

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 19608
 Sponsor(s): Dan Tarwater III
 Date: October 16, 2017

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p><u>Project/Title: Requesting the transfer of funds within the Anti-Drug Fund and authorizing a Contract for the furnishing of Victim/Witness Support Services for the Prosecuting Attorney's Office from the Ad Hoc Group Against Crime of Kansas City, Missouri under the terms and conditions of Request for Proposal No. 39-17 in the amount of \$112,044</u></p>														
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right; padding: 2px;">\$112,044</td> </tr> <tr> <td style="padding: 2px;">Amount previously authorized this fiscal year:</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Total amount authorized after this legislative action:</td> <td style="text-align: right; padding: 2px;">\$112,044</td> </tr> <tr> <td style="padding: 2px;">Amount budgeted for this item * (including transfers):</td> <td style="text-align: right; padding: 2px;">\$112,044</td> </tr> <tr> <td style="padding: 2px;">Source of funding (name of fund) and account code number: 008-4156-56790 Anti-Drug Fund, Comm Crime Prev/Drug Prev, Other Contractual Services</td> <td style="text-align: right; padding: 2px;">\$ 12,044</td> </tr> <tr> <td style="padding: 2px;">TRANSFER FROM: 008-5108-56080 Anti-Drug Fund, Non-Departmental, Other Professional Services</td> <td style="text-align: right; padding: 2px;">\$100,000</td> </tr> <tr> <td style="padding: 2px;">TRANSFER TO: 008-4156-56790 Anti-Drug Fund, Comm Crime Prev/Drug Prev, Other Contractual Services</td> <td style="text-align: right; padding: 2px;">\$100,000</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: \$ _____</p> <p>Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$112,044	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$112,044	Amount budgeted for this item * (including transfers):	\$112,044	Source of funding (name of fund) and account code number: 008-4156-56790 Anti-Drug Fund, Comm Crime Prev/Drug Prev, Other Contractual Services	\$ 12,044	TRANSFER FROM: 008-5108-56080 Anti-Drug Fund, Non-Departmental, Other Professional Services	\$100,000	TRANSFER TO: 008-4156-56790 Anti-Drug Fund, Comm Crime Prev/Drug Prev, Other Contractual Services	\$100,000
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PRIOR LEGISLATION	Prior ordinances and (date): _____ Prior resolutions and (date): _____														
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253														
REQUEST SUMMARY	<p>The Prosecuting Attorney's Office requires Victim/Witness Support Services to help to support victims and witnesses impacted by crime and violence in the geographic area of Jackson County with the highest number of reported crime. The Purchasing Department issued Request for Proposal No. 39-17 in response to those requirements. Eleven notifications were distributed and one response was receive and evaluated as follows:</p> <p>Ad Hoc Group Against Crime, KCMO 86 Points out of 100 Points possible</p> <p>Available points: 5 points for Responsiveness; 35 points for Qualifications and Experience; 20 points for References and 40 points for Pricing.</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 the furnishing of Victim/Witness Support Services for the Prosecuting Attorney's Office to Ad Hoc Group Against Crime of Kansas City, Missouri under the terms and conditions of Request for Proposal No. 39-17 as the best proposal received.</p> <p>The Director of Finance and Purchasing also request the transfer of \$100,000 within the Anti-Drug Fund as follows:</p>														

		FROM:	TO:
	008-5108-56080 Anti-Drug Fund, Non-Departmental, Other Professional Services	\$100,000	
	008-4156-56790 Anti-Drug Fund, Comm Crime Prev/Drug Prev, Other Contractual Services	\$100,000	
CLEARANCE	<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)		
COMPLIANCE	<input checked="" type="checkbox"/> MBE Goals – No goals required on this Request for Proposal <input checked="" type="checkbox"/> WBE Goals – No goals required on this Request for Proposal <input checked="" type="checkbox"/> VBE Goals – No goals required on this Request for Proposal		
ATTACHMENTS	Abstract of Bids Received, Recommendation Memorandum from Ms. Gina Robinson of the Prosecuting Attorney's Office and the pertinent pages of Ad Hoc Group Against Crime's proposal.		
REVIEW	Department Director:	<i>Juan Peters Baker</i>	Date: 10/4/17
	Finance (Budget Approval): <i>If applicable</i>	<i>[Signature]</i>	Date: 10/6/17
	Division Manager:	<i>[Signature]</i>	Date: 10/11/17
	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.

