

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

**A RESOLUTION** awarding a contract for the furnishing of evaluation services for use by COMBAT to the Curators of the University of Missouri - Columbia, under the terms and conditions of Request for Proposals No. 73-11, at a cost to the County not to exceed \$15,723.18.

**RESOLUTION #17852**, March 12, 2012

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

WHEREAS, COMBAT requires evaluation services on its prevention programs to assure the effectiveness of the programs; and,

WHEREAS, the Director of Finance and Purchasing solicited formal written bids on Request for Proposals No. 73-11 for these services; and,

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

<u>BIDDER</u>	<u>COST</u>	<u>EVALUATION POINTS</u>
University of Missouri Columbia, MO	\$15,723.18	85
Analytic Insight Lewiston, ME	\$17,250.00	63.33
Morningside Research Austin, TX	\$19,800.00	60
Rockhurst University Kansas City (Jackson County), MO	\$19,993.00	48.33

Resource Development Institute \$20,000.00  
Kansas City (Jackson County), MO

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WHEREAS, an evaluation committee reviewed the proposals and evaluated each bidder on the basis of qualifications, concepts, and pricing; and,

WHEREAS, the Director of Finance and Purchasing recommends that the contract be awarded to University of Missouri – Columbia, under the terms and conditions of Request for Proposals No. 73-11, for the reason that it is the lowest and best bidder meeting specifications; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri that the award be made as recommended by the Director of Finance and Purchasing, and that the Director be, and is hereby, authorized to execute for the County any documents necessary for 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.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

Jay D. Hadwin  
Chief Deputy County Counselor

W. Albert Ryan  
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution #17852 of March 12, 2012, was duly passed on March 19, 2012 by the Jackson County Legislature. The votes thereon were as follows:

Yeas	<u>8</u>	Nays	<u>0</u>
Abstaining	<u>0</u>	Excused	<u>1</u>
		Absent	<u>1</u>

3.19.12  
Date

Mary Jo Spino  
Mary Jo Spino, Clerk of Legislature

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.

ACCOUNT NUMBER:	008 4401 56080
ACCOUNT TITLE:	Anti-Drug Sales Tax Fund COMBAT Administration Other Professional Services
NOT TO EXCEED:	\$15,724.00

March 8, 2012  
Date

[Signature]  
Director of Finance and Purchasing

**REQUEST FOR LEGISLATIVE ACTION**

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 17852  
 Sponsor(s): James D. Tindall  
 Date: March 12, 2012

<p><b>SUBJECT</b></p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Authorizing the Award of a Contract to provide Evaluation Services for Combat Programs to The Curators of the University of Missouri of Columbia, Missouri under the Terms and Conditions of Request for Proposal No. 73-11.</u></p>																		
<p><b>BUDGET INFORMATION</b>  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="326 583 1430 772"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$15,723.18</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>\$15,723.18</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$15,723.18</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: 008-4401-56080</td> <td>\$15,723.18</td> </tr> <tr> <td>Anti-Drug Fund, COMBAT Administration, Professional Services</td> <td></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): N/A.          Prior Year Actual Amount Spent (if applicable): N/A</p>	Amount authorized by this legislation this fiscal year:	\$15,723.18	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$15,723.18	Amount budgeted for this item * (including transfers):	\$15,723.18	Source of funding (name of fund) and account code number: 008-4401-56080	\$15,723.18	Anti-Drug Fund, COMBAT Administration, Professional Services							
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<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date): N/A          Prior resolutions and (date): N/A</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>COMBAT (Community Backed Anti-Drug Tax) Program requires Evaluation Services on its Prevention Programming. Request for Proposal No. 73-11 was issued; twenty-two notices were distributed and five responses were received and evaluated as follows:</p> <table data-bbox="326 1381 1365 1598"> <thead> <tr> <th></th> <th>Cost</th> <th>Evaluation Points</th> </tr> </thead> <tbody> <tr> <td>University of Missouri, Columbia, MO</td> <td>\$15,723.00</td> <td>85</td> </tr> <tr> <td>Analytic Insight, Lewiston, ME</td> <td>\$17,250.00</td> <td>63.33</td> </tr> <tr> <td>Morningside Research, Austin, TX</td> <td>\$19,800.00</td> <td>60</td> </tr> <tr> <td>Rockhurst University, Kansas City, MO</td> <td>\$19,993.00</td> <td>48.33</td> </tr> <tr> <td>RDI, Kansas City, MO</td> <td>\$20,000.00</td> <td>83</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 the Contract to provide Evaluation Services for Combat Programs to the Curators of the University of Missouri of Columbia, Missouri as the lowest and best proposal received meeting specifications under the Terms and Conditions of Request for Proposal No. 73-11.</p>		Cost	Evaluation Points	University of Missouri, Columbia, MO	\$15,723.00	85	Analytic Insight, Lewiston, ME	\$17,250.00	63.33	Morningside Research, Austin, TX	\$19,800.00	60	Rockhurst University, Kansas City, MO	\$19,993.00	48.33	RDI, Kansas City, MO	\$20,000.00	83
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<p><b>CLEARANCE</b></p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department) N/A  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department) N/A  <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>																		

ATTACHMENTS	The Abstract of Bids, an Award Recommendation Memorandum from Ms. Stacey Daniels-Young, Director of Combat and the pertinent pages of the University of Missouri's bid.	
REVIEW	Department Director <i>Stacey Daniels-Young</i>	Date: <i>3-6-2012</i>
	Finance (Budget Approval): <i>If applicable Deborah A Ball</i>	Date: <i>3-7-12</i>
	Division Manager: <i>[Signature]</i>	Date: <i>3/7/12</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:
008-4401-56080	Anti-Drug Sales Tax Fund Combat Administration Professional Services	\$15,723.00

- 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.



