

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 18795

Sponsor(s): Dan Tarwater III

Date: April 13, 2015

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Requesting approval of an Addendum to an Existing Contract for the Compliance Review Office with Strategic Workplace Solutions of Belton, Missouri for assistance with the implementation of the Veteran Business Enterprise (VBE) Program</u></p>										
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$6,500.00</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>\$6,500.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$6,500.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: 001-5101-56080 General Fund, Non-Departmental, Other Professional Services</td> <td>\$6,500.00</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:	\$6,500.00	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$6,500.00	Amount budgeted for this item * (including transfers):	\$6,500.00	Source of funding (name of fund) and account code number: 001-5101-56080 General Fund, Non-Departmental, Other Professional Services	\$6,500.00
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PRIOR LEGISLATION	<p>Prior ordinances and (date): 4636 July 28, 2014, 4636 4695 November 24, 2014 Prior resolutions and (date): 18692, December 15, 2014</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>										
REQUEST SUMMARY	<p>Resolution No. 18692 was approved on December 15, 2014 authorizing a Consulting Agreement with Strategic Workplace Solutions of Belton, Missouri to provide assistance with the implementation of the County's Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) Program created by Ordinance No. 4636 dated July 28, 2014 and Ordinance No. 4695 dated November 24, 2014. Ordinance No. 4695 included Veterans Business Enterprise and this Addendum would provide assistance with the implementation of the VBE Program.</p>										
CLEARANCE	<p><input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input checked="" type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										
ATTACHMENTS	<p>Proposal from Strategic Workplace Solutions and Resolution No. 18692</p>										
REVIEW	<table border="1"> <tr> <td>Department Director: <i>Tom W. Ward</i></td> <td>Date: <i>3-30-15</i></td> </tr> <tr> <td>Finance (Budget Approval): <i>If applicable</i> <i>Mary Rasmussen</i></td> <td>Date: <i>3/31/15</i></td> </tr> <tr> <td>Division Manager: <i>Mary Lou Brown</i></td> <td>Date: <i>4/8/15</i></td> </tr> <tr> <td>County Counselor's Office:</td> <td>Date:</td> </tr> </table>	Department Director: <i>Tom W. Ward</i>	Date: <i>3-30-15</i>	Finance (Budget Approval): <i>If applicable</i> <i>Mary Rasmussen</i>	Date: <i>3/31/15</i>	Division Manager: <i>Mary Lou Brown</i>	Date: <i>4/8/15</i>	County Counselor's Office:	Date:		
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County Counselor's Office:	Date:										

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.



Strategic Workplace
SOLUTIONS

www.swsinfo.com

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February 25, 2015

Mr. Thomas Wyrsh, Director
Compliance Review Office
Jackson County
415 E. 12th Street
Kansas City, MO 64106

Re: Strategic Workplace Solutions, Inc. Team Response Costing to RFQ #78-14

Dear Mr. Wyrsh:

Per your request, below please Addendum #3 description and costing to go along with our current contract signed 12/30/14 for work on RFQ #78-14.

ADDENDUM PROPOSAL 3

Veterans Business Owned Enterprise (VBE) Program creation

As noted in the proposal above, it is anticipated the County will need to implement some form of Veteran Owned Business Enterprise (VBE) Program. It is anticipated this Program will be based on a voluntary submission basis, and amount to the below areas:

- Determination of Program needs
- Defining VBE status
- Brief program outline
- Recommended contract and/or additional ordinance language
- Establishment of data collection methodology, formats and forms
- Data collection and analysis
- Compliance Program Revisions

In the event the County desires the above noted assistance, SWS provides the above services under Addendum Proposal 3 on a one-time basis:

Addendum 3 Proposal Cost: \$6,500 One Time Cost

Please let us know if you have any questions or need any further information. We look forward to being of service to you.

Sincerely,

Colleen A. White

Res. 18795