

**IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI**

**A RESOLUTION** awarding a twelve-month term and supply contract with two twelve-month options to extend for the furnishing of grant writing services for use by the Housing Resources Commission to the Resource Development Institute of Kansas City, MO, under the terms and conditions of Request for Proposals 26-11.

**RESOLUTION #17603**, June 6, 2011

**INTRODUCED BY** James D. Tindall, County Legislator

WHEREAS, by Request for Proposals 26-11, the Director of Finance and Purchasing has solicited formal written proposals for grant writing services for use by the Housing Resources Commission; and,

WHEREAS, a total of five notifications were distributed and two responses were received as follows:

<u>BIDDER</u>	<u>HOURLY COST</u>
Resource Development Institute Kansas City, (Jackson County) MO	\$ 80.00
Tellus Business Services, LLC Lee's Summit, MO	\$ 35.00

and,

WHEREAS, pursuant to section 1054.6 of the Jackson County Code, 1984, the Director of Finance and Purchasing recommends the award be made to Resource Development Institute of Kansas City, MO; and,

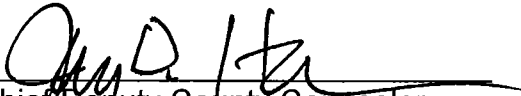
WHEREAS, although Resource Development Institute submitted a higher cost bid, its excellent performance record and proven experience in this field makes its proposal the best; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, 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 County any documents necessary to 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, to the extent that sufficient appropriations to the using spending agency are contained the then current Jackson County budget.

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 #17603 of June 6, 2011, was duly passed on June 13, 2011 by the Jackson County Legislature. The votes thereon were as follows:

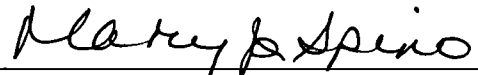
Yeas 9

Nays 0

Abstaining 0

Absent 0

6.13.11  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mary Jo Spino, Clerk of Legislature

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 is subject to annual appropriation.

June 13, 2011  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director of Finance and Purchasing

**REQUEST FOR LEGISLATIVE ACTION**

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 17603

Sponsor(s): James D. Tindall

Date: June 6, 2011

<p><b>SUBJECT</b></p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Term and Supply Contract with Two Twelve Month Extension Options for the furnishing of Grant Writing Services for the Housing Resources Commission to Resource Development Institute of Kansas City, Missouri under the Terms and Conditions of Request for Proposal No. 26-11.</u></p>															
<p><b>BUDGET INFORMATION</b>  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="326 604 1195 825"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td></td> <td>\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td></td> <td>\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td colspan="2"></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:          Department:                      Estimated Use: \$          Housing Resources Commission                      \$7,500.00</p> <p>The RLA only approves the Term and Supply Contract; the funds were already appropriated through the annual budget adoption. Figures included in the background section are for informational purposes to provide an estimate of the contract value.</p> <p>Prior Year Budget (if applicable): \$7,500.00          Prior Year Actual Amount Spent (if applicable): \$7,500.00</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; FROM / TO		
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; FROM / TO																
<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date):          Prior resolutions and (date): 17272, May 10, 2010</p>															
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>															
<p><b>REQUEST SUMMARY</b></p>	<p>The Housing Resources Commissions requires a Term and Supply Contract for Grant Writing Services to supplement the funding of County projects and programs through public and private dollars.</p> <p>A total of five notifications were distributed and two responses were received as follows:</p> <table data-bbox="326 1612 1214 1675"> <tr> <td>Resource Development Institute of Kansas City, MO</td> <td>\$80.00 per hour</td> </tr> <tr> <td>Tellus Business Services LLC of Lee's Summit, MO</td> <td>\$35.00 per hour</td> </tr> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award for Grant Writing Services for the Housing Resources Commission to Resource Development Institute of Kansas City, MO as the best proposal received. Although Resource Development Institute's price per hour is higher; their proven experience and results in this field makes their proposal the best.</p> <p>This award is made on an "as needed" basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations.</p>	Resource Development Institute of Kansas City, MO	\$80.00 per hour	Tellus Business Services LLC of Lee's Summit, MO	\$35.00 per hour											
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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 Bids, Memorandum from Ms. Celestine Williams, HRC Director and the pertinent pages of Resource Development Institute's proposal.	
REVIEW	Department Director: <i>Celestine Y. Williams</i>	Date: <i>5/23/11</i>
	Finance (Budget Approval): <i>If applicable N/A</i>	Date: <i>5-27-11</i>
	Division Manager: <i>[Signature]</i>	Date: <i>5/31/11</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: 26-11					TELLUS Business Services LLC	RDI Resource Development Institute			
OPENING DATE: 5/10/11					AMOUNT	AMOUNT			AMOUNT
COMMODITY: Grant Writing Service									AMOUNT
NO	DESCRIPTION	UNIT	QTY		AMOUNT	AMOUNT			AMOUNT
	Total Base Bid				<i>See bid</i>	<i>See bid</i>			

CERTIFICATION OF BID OPENING  
BIDS WERE PUBLICLY  
OPENED AND RECORDED  
ON: 5/10/11 BY: [Signature]  
CLERK OF THE LEGISLATURE  
[Signature]  
PURCHASING

## Barbara J. Casamento

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**From:** Celestine I. Williams  
**Sent:** Thursday, May 19, 2011 2:35 PM  
**To:** Celestine I. Williams; Barbara J. Casamento  
**Subject:** RE: HRC Grant Writer Proposal

REVISED

Based on the review of the proposals submitted for Grant Writer for the HRC, it shows that Resource Development Institute has the most successful record of receiving the grants that are applied for and with the most amounts awarded as well. Their experience is substantial compared to the other proposal received. Because the grants that are applied for by the HRC are usually other government entities, mainly the federal government they tend to be more complex and a lengthy process if you are not familiar with the requirements and they definitely have experience in this area.

Celestine I. Williams  
HRC Director/2nd Dist. Legislative Aide  
Jackson County  
415 E. 12th St., 2nd Floor  
Kansas City, MO 64106  
(816)881-1409  
(816)881-3340 - Fax





**Resource Development Institute**

3801 Southwest Trafficway ▾ Kansas City, MO 64111-2902  
Phone: (816) 221-5000 ▾ Fax: (816) 221-3497 ▾ Web: [www.rdikc.org](http://www.rdikc.org)

**Request for Proposal No. 26-11**

For the services outlined in the accompanying proposal, RDI would charge **\$80.00 per hour.**