Departments successfully. It is industry specific software written by inspectors. We will be using Cares Act money to pay for this software. The first year will be \$47,795. Additional years will be \$19,800 which is a \$5000 savings per year with our current software.

Thank you,

Deb Sees

Frank White, Jr., County Executive



RFP Number: 4-21

RFP Name: Cloud Based Application Software

Dept. Name: Environmental Health

Respondents

Evaluation Criteria: Carahsoft Technology	Maximum Points	Panelist 1	Panelist 2	Panelist 3
Responsiveness to Request for Proposal	10	8		
Product/Services Proposed	35	10		
Respondent's Experience and Qualifications	25	15		
Pricing	30	10		
Total	100	43	0	0

Respondents

Evaluation Criteria: HealthSpace USA	Maximum Points	Panelist 1	Panelist 2	Panelist 3
Responsiveness to Request for Proposal	10	7		
Product/Services Proposed	35	35		
Respondent's Experience and Qualifications	25	20		
Pricing	30	28		
Total	100	90	0	0

Respondents

Evaluation Criteria: Custom Data Processing	Maximum Points	Panelist 1	Panelist 2	Panelist 3
Responsiveness to Request for Proposal	10	7		
Product/Services Proposed	35	20		
Respondent's Experience and Qualifications	25	15		
Pricing	30	10		
Total	100	52	0	0

Respondents

Evaluation Criteria: Novo ProSo	Maximum Points	Panelist 1	Panelist 2	Panelist 3
Responsiveness to Request for Proposal	10	5		
Product/Services Proposed	35	5		
Respondent's Experience and Qualifications	25	10		
Pricing	30	2		
Total	100	22	0	0



HealthSpace USA

Jackson County, MO

RFP No. 4-21

Cost proposal

**Submitted on behalf of HealthSpace by:
Cameron Garrison
Director of Business Development**

Revised Submission Date: 1-26-2021



Quote for software and services **HS Cloud Suite for Jackson County Environmental Health Department**

This quote is for a full implementation - including conversion of historical data - of the HS Cloud Suite application for Jackson County Environmental Health Department for the program areas and features requested in RFP 4-21:

- Food program
- Lodging
- Pools (seasons and year round) permitting and inspections
- Childcare
- Frozen dessert license and testing
- Adult establishments
- Financial, and receipting module, for all programs included in system
 - Ability to use system for credit, debit, and ACH payments
- Reporting capabilities for all programs included above
- Full capability to perform inspections in the field on iPads or Windows Surface Pro devices (County chooses hardware). These devices have full functionality even when disconnected
- Ability to display inspection results online for general public, and provide a portal for County constituents to be able to pay fees, and apply for permits and licenses online with the Health Department
- On-site training for department users for go live

Historical Data Conversion:

Historical data will be converted from existing database over to the HS Cloud Suite Application for continuity of operations.

Timeline:

It is anticipated that this project will take approximately 120 days from contract execution to go-live. The County will make all reasonable efforts to assist HealthSpace in converting historical data. Primarily, providing a copy of the database, data mapping and layout, answering questions, and being available to test and verify converted data in the new HS Cloud Suite environment.



Costs:

The fees payable under this proposed agreement and scope of work are as follows:

- Total cost to configure, convert data, and implement HS Cloud Suite for the programs listed above is

\$27,995.00

- The annual cost for warranty, hosting, maintenance, and technical support is

\$19,800.00

The prices herein are fixed and guaranteed for 6 months, and include full implementation, customization/configuration to County needs

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE appropriating \$2,000.00 from the undesignated fund balance of the 2021 Grant Fund in acceptance of a grant received from the U.S. Food and Drug Administration, for use by the Office of Environmental Health.

ORDINANCE NO. 5488, March 1, 2021

INTRODUCED BY Charlie Franklin, County Legislator

WHEREAS, the County has received a grant in the amount of \$2,000.00 from the U.S. Food and Drug Administration for use by the Office of Environmental Health, which the Office proposes to use for training; and,

WHEREAS, an appropriation is necessary to place these funds in the proper spending account; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation from the undesignated fund balance of the 2021 Grant Fund be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Grant Fund Verification Audit- Environmental Health 010-1573	45957 - Increase Revenues	\$2,000	
010-32810	Undesignated Fund Balance		\$2,000
010-32810 Verification Audit- Environmental Health 010-1573	Undesignated Fund Balance 56140-Travel Expense	\$2,000	\$2,000

and,

BE IT FURTHER ORDAINED that all County Officials be and are hereby authorized to execute any and all documents necessary to give effect to said grant.

Effective Date: This ordinance shall be effective immediately upon its signature by the County Executive.

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

I hereby certify that the attached ordinance, Ordinance No. 5488 introduced on March 1, 2021, was duly passed on _____, 2021 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

This Ordinance is hereby transmitted to the County Executive for his signature.

Date

Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance No. 5488.

Date

Frank White, Jr., County Executive

Funds sufficient for this appropriation are available from the source indicated below.

