

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:  
 Res/Ord No.: 20049  
 Sponsor(s): Dan Tarwater III  
 Date: November 19, 2018

<b>SUBJECT</b>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Transferring \$86,838 within the COMBAT Administration budget and awarding a Contract for the purchase of Grant Management Software for COMBAT to Fluxx Labs of San Francisco, California under the terms and conditions of Request for Proposal No. 54-18</u></p>																								
<b>BUDGET INFORMATION</b> <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;">\$86,838</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;">\$86,838</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$86,838</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td colspan="2">TRANSFER FROM:</td> </tr> <tr> <td>008-4401-56080 Anti-Drug Fund, COMBAT Administration, Other Professional Services</td> <td style="text-align: right;">\$43,419</td> </tr> <tr> <td>008-4401-56210 Anti-Drug Fund, COMBAT Administration, Advertising</td> <td style="text-align: right;">\$43,419</td> </tr> <tr> <td colspan="2">TRANSFER TO:</td> </tr> <tr> <td>008-4401-56661 Anti-Drug Fund, COMBAT Administration, Software Purchases</td> <td style="text-align: right;">\$86,838</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 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:	\$86,838	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$86,838	Amount budgeted for this item * (including transfers):	\$86,838	Source of funding (name of fund) and account code number:		TRANSFER FROM:		008-4401-56080 Anti-Drug Fund, COMBAT Administration, Other Professional Services	\$43,419	008-4401-56210 Anti-Drug Fund, COMBAT Administration, Advertising	\$43,419	TRANSFER TO:		008-4401-56661 Anti-Drug Fund, COMBAT Administration, Software Purchases	\$86,838				
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<b>PRIOR LEGISLATION</b>	<p>Prior ordinances and (date): _____          Prior resolutions and (date): _____</p>																								
<b>CONTACT INFORMATION</b>	<p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>																								
<b>REQUEST SUMMARY</b>	<p>COMBAT requires a Grant Management Web Based Software Solution to manage its Treatment, Prevention and Grant Match Services. The Purchasing Department issued Request for Proposal No. 54-18 in response to those requirements.</p> <p>Twenty-two notifications were distributed and three responses were received and evaluated as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Vendor and Location</th> <th>Responsiveness to RFP – 10 Points</th> <th>Product proposed – 30 Points</th> <th>Respondent's Experience &amp; Qualifications 30 Points</th> <th>Pricing 30 Points</th> <th>Total 100 Points</th> </tr> </thead> <tbody> <tr> <td>Trinity Technology Sacramento CA</td> <td style="text-align: center;">10</td> <td style="text-align: center;">20</td> <td style="text-align: center;">20</td> <td style="text-align: center;">15</td> <td style="text-align: center;">65</td> </tr> <tr> <td>eCivis Pasadena, CA</td> <td style="text-align: center;">10</td> <td style="text-align: center;">15</td> <td style="text-align: center;">15</td> <td style="text-align: center;">28</td> <td style="text-align: center;">68</td> </tr> <tr> <td>Fluxx Labs San Francisco, CA</td> <td style="text-align: center;">10</td> <td style="text-align: center;">25</td> <td style="text-align: center;">25</td> <td style="text-align: center;">25</td> <td style="text-align: center;">85</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 purchase of Grant Management Software for COMBAT from Fluxx Labs of San Francisco, California under the terms and conditions of Request for Proposal No. 54-18 as the lowest and best</p>	Vendor and Location	Responsiveness to RFP – 10 Points	Product proposed – 30 Points	Respondent's Experience & Qualifications 30 Points	Pricing 30 Points	Total 100 Points	Trinity Technology Sacramento CA	10	20	20	15	65	eCivis Pasadena, CA	10	15	15	28	68	Fluxx Labs San Francisco, CA	10	25	25	25	85
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	proposal received.	
	The Director of Finance and Purchasing also requests the following transfer:	
		FROM: TO:
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	008-4401-56210 Anti-Drug Fund, COMBAT Administration, Advertising	\$43,419
	008-4401-56661 Anti-Drug Fund, COMBAT Administration, Software Purchases	\$86,838
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)	
COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals      No goals assigned <input type="checkbox"/> VBE Goals	
ATTACHMENTS	Abstract of Bids Received, Award Recommendation Memorandum and the pertinent pages of Fluxx's proposal.	
REVIEW	Department Director:	Date: 11-13-2018
	Finance (Budget Approval): <i>If applicable</i>	Date: 11/14/18
	Division Manager:	Date: 11/20/18
	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 # \_\_\_\_\_
- 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.

