

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:
 Res/~~Ord~~ No.: 18996
 Sponsor(s): Dennis Waits
 Date: November 16, 2015

| SUBJECT | <p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Contract for the furnishing of Evaluation Services for the COMBAT Anti Violence Special Initiative and Prevention Programs to Resource Development Institute of Kansas City, Missouri under the Terms and Conditions of Request for Qualifications No. 48-15</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;">\$20,000.00</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 style="text-align: right;">\$20,000.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$20,000.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: 008-4401-56080 Anti-Drug Fund, COMBAT, Other Professional Services</td> <td style="text-align: right;">\$20,000.00</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>Total amount of Contract is \$78,250.00; \$20,000.00 is for 2015 and the remaining \$58,250.00 is subject to appropriation of the 2016 and 2017 Budgets.</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p> | Amount authorized by this legislation this fiscal year: | \$20,000.00 | Amount previously authorized this fiscal year: | | Total amount authorized after this legislative action: | \$20,000.00 | Amount budgeted for this item * (including transfers): | \$20,000.00 | Source of funding (name of fund) and account code number: 008-4401-56080 Anti-Drug Fund, COMBAT, Other Professional Services | \$20,000.00 | | | | | | | | |
| Amount authorized by this legislation this fiscal year: | \$20,000.00 | | | | | | | | | | | | | | | | | | |
| Amount previously authorized this fiscal year: | | | | | | | | | | | | | | | | | | | |
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| PRIOR LEGISLATION | <p>Prior ordinances and (date): Prior resolutions and (date):</p> | | | | | | | | | | | | | | | | | | |
| CONTACT INFORMATION | <p>RLA drafted by (name, title, & phone): <u>Barbara Casamento, Purchasing Supervisor, 881-3253</u></p> | | | | | | | | | | | | | | | | | | |
| REQUEST SUMMARY | <p>COMBAT requires a Contract for Evaluation Services for the Anti-Violence Special Initiative and Prevention Programs. The Purchasing Department issued Request for Qualifications No. 48-15 in response to those requirements.</p> <p>A total of thirty-two notifications were distributed and two responses were received and evaluated as follows:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Respondent</th> <th>Resource Development Institute Kansas City, Missouri</th> <th>University of Missouri Columbia, Missouri</th> </tr> </thead> <tbody> <tr> <td>Responsiveness to RFQ</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9.7</td> </tr> <tr> <td>Qualifications and Experience</td> <td style="text-align: center;">26</td> <td style="text-align: center;">21.7</td> </tr> <tr> <td>Approach/Plan</td> <td style="text-align: center;">36</td> <td style="text-align: center;">32</td> </tr> <tr> <td>References</td> <td style="text-align: center;">18.3</td> <td style="text-align: center;">16.7</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">88.3</td> <td style="text-align: center;">80.1</td> </tr> </tbody> </table> <p>Pursuant to Section 1054.6 of the Jackson County code, the Director of Finance and Purchasing recommends the award of a Contract for the furnishing of Evaluation Serviced for the Anti-Violence Special Initiative and Prevention Programs to Resource Development Institute of Kansas City, Missouri as the best proposal received.</p> | Respondent | Resource Development Institute Kansas City, Missouri | University of Missouri Columbia, Missouri | Responsiveness to RFQ | 8 | 9.7 | Qualifications and Experience | 26 | 21.7 | Approach/Plan | 36 | 32 | References | 18.3 | 16.7 | Total | 88.3 | 80.1 |
| Respondent | Resource Development Institute Kansas City, Missouri | University of Missouri Columbia, Missouri | | | | | | | | | | | | | | | | | |
| Responsiveness to RFQ | 8 | 9.7 | | | | | | | | | | | | | | | | | |
| Qualifications and Experience | 26 | 21.7 | | | | | | | | | | | | | | | | | |
| Approach/Plan | 36 | 32 | | | | | | | | | | | | | | | | | |
| References | 18.3 | 16.7 | | | | | | | | | | | | | | | | | |
| Total | 88.3 | 80.1 | | | | | | | | | | | | | | | | | |

| | | |
|-------------|--|-----------------|
| CLEARANCE | <input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office) | |
| ATTACHMENTS | Abstract of Proposals Received, Award Recommendation Memorandum from Stacey Daniels-Young, Director of COMBAT and Payment Schedule | |
| REVIEW | Department Director: | Date: 11-2-2015 |
| | Finance (Budget Approval) <i>If applicable</i> | Date: 11/4/15 |
| | Division Manager: | Date: 11/10/15 |
| | 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.

| NO | DESCRIPTION | UNIT | QTY | University of Missouri | | Resource Development Institute | | AMOUNT | AMOUNT | AMOUNT |
|----|-------------|------|-----|------------------------|--------|--------------------------------|--------|--------|--------|--------|
| | | | | AMOUNT | AMOUNT | AMOUNT | AMOUNT | | | |

1 See Bid

See bid seebid

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED
 ON: August 18, 2015, BY
[Signature]
 CLERK OF THE LEGISLATURE
Cassandra Cheek
 PURCHASING