ACCOUNT NUMBER: 010 32810
ACCOUNT TITLE: Grant Fund
Undesignated Fund Balance
NOT TO EXCEED: \$2,000.00

2/25/2021

Date



Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

~~Res~~/Ord No.: 5488

Sponsor(s): Charlie Franklin

Date: March 1, 2021

SUBJECT	<p>Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title; Accept and appropriate \$2000 for training in the grant fund.</p>										
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="332 556 1166 829"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$2000</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$0</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$2000</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$0</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td>FROM ACCT 010-32810 \$2000 TO ACCT 010-1573-56140 \$2000</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$2000	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$2000	Amount budgeted for this item * (including transfers):	\$0	Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT 010-32810 \$2000 TO ACCT 010-1573-56140 \$2000
Amount authorized by this legislation this fiscal year:	\$2000										
Amount previously authorized this fiscal year:	\$0										
Total amount authorized after this legislative action:	\$2000										
Amount budgeted for this item * (including transfers):	\$0										
Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT 010-32810 \$2000 TO ACCT 010-1573-56140 \$2000										
PRIOR LEGISLATION	<p>Prior ordinances and (date): <u>5202 3/11/19</u> <u>5077 2/12/18</u>, <u>4954 1/30/17</u>, <u>4858 6/20/16</u></p> <p>Prior resolutions and (date):</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Deb Sees, Environmental Health Administrator 847-7070</p>										
REQUEST SUMMARY	<p>Grant Number G-SP-2010-09023. This is a grant for the self-assessment and verification of standard 5. This standard requires establishing a system to detect, collect, investigate, and respond to complaints and food emergencies that involve food borne illness, injury, and intentional and non- intentional food contamination. Reimbursement cannot exceed \$2000.</p>										
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										
ATTACHMENTS	<p>Award Letter</p>										
REVIEW	<table border="1" data-bbox="332 1835 1489 1934"> <tr> <td>Department Director: <i>Deb Sees</i></td> <td>Date: 1/28/2021</td> </tr> </table>	Department Director: <i>Deb Sees</i>	Date: 1/28/2021								
Department Director: <i>Deb Sees</i>	Date: 1/28/2021										

Finance (Budget Approval): <i>If applicable</i>	APPROVED By Sarah Matthei at 9:12 a.m. Feb 23, 2021	Date:
Division Manager:	<i>Roy M. Schatto</i>	Date: <i>2/25/2021</i>
County Counselor's Office:	<i>Bryan Cousins</i>	Date: <i>2/25/2021</i>

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- 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 in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
010-32810	Grant fund- Undesignated Fund Balance	\$2000

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

Supplemental Appropriation Request Jackson County, Missouri

Funds sufficient for this appropriation are available from the source indicated below.

Date: February 24, 2021

ORD # 5488

Department / Division	Character/Description	From	To
Grant Fund - 010			
1573 - Verification Audit-Environmental Health	45957 - Increase Revenues	2,000	
32810	Undesignated Fund Balance		2,000
32810	Undesignated Fund Balance	2,000	
1573 - Verification Audit-Environmental Health	56140 - Travel Expense		2,000
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> APPROVED <i>By Sarah Matthes at 1:00 pm, Feb 24, 2021</i> </div>			
Budgeting		\$ 4,000	\$ 4,000

VOLUNTARY NATIONAL RETAIL FOOD REGULATORY PROGRAM STANDARDS (RETAIL STANDARDS) GRANT PROGRAM



ASSOCIATION OF FOOD
& DRUG OFFICIALS
SINCE 1896

December 16, 2020

Grant Number: G-SP-2010-09023
Project Title: Verification Audit for Standard 5
Award Value: \$2,000.00
Project Period: January 4, 2021 to October 1, 2021

Deb Sees
Public Health Supervisor
Jackson County Environmental Health
34900 E. Old US 40 Hwy
P.O. Box 160
Grain Valley, Missouri 64029

Dear Deb Sees:

We have approved your application for Verification Audit for Standard 5 as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of Jackson County Environmental Health to the Association of Food and Drug Officials (AFDO).

As part of your application your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

#	Approximate Payment Date	Amount
1	December 31, 2021	\$2,000.00

#	Report Dates	Report Type
1	February 14, 2022	1St Cat 1 Verif Audit: Final Report

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- The grantee must complete the full scope of work and all tasks outlined in the approved grant application by October 1, 2021 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.
- Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.
- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after October 1, 2021. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the reporting section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: http://afdo.org/fda_vnrfrps.

The amount of \$2,000.00 represents the full amount of funds to which you are entitled.

Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

This project is supported by the Food and Drug Administration (FDA) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award U18FD005850 totaling \$2,400,000 with 100 percent funded by FDA/HHS. The contents are those of the author and do not necessarily represent the official views of, nor an endorsement, by FDA/HHS, or the U.S. Government.

Please note, the Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a sub award under this AFDO grant.

If you have questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Steven Mandernach
Executive Director
Association of Food and Drug Officials
155 W. Market St.
3rd Floor
York, PA 17401

AFDO Programmatic Point of Contact:

Cathy Hosman
retailstandards@afdo.org
(717) 814-9873

Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Jenice Butler (jenice.butler@fda.hhs.gov)
Daniel Lukash (daniel.lukash@fda.hhs.gov)

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION requesting the County Administration to develop and present to the Legislature for consideration a plan for the expenditure of emergency rental assistance funds recently provided by the United States government.