Jackson County

# COMBAT

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

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

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

**Drug Commissioners:**  
*Tony Miller*  
*Gene Morgan*  
*Pamela Petrillo*  
*Venessa Maxwell-Lopez*  
*Anita Russell*  
*Joseph Spalitto, DDS*  
*Cathy Jolly*  
*Keith Querry*  
*Marc Radasky*

**Fax:**  
(816) 881-1416

February 27, 2012

Barbara Casamento  
Director of Purchasing  
Jackson County

Re: Request for Proposal 73-11

Dear Ms. Casamento:

COMBAT has had the proposals submitted in response to Request for Proposal 73-11 for the Evaluation of Prevention Services reviewed. Based upon the qualifications, approach and price, it has been determined that the University of Missouri's proposal is the best and lowest bidder. Therefore, we would like to recommend that the University of Missouri be awarded the contract for the services requested.

The funds for this project shall not exceed \$15,723.00 and will be from the following account:

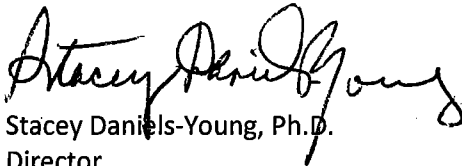
**008 Anti-Drug Sales Tax Fund  
4401 COMBAT Administration  
56080 Professional Services**

The period of services shall be from March 1, 2012, and shall continue until December 31, 2012. For contract information, the person authorized to sign the contract on behalf of the University of Missouri is:

**Karen Geren, Submission Specialist  
Office of Sponsored Programs Administration  
Curators of the University of Missouri**

This project has been submitted to the Drug Commission and approved for recommending it to the Legislature. Let me know if you need any other information related to the Scope of Work or anything else.

Thanks for your assistance in this matter.

  
Stacey Daniels-Young, Ph.D.  
Director







**Pricing**

<b>Budget Categories</b>	<b>Request</b>	<b>Request</b>
<i>Professional Personnel</i>	Salary	Benefits
Principle Investigator	\$3,064.25	\$976.58
Project staff	\$2,516.18	\$801.91
Project staff	\$145.81	\$46.47
Student worker	\$2,083.33	\$0.00
Student worker	\$2,222.22	\$0.00
<i>Total</i>	<i>\$10,031.79</i>	<i>\$1,824.96</i>
<i>Total Professional Personnel</i>		<i>\$11,856.75</i>
<i>Other Direct Costs</i>		
Communications		\$238.00
<i>Total Other Direct Costs</i>		<i>\$238.00</i>
<i>Total Direct Costs</i>		<i>\$12,094.75</i>
F&A (30%)	30.00%	\$3,628.43
<b>Total Costs</b>		<b>\$15,723.18</b>

The proposed budget includes all personnel, direct and indirect costs for the proposed project.

*Professional Personnel:*

**Salary**

Elizabeth Pafford's annual salary is \$35,019.96 and she will require 15% of her time for seven months to fulfill her responsibilities on this project. Total salary for Ms. Pafford for this project is \$3,064.25.

Emily Johnson annual salary is \$43,134.59 and she will require 10% of her time for seven months to fulfill her responsibilities on this project. Total salary for Ms. Johnson for this project is \$2,516.18.

Christian Arment's annual salary is \$34,994.08 and he will require 5% of his time for one month to fulfill his responsibilities on this project. Total salary for Mr. Arment for this project is \$145.81.

Students' annual salary is \$5,000. One will require 75% of time and the other 80% of time for 5 months to fulfill their responsibilities on this project. Total salaries for student 1 and student 2 are \$2,083.33 and \$2,222.22 respectively.

Total Salary: \$10,031.79

**Benefits**

The University of Missouri benefit rate is 31.87% for all fulltime employees.

Total Benefits: **\$1,824.96**

*Other Direct Costs***Communications**

Long distance phones calls are \$0.05/minute. Per the RFP, there will be up to 65 programs to evaluate. Each program will complete a phone interview lasting approximately 60 minutes. In addition, the IPP team expects to have open communication with the funder and has budgeted for phone communication with Jackson County at 30 minutes a month for seven months. In addition, we request a budget for contacting agencies to set up phone interviews and conducting technical assistance. We budgeted 10 minutes per site totaling 650 minutes.

Total Communication: **\$238.00**

*Indirect Costs***F&A**

It is the policy of the University of Missouri to charge 30% F&A on all salary, benefits and direct project costs.

Total F&A: **\$3,628.43**

Proposed Budget Total: **\$15,723.18**