

EXECUTIVE OFFICE
REQUEST FOR LEGISLATIVE ACTION

OCT 10 2018

Completed by County Counselor's Office:

Res/Ord No.: 20020

Sponsor(s): Alfred Jordan

Date: Oct. 22, 2018

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Contract for Legal Services on Abandoned Houses for the Prosecuting Attorney's Office to Legal Aid of Western Missouri of Kansas City, Missouri under the terms and conditions of Request for Proposal No. 39-18</u></p>													
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="315 554 1451 751"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$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>\$20,000.00</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: 010-4110-56790 Grant Fund, Smart Prosecution Grant, Other Contractual Services</td> <td>\$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: _____ 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):		Source of funding (name of fund) and account code number: 010-4110-56790 Grant Fund, Smart Prosecution Grant, Other Contractual Services	\$20,000.00		
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PRIOR LEGISLATION	<p>Prior ordinances and (date): #4925, 10-31-16 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 Prosecuting Attorney's Office requires a Contract for Legal Services to help Community Members address Abandoned Houses in five areas of high crime in Kansas City, Missouri. The Purchasing Department issued Request for Proposal No. 39-18 in response to these requirements.</p> <p>Five notifications were distributed and one response was received and evaluated as follows:</p> <p>Legal Aid of Western Missouri, KCMO \$20,000.00</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Contract for Legal Services on Abandoned Houses for the Prosecuting Attorney's Office to Legal Aid of Western Missouri of Kansas City, Missouri as the best proposal received.</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>													
COMPLIANCE	<p><input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals No Goals Assigned <input type="checkbox"/> VBE Goals</p>													
ATTACHMENTS	<p>The Abstract of Bids Received, an Award Recommendation Memorandum from the Prosecuting Attorney's Office and the pertinent pages of Legal Aid of Western Missouri's proposal.</p>													
REVIEW	<table border="1" data-bbox="298 1707 1534 1948"> <tr> <td>Department Director:</td> <td><i>Alan Peters Baker</i></td> <td>Date: 10/10/18</td> </tr> <tr> <td>Finance (Budget Approval): <i>If applicable</i></td> <td><i>Paul M. A. J.</i></td> <td>Date: 10/10/18</td> </tr> <tr> <td>Division Manager:</td> <td><i>[Signature]</i></td> <td>Date: 10-11-18</td> </tr> <tr> <td>County Counselor's Office:</td> <td></td> <td>Date:</td> </tr> </table>		Department Director:	<i>Alan Peters Baker</i>	Date: 10/10/18	Finance (Budget Approval): <i>If applicable</i>	<i>Paul M. A. J.</i>	Date: 10/10/18	Division Manager:	<i>[Signature]</i>	Date: 10-11-18	County Counselor's Office:		Date:
Department Director:	<i>Alan Peters Baker</i>	Date: 10/10/18												
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Division Manager:	<i>[Signature]</i>	Date: 10-11-18												
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 # 4925
- 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 for this expenditure were appropriated by Ord 4925

Date: October 10, 2018 PC# _____ RES # 20020

Department / Division Character/Description Not to Exceed

Grant Fund - 010

4110 - SMART Prosecution 56790 - Other Contractual Services \$ 20,000

\$ 20,000

 10/10/18
Budget Office

Bid No: 39-18 Date: 7/17/18 COMMODITY: Abandoned Housing Services		Legal Aid Of Western Missouri	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
NO	DESCRIPTION	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT

1.0 Abandoned Housing Services per RFP 39-18

See bid

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED

ON: 7-17-18, BY

[Signature]
 CLERK OF THE LEGISLATURE
 PURCHASING

Aug. 10, 2018

Re: Recommendation Memo, Smart Prosecution Grant programs

To: Barb Casamento, Purchasing Direction

Barb,

I am writing this memo to recommend that the county proceed to contract with the Center for Conflict Resolution, who responded to RFP No. 38-18 Community Outreach Training. I also want to recommend that the county contract with Legal Aid of Western Missouri, who responded to Proposal No. 39-18.

Both of these contracts would be funded by the Smart Prosecution Grant. I will copy Gina Robinson, our chief of operations, on this memo so she can provide you any budget information you may need.

As you know, Kate Brubaker oversees our office's implementation of the Smart Prosecution Project. Both Kate and I have reviewed these proposals and find the proposals and the agencies to be of high caliber. We recommend awarding to CCR and Legal Aid of Western Missouri. Each of these agencies were the only bidders for our solicitations that were publicly advertised.

The Community Outreach proposal, which we recommend CCR for, would allow the agency to train and conduct street outreach in the five violent crime hotspots that are the focus of our federal Smart Prosecution Grant. CCR will work with community members to promote conflict resolution and strengthen those communities. We hope these activities will result in reductions of violence in those areas.

The second proposal, which we recommend be awarded to Legal Aid of Western Missouri, will address abandoned properties in those same hotspots, with a goal returning more properties to uses that would benefit those neighborhoods. Activities will include working with existing owners on strategies that will prevent future home abandonment and working with neighborhood associations on legal matters related to abandoned properties. Again, we hope this activity will result in violence reductions in those areas.

Sincerely,

Michael Mansur

Director of Communication

Jackson County Prosecutor's Office

Jean Peters Baker, Prosecutor

(816) 881-3812

(816) 674-3954

mmansur@jacksongov.org

Pricing – Budget
Request for Proposal No. 39-18
Proposal from Legal Aid of Western Missouri
July 17, 2018

	September 1 - 30, 2018	First Annual Option to Extend	Second Annual Option to Extend
PERSONNEL COSTS			
Attorney Salaries	1,105	13,248	13,612
Total Salary	1,105	13,248	13,612
FICA	84	1,008	1,036
Health and Dental	185	2,240	2,310
Life and Disability - ST and LT	10	123	125
Workers Compensation	4	45	46
Retirement Contribution	0	0	240
401k / Roth Employer Match	39	464	476
Retirement Plan Administration Expense	2	20	32
Total Fringe	324	3,900	4,265
Total Personnel Costs	1,429	17,148	17,877
NON-PERSONNEL COSTS			
Administrative Indirect Costs	238	2,852	2,973
Total Non-Personnel Costs	238	2,852	2,973
Total Program Costs	1,667	20,000	20,850