RESOLUTION NO. 20629, March 1, 2021

INTRODUCED BY Ronald E. Finley, County Legislator

WHEREAS, on March 11, 2020, the World Health Organization declared a pandemic due to COVID-19; and,

WHEREAS, the United States government has approved multiple emergency relief packages to provide funds to the County, other local governments, and citizens to meet unanticipated public health and economic needs caused by the pandemic; and,

WHEREAS, the recently announced emergency rental assistance (ERA) program makes available \$25 billion to assist households that are unable to pay rent and utilities due to the COVID-19 pandemic; and,

WHEREAS, on January 26, 2021, the County received its allocation of ERA funds from the U.S. Treasury in the amount of \$11,550,205; and,

WHEREAS, the County is required to use the funds to provide assistance to eligible households through existing or newly created rental assistance programs; and,

WHEREAS, the County may only use the funds to provide financial assistance and housing stability services to eligible households; and,

WHEREAS, to be eligible, a household must be obligated to pay rent on a residential dwelling and the County must determine that one or more individuals within a household has qualified for unemployment benefits or experienced a reduction in household income, incurred significant costs, or experienced other financial hardship due, directly or indirectly, to the COVID-19 outbreak; one or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability; and the household has a household income at or below 80% of the area's median income; and,

WHEREAS, in view of restrictions placed on the use of these ERA funds, it is appropriate that these funds be maintained in a separate and identified County special revenue fund and not commingled with the general or other special revenue funds of the County; now therefore,


BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the Legislature hereby requests the County Administration propose a program plan, including administration and the recommendation of an agency to administer the plan, for the intended use of the federal ERA funds, for consideration by the Legislature.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20629 of March 1, 2021, was duly passed on _____, 2021 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19

Completed by County Counselor's Office:

Res/Ord No.: 20629

Sponsor(s): Ronald E. Finley

Date: March 1, 2021

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: requesting the County Administration to establish, by ordinance, a fund as a separate special revenue fund of the County, and develop and present to the Legislature for approval and funding a plan for the Emergency Rental Assistance funds.</p>										
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right; padding: 2px;">\$0</td> </tr> <tr> <td style="padding: 2px;">Amount previously authorized this fiscal year:</td> <td style="text-align: right; padding: 2px;">\$0</td> </tr> <tr> <td style="padding: 2px;">Total amount authorized after this legislative action:</td> <td style="text-align: right; padding: 2px;">\$0</td> </tr> <tr> <td style="padding: 2px;">Amount budgeted for this item * (including transfers):</td> <td style="text-align: right; padding: 2px;">\$0</td> </tr> <tr> <td style="padding: 2px;">Source of funding (name of fund) and account code number:</td> <td style="text-align: right; padding: 2px;">\$0</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input checked="" type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: _____</p> <p>Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$0	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$0	Amount budgeted for this item * (including transfers):	\$0	Source of funding (name of fund) and account code number:	\$0
Amount authorized by this legislation this fiscal year:	\$0										
Amount previously authorized this fiscal year:	\$0										
Total amount authorized after this legislative action:	\$0										
Amount budgeted for this item * (including transfers):	\$0										
Source of funding (name of fund) and account code number:	\$0										
PRIOR LEGISLATION	Prior ordinances and (date): _____ Prior resolutions and (date): _____										
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Crissy Wooderson, Legislative Auditor 881-3311										
REQUEST SUMMARY	<p>On March 11, 2020, the World Health Organization declared a pandemic due to COVID-19.</p> <p>The United States government has approved multiple emergency relief packages to provide funds to Jackson County, other local governments, and citizens to meet unanticipated public health and economic needs caused by the pandemic.</p> <p>The recent Emergency Rental Assistance (ERA) program makes available \$25 billion to assist households that are unable to pay rent and utilities due to the COVID-19 pandemic.</p> <p>On January 26, 2021, the County received its allocation of Emergency Rental Assistance funds from the U.S. Treasury in the amount of \$11,550,205.</p> <p>The County is to use the funds to provide assistance to eligible households through existing or newly created rental assistance programs. The County may only use the funds to provide financial assistance and housing stability services to eligible households. To be eligible, a household must be obligated to pay rent on a residential dwelling and the County must determine that:</p> <ol style="list-style-type: none"> 1. One or more individuals within the household has qualified for unemployment benefits or experienced a reduction in household income, incurred significant costs, or experienced other financial hardship due, directly or indirectly, to the COVID-19 outbreak; 2. One or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability; and 3. The household has a household income at or below 80% of area median income. 										

