

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 18606

Sponsor(s): Bob Spence

Date: September 15, 2014

<p>SUBJECT</p>	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twenty-Four Month Term and Supply Contract with a Twenty-Four Month Extension Option for an Internet Provider to Host an On-Line Food Handler Training Program for the Jackson County, Missouri Public Works Environmental Health Division to Food Service Operators Training Achievement Program dba: TAP Series of Westlake Village, California under the terms and conditions of Request for Proposal No. 53-14.</u></p>										
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="324 640 1416 835"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td></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></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:</td> <td></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>This will be a revenue-generating contract.</p> <p>Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:		Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:		Amount budgeted for this item * (including transfers):		Source of funding (name of fund) and account code number:	
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): _____ Prior resolutions and (date): 17322, July 12, 2010</p>										
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>										
<p>REQUEST SUMMARY</p>	<p>The Environmental Health Division of the Public Works Department requires an Internet Provider/Vendor to host an On-Line Food Handler Training Program. There will be no cost to the County for this program and it will generate revenue for the County.</p> <p>A total of six notifications were distributed and three responses were received, one of which was rejected as being non-responsive to the terms and conditions of the Request for Proposal. The remaining two responses were evaluated as follows:</p> <table data-bbox="311 1564 1539 1732"> <thead> <tr> <th></th> <th>TAP Series Westlake Village, CA</th> <th>State Food Safety Orem, UT</th> </tr> </thead> <tbody> <tr> <td>Total fee for Course</td> <td>\$24.95</td> <td>\$25.00</td> </tr> <tr> <td>Amount returned to County</td> <td>\$22.00</td> <td>\$15.00</td> </tr> </tbody> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award for the furnishing of On-Line Food Handler Training Program for the Environmental Health Division of the Public Works Department to TAP Series of Westlake Village, California as the best proposal received.</p>		TAP Series Westlake Village, CA	State Food Safety Orem, UT	Total fee for Course	\$24.95	\$25.00	Amount returned to County	\$22.00	\$15.00	
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Total fee for Course	\$24.95	\$25.00									
Amount returned to County	\$22.00	\$15.00									

CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <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 Bids, Memorandum from Ms. Deb Sees, Public Health Supervisor and the pertinent pages of TAP Series proposal.	
REVIEW	Department Director: <i>Earl Newell</i>	Date: <i>9-8-14</i>
	Finance (Budget Approval): <i>If applicable</i> <i>N/A Deborah A Ball</i>	Date: <i>9-9-14</i>
	Division Manager: <i>[Signature]</i>	Date: <i>9/11/14</i>
	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.

ABSTRACT OF BIDS

BID NO: 53-14 DATE: 08/05/14 COMMODITY: Online Food handler Training Program		Description UNIT QTY		George Roughan Tap Series AMOUNT	Statefoodsafety .com AMOUNT	Safeway Certifications AMOUNT	AMOUNT	AMOUNT
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Request for Proposal
 See bid: See bid: See bid: See bid:

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CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED
 ON: 8/5/2014 BY
Silvia R...
 CLERK OF THE LEGISLATURE
Darbara Cavendish

ABSTRACT OF BIDS

BID NO: 53-14 DATE: 08/05/14 COMMODITY: Online Food handler Training Program									
NO	DESCRIPTION	UNIT	QTY	George Roughan Tap Series	Statefoodsafety .com	Safeway Certifications	AMOUNT	AMOUNT	AMOUNT
	PURCHASING			AMOUNT	AMOUNT	AMOUNT			



MEMORANDUM

Administration Offices
 303 W. Walnut
 Independence, MO
 64050
 (816) 881-4530
 Fax: (816) 881-4448

Planning
 303 W. Walnut
 Independence, MO
 64050
 (816) 881-4649
 Fax: (816) 881-1650

*Road Maintenance and
 Environmental Health*
 34900 E. Old U.S. 40 Hwy.
 P.O. Box 160
 Grain Valley, MO
 64029
 (816) 847-7050
 Fax: (816) 847-7051

TO: Barbara Casamento, Purchasing Supervisor
 Finance and Purchasing Department

FROM: Deb Sees, Public Health Supervisor
 Public Works and Facilities Management Departments

DATE: 08/22/14

RE: Proposal No. 53-14 Online Food Handlers Training Program

Evaluation of Proposal No. 53-14 Online Food Handler Training Program - Two proposals were submitted from State Food Safety and Training Achievement Program (TAP Series). The proposals were evaluated in the four categories listed below.

5.6.1 Responsiveness to General Conditions, Scope of Services and other provisions of this request for proposal: 5%

State Food Safety	TAP Series
5 points	5 points

5.6.2 Respondent's Experience and Qualifications: 35%

State Food Safety	TAP Series
35 points	35 points

5.6.3 Respondent's Ability to perform: 35%

State Food Safety	TAP Series
35 points	35 points

5.6.4 Respondent's Pricing: 25%

State Food Safety	TAP Series
15 points	25 points

Totals	90 points	100 points
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Food Handler training is required for anyone handling food. This is a requirement in the food code and chapter 40. We also have a reciprocity agreement with Kansas City, Independence, Clay County, Platte County, and Cass County. Both programs evaluated have met the requirements of the food code, chapter 40, and the reciprocity agreement. Tap series has a function that allows a second chance at answering a test question when an incorrect answer is given. This would allow the student to learn from a mistaken answer. The main difference is the pricing. State Food Safety charges \$25 for the online training. \$10 remains with them and \$15 with Jackson County. TAP Series charges \$24.95. \$2.95 remains with them and \$22 remains with Jackson County. My recommendation would be to use TAP Series



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July 30, 2014

Food Service Operators Training Achievement Program Series dba TAP Series
Jackson County, Missouri Public Works Department
Online Food Handler Training Program RFP # 54-13
Pricing Proposal

Based on experience with health jurisdictions that participate with the collection and storage of Food Handler certificate information and the efforts required of TAP Series to provide all aspects required of the Program TAP Series believes a fair cost to the consumer for these efforts to be a total cost of \$24.95 per person.

TAP Series will keep \$2.95 of the revenue and provide \$22 to Jackson County, Missouri Public Works Department.

TAP Series is able to support this pricing due to its having the infrastructure already in place to successfully implement and sustain the delivery of the required elements of the Program.

Sincerely,

A handwritten signature in black ink, appearing to read "G. W. Roughan".

George Roughan, Managing Partner