COMBAT

415 East 12th Street, Ninth Floor
Kansas City, Missouri 64106
www.combatjack.org


Res. 18996

Stacey Daniels-Young, Ph.D.
Director
(816) 881-3510

Vincent M. Ortega
Deputy Director
(816) 881-3886

Drug Commissioners:
Gloria Fisher
Venessa Maxwell-Lopez
Gene Morgan
Keith Querry
Anita Russell
Joseph Spalitto, DDS
James Witteman, Jr.
Marva Marguerite Moses

Fax:
(816) 881-1416

Memo to: Barbara Casemento
From: Stacey Daniels-Young 
Date: September 25, 2015
Re: Request for Qualifications for Evaluation of COMBAT
Anti-Violence Special Initiative and Prevention Programs

Two proposals were received in response to the above RFQ from the following: Resource Development Institute and the University of Missouri Institute for Public Policy. A review Committee was assembled to score the two responses. The review Committee met on September 2, 2015 to discuss the proposals, then submitted independent ratings.

The scoring of the two proposals appears on the attached document. The highest average Total Score was received for the Resource Development Institute's proposal (88.3). The University of Missouri Public Policy Institute received an average score of 80. The individual scores by each reviewer followed the same pattern.

SEP 25 2 15 PM '15

AVSI & Prevention Evaluation Request for Proposals Scores

| <u>Resource Development Institute</u> | Reviewer1 | Reviewer2 | Reviewer3 | Average |
|---------------------------------------|-----------|-----------|-----------|-------------|
| Responsiveness (10) | 8 | 8 | 8 | 8 |
| Qualifications & Experiences (30) | 25 | 25 | 28 | 26 |
| Approach/Plan for Evaluation (40) | 38 | 35 | 35 | 36 |
| References (20) | 20 | 15 | 20 | 18.3 |
| <u>Total Score</u> | <u>91</u> | <u>83</u> | <u>91</u> | <u>88.3</u> |

| <u>University of Missouri Public Policy</u> | Reviewer1 | Reviewer2 | Reviewer3 | Average |
|---|-----------|-----------|-----------|-----------|
| Responsiveness (10) | 10 | 9 | 10 | 9.7 |
| Qualifications & Experiences (30) | 25 | 20 | 20 | 21.7 |
| Approach/Plan for Evaluation (40) | 33 | 33 | 30 | 32 |
| References (20) | 20 | 15 | 15 | 16.7 |
| <u>Total Score</u> | <u>88</u> | <u>77</u> | <u>75</u> | <u>80</u> |

| RDI - COMBAT: November 1, 2015 - November 30, 2016 | | |
|---|---|---|
| AVSI | Prevention | Contract Payment Schedule \$50,000 |
| NOVEMBER: Scope of work and contract signatures | | November, 2015 \$20,000 |
| NOVEMBER: Review and Selection of Existing Population and Program Items-Link to Logic Model | | |
| December 15, 2015: Meet with COMBAT to select measurement items, Finalize Items | | |
| JANUARY 15, 2016: Develop Excel database(s) for agency use | | January, 2016 \$5,000 |
| Schedule and meet with agencies during small group meetings-present measures, resolve barriers COMBAT expects 9-12 agencies January, 2016 | COMBAT expects 45-55 agencies COMBAT Agency meeting April, 2016 RDI meeting with agencies May, 2016 | March, 2016 \$5,000 |
| Develop Process Survey and launch 2/1/2016 | Schedule and meet with agencies. Utilizing small group meetings-present measures, resolve barriers | May, 2016 \$5,000 |
| Write interim report: items selected and Logic Model fit, agency adoption, process data 2/28/2016 | Develop Process Survey and launch June, 2016 | July, 2016 \$5,000 |
| Check in with Agencies March, 2016 | Write interim report: items selected and Logic Model fit, agency adoption, process data from survey | September, 2015 \$5,000 |
| Revise and Launch Survey March, 2016 | Check in with Agencies August, 2016 | |
| AVSI baseline data due April 15, 2016 | Revise and Launch Survey September, 2016 | |
| AVSI Baseline Data Report-with some process, May 30, 2016 | Prevention Data Due October 15, 2016 | November, 2016 \$5,000 |
| COMBAT meeting to process report June/July, 2016 | Prevention Baseline Report, November 30, 2016 | |

| RDI – COMBAT: December 1, 2016 – May 31, 2017 | | |
|--|---|---|
| AVSI | Prevention | Contract Payment Schedule \$28,250 |
| November/December, 2016: Scope of work revisions and contract extension/amendment | | December, 2016 \$10,000 |
| Schedule agencies small group meetings-check in and resolve barriers August/September | Follow up with agencies to be sure capturing data January, 2017 | |
| Follow up with agencies to be sure capturing data December, 2016 | Schedule agencies small group meetings-check in and resolve barriers, February, 2017 | February, 2017 \$5,500 |
| Schedule meetings with agencies for data check in and survey if needed January, 2017 | Schedule agencies small group meetings to check in and resolve barriers, February 2017 | |
| Meet with agencies data check in and survey if needed February, 2017 | Meet with agencies data check in and survey if needed March 2017 | March, 2017 \$7,750 |
| AVSI Year 1 data due April 15, 2017 | Prevention 6 month data due April 15, 2017 | |
| AVSI Baseline Data Report-with some process, May 30, 2017 | Prevention Baseline Data Report-with some process, May 30, 2017 | May, 2017 \$5,000 |