	<p>In view of restrictions placed on the use of these Emergency Rental Assistance funds, it is appropriate that these funds be maintained in a separate and identified County special revenue fund and not commingled with the general or other special revenue funds of the County.</p> <p>The Legislature requests that the Administration establish a fund, by ordinance, as a separate special revenue fund of the County for the Emergency Rental Assistance funds, the monies of which shall not be commingled with the general revenue or any other special revenue of the County and the Administration shall propose a program plan, including the administration of the plan and an agency to administer the plan, for the intended use of the federal funds for approval by the Legislature.</p>	
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) n/a <input type="checkbox"/> Business License Verified (Purchasing & Department) n/a <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office) n/a	
COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals n/a <input type="checkbox"/> VBE Goals	
ATTACHMENTS		
REVIEW	Department Director:	<i>Crissey Wadsworth</i> Date: 2.24.2021
	Finance (Budget Approval): <i>If applicable</i>	N/A Date:
	Division Manager:	<i>Tracy M. Schatto</i> Date: 2/25/2021
	County Councilor's Office:	<i>Bryan Covinsky</i> Date: 2/25/2021

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in ____.
- 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 in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance #
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION transferring \$35,883.00 within the 2021 Assessment Fund and authorizing the Director of Finance and Purchasing to execute a lease for office space for use by the Assessment Department with Novel Coworking of Kansas City, MO, for a term of six months, at an actual cost to the County in the amount of \$35,883.00, as a sole source purchase.

RESOLUTION NO. 20630, March 1, 2021

INTRODUCED BY Crystal Williams, County Legislator

WHEREAS, the Assessment Department has a need to lease additional office space for use by the Tyler Technology staff and new associates undergoing training; and,

WHEREAS, suitable temporary office space is not available within the downtown Jackson County Courthouse; and,

WHEREAS, research indicates there is no adequate and immediately available office space for lease within close proximity to the Courthouse, other than the Novel Coworking space at 13th and Oak Streets; and,

WHEREAS, pursuant to section 1030.1 of the Jackson County Code, 1984, the Director of Finance and Purchasing recommends the award of a lease for office space for use by the Assessment Department with Novel Coworking of Kansas City (Jackson County), MO, for a lease term of six months, at an actual cost to the County in the amount of \$35,883.00, as a sole source purchase due to the unique location of the Novel space; and,

WHEREAS, this six-month term will allow the Finance and Purchasing Department adequate time to undertake a formal bid process for a long-term lease of such space; and,

WHEREAS, in order to fund this lease a transfer is necessary; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the following transfer be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Assessment Fund Assessment System 045-1903	56661- Software Purchases	\$35,883	
Assessment 045-1902	56620- Rent- Buildings		\$35,883

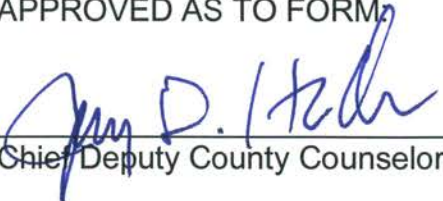
and,

BE IT FURTHER RESOLVED that award be made as recommended by the Director of Finance and Purchasing, and that the Director be and hereby is authorized to execute for the County any documents necessary for the accomplishment of the award; and,

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing is authorized to make all payments, including final payment, on the contract or lease thereby made.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20630 of March 1, 2021, was duly passed on _____, 2021 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

Funds sufficient for this transfer are available from the source indicated below.

ACCOUNT NUMBER: 045 1903 56661
ACCOUNT TITLE: Assessment Fund
Assessment System
Software Purchases
NOT TO EXCEED: \$35,883.00

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 in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.

ACCOUNT NUMBER: 045 1902 56620
ACCOUNT TITLE: Assessment Fund
Assessment
Rent- Buildings
NOT TO EXCEED: \$35,883.00

2/25/2021
Date


Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19

Completed by County Counselor's Office:

Res/Ord No.: 20630

Sponsor(s): Crystal Williams

Date: March 1, 2021

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Requesting a transfer within the Assessment Fund and Awarding a Six-Month Contract for Temporary Office Space for the Assessment Department to Novel Coworking (Kessler Building, 1301 Oak, KCMO) of Kansas City, Missouri as a Sole Source in an amount not to exceed \$35,883.</u></p>														
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$35,883</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$35,883</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$35,883</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>TRANSFER FROM: 045-1903-56661 Assessment Fund, Assessment System, Software Purchases</td> <td style="text-align: right;">\$35,883</td> </tr> <tr> <td>TRANSFER TO: 045-1902-56620 Assessment Fund, Assessment Department, Rent-Buildings</td> <td style="text-align: right;">\$35,883</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: _____</p> <p>Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$35,883	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$35,883	Amount budgeted for this item * (including transfers):	\$35,883	Source of funding (name of fund) and account code number:		TRANSFER FROM: 045-1903-56661 Assessment Fund, Assessment System, Software Purchases	\$35,883	TRANSFER TO: 045-1902-56620 Assessment Fund, Assessment Department, Rent-Buildings	\$35,883
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TRANSFER FROM: 045-1903-56661 Assessment Fund, Assessment System, Software Purchases	\$35,883														
TRANSFER TO: 045-1902-56620 Assessment Fund, Assessment Department, Rent-Buildings	\$35,883														
PRIOR LEGISLATION	<p>Prior ordinances and (date): 5414, October 19, 2020 Prior resolutions and (date):</p>														
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>														
REQUEST SUMMARY	<p>The Assessment Department has an immediate need for Temporary Office Space to house the Tyler Technology staff (for the CAMA and Reassessment Projects) and additional Assessment Associates that are in the process of being hired. Research indicates there are no other temporary office spaces within close proximity to the downtown Jackson County Courthouse that have immediate availability. A large enough office space within the County Courthouse is not available at this time. A six-month lease would allow a formal bid process to take place for Rental Office Space for the Assessment Department.</p> <p>Pursuant to Section 1030.1 of the Jackson County Code, the Assessment Department and the Purchasing Department recommend the Award of a Six-Month Contract for the furnishing of Temporary Office Space to Novel Coworking of Kansas City, Missouri as a Sole Source in an amount not to exceed \$35,883.</p> <p>The Director of Finance and Purchasing requests the following transfer:</p> <table style="width:100%; border: none;"> <tr> <td style="width: 70%;"></td> <td style="text-align: center;">FROM:</td> <td style="text-align: center;">TO:</td> </tr> <tr> <td>045-1903-56661 Assessment Fund, Assessment System, Software Purchases</td> <td style="text-align: center;">\$35,883</td> <td></td> </tr> <tr> <td>045-1902-56620 Assessment Fund, Assessment Department, Rent-Buildings</td> <td></td> <td style="text-align: center;">\$35,883</td> </tr> </table>		FROM:	TO:	045-1903-56661 Assessment Fund, Assessment System, Software Purchases	\$35,883		045-1902-56620 Assessment Fund, Assessment Department, Rent-Buildings		\$35,883					
	FROM:	TO:													
045-1903-56661 Assessment Fund, Assessment System, Software Purchases	\$35,883														
045-1902-56620 Assessment Fund, Assessment Department, Rent-Buildings		\$35,883													
CLEARANCE	<p><input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>														

COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals <input type="checkbox"/> VBE Goals		No goals assigned
ATTACHMENTS	A Memorandum from Jeph Burroughs Scanlon, Deputy Director of Assessment and the Rental Agreement from Novel Coworking		
REVIEW	Department Director:	<i>[Signature]</i>	Date: 2/19/2021
	Finance (Budget Approval): <i>If applicable</i>	APPROVED By Mark Lang at 3:19 pm, Feb 22, 2021	Date:
	Division Manager:	<i>[Signature]</i>	Date: 2/22/2021
	County Counselor's Office:	<i>[Signature]</i>	Date: 2/25/2021

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in ____.
- 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 in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

Fiscal Note:

Funds sufficient for this transfer are available from the sources indicated below.

PC# _____

Date: February 25, 2021

RES # 20630

<u>Org Code/Description</u>	<u>Object Code/Description</u>	<u>From</u>	<u>To</u>
045 Assessment Fund			
1903 Assessment System	56661 Software Purchases	\$ 35,883	\$ -
1902 Assessment	56620 Rent - Buildings	-	35,883
		<u>\$ 35,883</u>	<u>\$ 35,883</u>

Fiscal Note:

This expenditure was included in the Annual Budget

PC# _____

<u>Org Code/Description</u>	<u>Object Code/Description</u>	<u>Not to Exceed</u>
045 Assessment Fund		
1902 Assessment	56620 Rent - Buildings	\$ 35,883
		<u>\$ 35,883</u>

APPROVED
 By Mark Lang at 12:25 pm, Feb 25, 2021
 Budget Office



ASSESSMENT DEPARTMENT
JACKSON COUNTY

(816) 881-3239
Fax: (816) 881-1388

JACKSON COUNTY COURTHOUSE
415 EAST 12TH STREET, FIRST FLOOR MEZZANINE
KANSAS CITY, MISSOURI 64106
WWW.JACKSONGOV.ORG

MEMORANDUM

FROM: Jeph BurroughsScanlon, Deputy Director of Assessment
TO: Barbara Casamento, Purchasing Administrator
CC: Bob Crutsinger, Director of Finance
Mark Lang, Budget Administrator
DATE: February 25, 2021
RE: Novel Coworking (Kessler Building; 1301 Oak St.) sole source provider

On October 19, 2020 the Jackson County Legislature passed and approved a contract with Tyler Technologies of Moraine, Ohio for the benefit of the Jackson County Assessment Department and the need to update our CAMA system and improve our reassessment processes. As a provision of this contract, the Assessment Department has been asked to provide co-working space for Tyler staff members and additional Assessment Department staff members – as many as 25 people co-working and training in a single space, as soon as possible/practical after December 1, 2020.

The Assessment Department has a need to obtain office space close to the Courthouse and with immediate availability. We recently became familiar with Novel Coworking (Kessler Building; 1301 Oak St.) of Kansas City, Missouri by way of other County Departments using space in this facility. We are unaware of any similar company who can offer the same space and services in an immediate manner as required for the seamless and consistent work of the upcoming reassessment and annual maintenance tasks. For these reasons we believe Novel Coworking to be a sole source vendor for the specific space and services we need.

We are requesting a short term contract with Novel Coworking from a near-term execution date until August 31, 2021 (about six and a half months). This will help satisfy our immediate need for office space while giving us time to send out a request for a long-term proposal for office space. The Assessment Department is requesting that Novel Coworking (Kessler Building; 1301 Oak St.) of Kansas City, Missouri be granted a short term contract at \$5,019.00 per month (\$10,788.00 first month total including service retainer, set-up and exit fees) in an estimated total amount of \$35,883 through August 2021.

Attached is a copy of the Office Service Agreement from Katie Whipple, Area Sales Manager, Novel Coworking, as the proposed contract from Novel Coworking.

Office Service Agreement



Industry:	Government	Agreement Date (mm/dd/yy):	2/8/2021
NOVEL COWORKING ("NOVEL COWORKING")		CLIENT DETAILS ("the Client")	
Center Name:	1301 Oak Level Office LLC	Company Name:	
Center Manager Name:	Katie Whipple	Individual Name:	
Address:	1301 Oak St	Address:	
	Kansas City, MO 64106		
Phone:	816-686-2014	Phone:	
Email:	katie@novelcoworking.com	Email:	
Start Date:	3/1/21	End Date*:	8/31/2021

OFFICE PAYMENT DETAILS	
Office or Suite Number	Monthly Office Fee
Suite 100A	\$5,019.00
TOTAL PER MONTH	\$5,019.00

First Month's Fee:	\$5,019.00
Service Retainer:	\$5,019.00
Set Up and Exit Fee	\$750.00
TOTAL INITIAL PAYMENT:	\$10,788.00

* All agreements end on the last calendar day of the month

Comments:

We enter into this Agreement and agree to all of its terms and conditions:

Name (Printed): <u>Katie Whipple</u>	Name (Printed): _____
Date: _____	Date: _____
Signature: _____	Signature: _____

Agreement Terms & Conditions

- A. This Agreement does not create tenancy interest, leasehold estate or other real property interest on behalf of the Client in regards to the office accommodations. This shall be strictly construed as a license to use the office accommodations as indicated by the Office Suite # described above. NOVEL COWORKING retains the possession and control over the office center in its entirety. The Client accepts the right to temporarily share the NOVEL COWORKING office center dependent on the terms and conditions as stated in this Agreement. This Agreement is between NOVEL COWORKING and the Client and cannot be transferred to a third party.
- B. This Agreement is confidential. Client may not disclose any of the pricing or terms of this Agreement without express written consent of Novel Coworking. Confidentiality remains in place even after the termination of this Agreement.
- C. Credit and Debit cards are subject to a convenience fee. Sales tax will be added to the monthly invoice where applicable.
- D. Client understands and agrees that the coworking lounge may be made unavailable from time to time, at any time, for Events.
- E. If the Client requires a company name change, requests must be submitted to NOVEL COWORKING in writing with 7 days advance notice.

FORM OF PAYMENT

Payment Via Check	Payment Via ClickPay
Check Number:	Transaction ID #:
Check Amount:	Make Payment:
Date Sent to Lockbox:	<i>Credit and Debit cards are subject to a convenience fee.</i>

1. Usage Conditions.

- 1a. Client agrees to use the office center for business purposes only and is not to hold or permit retail sales, auctions or sell liquor, narcotics, or tobacco of any kind within NOVEL COWORKING. The Client shall not use the NOVEL COWORKING office center for distribution, manufacturing, or any illegal or immoral purposes.
- 1b. Client does not have the right to sublease the office space to a third party.
- 1c. NOVEL COWORKING is not responsible for any of the Client's property and is not liable for any damages or theft.
- 1d. Office accommodations are rented in as-is condition. No alterations may be made to the office accommodations including the addition or changing of locks to the windows or doors. Client shall not install draperies or other window coverings in the office accommodations.
- 1e. Client agrees to be respectful of all NOVEL COWORKING property including the office accommodations and common areas within the office center and all office furniture and equipment. Client is liable for damage.
- 1f. Client agrees to use electrical current provided in the office accommodations for ordinary lighting and personal computers only. Client shall not store or operate any large equipment, including heaters, stoves, coffee makers, vending machines, copiers, refrigerators, grills, servers, or other equipment. If special installation or wiring is required, it will be at the Client's expense and granted only upon written consent from NOVEL COWORKING.
- 1g. Client shall not sleep or live within the NOVEL COWORKING office center.
- 1h. Client shall not obstruct business for any other NOVEL COWORKING clients.
- 1i. Client agrees to cause guests to wait in designated guest waiting areas only.
- 1j. Client accepts full responsibility for the legal and appropriate conduct of all employees and guests of employees, including consumption of alcohol on premises as legally acceptable according to state and federal law.
- 1k. Should the need arise, at NOVEL COWORKING'S sole discretion, NOVEL COWORKING may provide the Client with alternative office accommodations of comparable value or better.
- 1l. Client implicitly agrees to allow photos that they and their employees and guests appear in at NOVEL COWORKING to be used in NOVEL COWORKING marketing materials.

2. Client Conduct.

- 2a. Client and Client's employees and guests shall conduct themselves in a businesslike manner, dress in business attire, and keep noise at a respectful level at all times while on NOVEL COWORKING premises.
- 2b. NOVEL COWORKING shall provide entry access to Client including required keys and access cards and, upon termination of this Agreement, Client agrees to return the same number of keys and access cards provided. NOVEL COWORKING will invoice Client \$50.00 per replacement key and \$25.00 per replacement access card.
- 2c. Canvassing or soliciting for business or any other purpose is prohibited by NOVEL COWORKING both in the office center and on the app. Marketing signage may be displayed only upon written consent from NOVEL COWORKING.
- 2d. No animals shall be permitted within the NOVEL COWORKING office center, aside from CERTIFIED service dogs. Clients with CERTIFIED service dogs must purchase private office accommodations.
- 2e. Client and Client's employees and guests shall not abuse or mistreat any NOVEL COWORKING employees.
- 2f. Client acknowledges that NOVEL COWORKING'S app is intended to share information and promote community. NOVEL COWORKING reserves the right to remove solicitations and comments from the app without notice.
- 2g. Client and Client's employees and other businesses under the Client's ownership shall not hire any NOVEL COWORKING employees at any time during the term of the Agreement or within 12 months of the termination of the Agreement. Client shall pay NOVEL COWORKING \$15,000 per employee per breach.
- 2h. Smoking is prohibited within the NOVEL COWORKING office center and office accommodations. Client agrees to limit smoking to the designated areas outside of the NOVEL COWORKING building.
- 2i. Weapons of any kind are prohibited within NOVEL COWORKING, regardless of a concealed carry permit.
- 2j. Client agrees to purchase and pay for honor market beverages and snacks in the NOVEL COWORKING app.

3. Services.

- 3a. NOVEL COWORKING shall provide the office accommodations as stated on the first page of the Agreement.
- 3b. NOVEL COWORKING shall provide a desk, executive chair, and internet connection in the office accommodations.
- 3c. Client will have 24-hour access to the office center and office accommodations, as well as to electricity and internet services. Client acknowledges that Novel Coworking's staff is on-site during business hours, 8:30am – 5:00pm, Monday – Friday; however, NOVEL COWORKING reserves the right to operate without on-site staff.
- 3d. Client acknowledges that NOVEL COWORKING'S HVAC hours are 7:00am – 6:00pm, Monday – Friday.
- 3e. A complete list of available services can be found on NOVEL COWORKING'S Services Guide.

4. Technology Services.

- 4a. Client agrees to conduct business and use technology services in a manner that does not interfere with the operation of the office center, disrupt any other client in the center, or adversely impact our ability to provide technology services to other clients, as determined by us at our sole and absolute discretion. Technology services are for general purpose use and the following is strictly forbidden; 1 – altering our system hardware, including, but not limited to, installing personal wifi devices, 2 – transmitting fraudulent, libelous, pornographic, or any other destructive elements, and 3 – excessive bandwidth use, including, but not limited to, streaming 4k video or distributing, downloading or sharing excessively large files. Client agrees to fully comply, and cause employees and guests to comply, with NOVEL COWORKING'S Technology Use Requirements, as such may change from time to time, posted at www.novelpcoworking.com/ITUSE and incorporated herein by reference.
- 4b. Client acknowledges that phone and internet services provided by NOVEL COWORKING, including, but not limited to, internet speeds, quality of service, data protection, and call rates are contingent on third party providers. While NOVEL COWORKING has internet security protocols in place, NOVEL COWORKING does not make any representations as to the security of the network or the internet. Client should adopt its own security measures as appropriate. NOVEL COWORKING cannot guarantee that a particular degree of availability will be attained in connection with the Client's use of NOVEL COWORKING'S network.
- 4c. At Client's expense, special internet services may be installed when arranged in advance and upon express written consent from NOVEL COWORKING. Approved internet equipment is subject to additional monthly utility charges. Client shall not operate routers, servers, or other internet equipment in the office center without consent.

5. Service Retainer.

- 5a. The Client acknowledges that the office accommodations listed on the first page of this Agreement will not be reserved until after the required Service Retainer has been paid in full. Upon receipt of Service Retainer in full along with signed Agreement, the stated office accommodations shall be reserved.
- 5b. The Service Retainer provided by Client shall be held as security by NOVEL COWORKING without generating interest and may be used by NOVEL COWORKING as security against default by Client and liability for all matters referenced on this Agreement. NOVEL COWORKING is entitled to deduct monies from the Service Retainer to recover monies owed to NOVEL COWORKING through default by Client, damage to property, or to pay third party providers for services. Upon any such deduction, NOVEL COWORKING reserves the right to require an increase to the Service Retainer held.
- 5c. NOVEL COWORKING shall refund the Service Retainer in full after a 30-day period after the time of termination of this Agreement, or at such time Client's account is cleared of all outstanding balances, whichever comes first.

6. Payment, Fees, and Taxes.

- 6a. NOVEL COWORKING strives to reduce its environmental impact and supports its Clients in doing the same. NOVEL COWORKING will provide all monthly invoices electronically via email. Client agrees to make payments via an automated payment method such as ACH, Direct Debit, or Credit Card, using the NOVEL COWORKING ClickPay Portal. Credit card and debit card payments are subject to a convenience fee on the ClickPay Portal. Check payments should be mailed to ClickPay (P.O. Box 62032 Newark, NJ 07101) at the Client's expense. Cash is not accepted.
- 6b. Fixed monthly costs will be billed in advance on a monthly basis at the rates stated on the first page of this Agreement or otherwise added by Client and agreed to in writing. Fixed costs include, but are not limited to, office fees, phones, additional furniture, parking, and storage space. Variable services may be utilized by Client at an additional cost and all associated fees will be billed monthly based on usage. Client agrees to dispute the validity of any fee charged by bringing it to our attention within 30 days of invoice for resolution, or else such charges will be deemed final. Client agrees to pay all applicable sales and use taxes and all fees for any services provided.
- 6c. If Client does not pay balance in full by the 1st day of the calendar month, Client will be subject to a late fee of five percent (5%), in addition to a late fee, insufficient funds will result in a \$35 NSF fee.
- 6d. If this Agreement is for a period longer than twelve (12 months), NOVEL COWORKING will increase the monthly office fee on month 13. This increase will be set by the Consumer Price Index. Renewals are calculated separately from annual indexation increases.

7. Automatic Renewal and Termination.

- 7a. This Agreement lasts for the period stated on page one and then will be extended automatically for successive periods equal to the initial term. If Client does not wish to renew this Agreement for an additional equivalent term, Client may terminate as of the last day of the month (the "Expiration Date") by delivering written notice to NOVEL COWORKING at least ninety (90) days in advance of the Expiration Date. If Client does not provide advance written notice of termination, this Agreement will renew at the prevailing market rate. For Agreements with a term of three (3) months or less, including "month to month" Agreements, NOVEL COWORKING will require at least thirty (30) days advance written notice of termination (effective from the first day of the calendar month).
- 7b. NOVEL COWORKING may provide thirty (30) days' written notice to Client to cease Client's occupation of the office accommodations, prior to the stated termination date of this Agreement, for any reason whatsoever. If the Client is not observing the rules for the office center, as reasonably prescribed by NOVEL COWORKING, this Agreement may be terminated by NOVEL COWORKING immediately upon written notice to Client.
- 7c. At time of termination, the Client will immediately and peacefully cease occupancy of the premises, return all keys and access cards and return all office accommodations to "as new" condition. Any items left within the NOVEL COWORKING office accommodations after time of termination will be considered property of NOVEL COWORKING and may be utilized or sold without the Client's knowledge or consent.

8. Insurance.

- 8a. Client is liable for all personal belongings within the office center and responsible for providing their own insurance.
- 8b. Client shall indemnify NOVEL COWORKING, its employees, caretakers, clients, agents, or invitees against any theft, damages, or loss from the office center and office accommodations and its contents, including but not limited to data, hardware and software, except in cases of gross negligence, fraud or willful misconduct.
- 8c. Client is solely responsible for all taxes on personal property for any of their own items that they bring to and/or keep within the office center and office accommodations.

9. Legal.

- 9a. Client acknowledges that this Agreement is not a lease or any other interest in real property.
- 9b. NOVEL COWORKING is not liable for any loss of business, loss of profits, loss of anticipated savings, loss of damage to data or any consequential loss.
- 9c. If property experiences network disruption due to Client not gaining pre-approval from NOVEL COWORKING of installation of Client equipment, misconfiguring equipment on network, or causing incorrect installation of Client devices on NOVEL COWORKING network, NOVEL COWORKING will invoice the Client for all costs needed to resolve the disruption.
- 9d. In the event of a material breach of this Agreement by Client, the Client is responsible for immediate and full payment of all rental and services as stated on the first page of the Agreement in its entirety, as well as costs for any damages and legal fees if applicable, and may be asked to vacate the premises immediately.
- 9e. Client releases NOVEL COWORKING from any liability related to the receipt or handling of mail or packages on Client's behalf.
- 9f. Disclaimer of liability for third party products: In regard to services provided by NOVEL COWORKING to Client through a third-party provider, including but not limited to internet and phone service, NOVEL COWORKING disclaims any and all liability, including any express or implied warranties.
- 9g. All notices herein shall be in writing, and may be served by either mail, personal delivery, or by certified mail, addressed to the parties herein as indicated on page one of this Agreement.
- 9h. This Agreement is and at all times shall be subject and subordinate to any mortgage which may now or hereafter affect the real property of which the office suite(s) are a part, and to all renewals, modifications, consolidations, replacements and extensions of any such mortgage. In the event of the sale of the property upon foreclosure, exercise of a power of sale, or by deed or transfer in lieu of foreclosure, Client will attend to the purchaser and recognize and pay all rent to the purchaser or transferee as the landlord under this Agreement.

Client Signature: _____ Date _____

Jackson County Missouri

Certificate of Compliance



In accordance with Jackson County Code Chapter(s) 6 and 10,
this Certificate of Compliance is hereby issued to:

1301 oak level office

1301 Oak St, Novel Coworking
Kansas City, MO 64106
20201223VC392

Issued:2020-12-23

Expires:2021-01-31

The above named firm/agency has met the following requirements:

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 did not have on December 31st of the previous year any property subject to taxation by the County

Attests and agrees to Chapter 6 of the Jackson County Code which prohibits discriminatory employment practices and promotes equal employment opportunity by contractors doing business with Jackson County.

A handwritten signature in black ink, appearing to read "John Smith", is written over a horizontal line.

Chief Compliance Review Officer
Jackson County Missouri
816-881-3302

compliance@jacksonsongov.org