**Fiscal Note:
Jackson County, Missouri**

Funds sufficient for this transfer are available from the sources indicated below.

Date: October 6, 2017 RES # 19608

<u>Department / Division</u>	<u>Character/Description</u>	<u>From</u>	<u>To</u>
Anti-Drug Fund - 008			
<u>5108 - Non Departmental</u>	<u>56080 Other Professional Srvs</u>	<u>100,000</u>	
<u>4156-Pros Com Crime/Drug Pv</u>	<u>56790 - Other Contractual Srvs</u>		<u>100,000</u>


Fiscal Note:

This expenditure was included in the Annual Budget.

PC# _____

Date: October 6, 2017 RES # _____

<u>Department / Division</u>	<u>Character/Description</u>	<u>Not to Exceed</u>
Anti Drug Sales Tax Fund - 008		
<u>4156-Pros Com Crime/Drug Pv</u>	<u>56790 - Other Contractual Srvs</u>	<u>\$ 112,044</u>

 10/10/17
Budget Office

ABSTRACT OF BIDS

NO	DESCRIPTION	UNIT	QTY	Ad Hoc Group Against Crime AMOUNT	AMOUNT	AMOUNT	AMOUNT
1	Base Bid			See bid			

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED
 ON: June 27, 2017 BY [Signature]
 CLERK OF THE LEGISLATURE
Katie Bantle
 PURCHASING

JACKSON COUNTY PROSECUTOR'S INTEROFFICE MEMORANDUM

TO: MS. BARBARA J. CASAMENTO
FROM: MS. GINA ROBINSON, CHIEF OF OPERATIONS
SUBJECT: REQUEST FOR PROPOSAL #39-17-VICTIM WITNESS SUPPORT SERVICES
DATE: SEPTEMBER 26, 2017
CC: JENNIFER DAMERON, DIRECTOR OF INTERGOVERNMENTAL AFFAIRS AND POLICY

Ms. Casamento:

Our office created a committee to evaluate the proposals submitted regarding the Victim Witness Support Services Program. Thereafter, scores were given according to Jackson County policy. Following that process, scores were tabulated and it was determined Ad Hoc Group Against Crimes to be the best and only bidder.

After a careful review of all submissions, our office has determined that it is in the best interest of our office and the County to engage in a contract with bidder Ad Hoc Group Against Crimes. Ad Hoc's references and their direct experience in implementing such a program shows that they are extremely qualified and competent. Furthermore, their proposal demonstrated that they have the ability and resources to accomplish the outcomes desired by our request for proposal. The proposed pricing for the submitted proposal does not cause significant budgetary impacts to the Prosecutor's Office's budget. Additionally, the Prosecutor's Office is collaborating with County Legislator Alfred Jordan who is contributing funds to support this initiative. Therefore, the funding sources are as follows:

008-5108-56080, Anti Drug Fund, Non-Departmental, Other Professional Services

008-4107-56790, Anti Drug Fund, VOCA Grant, Other Contractual Services

If you need any further information please let me know.

Sincerely,

/s/ Gina Robinson

Chief of Operations
Jackson County Prosecutor's Office

PRICING - AdHoc Group Against Crime		Monthly Price
RFP 39-17 Victim Witness Support Services for the Jackson County, Missouri Prosecuting Attorney's Office		
EXPENSES		
Salaries		
President (\$64,000 salary/12 mos.) X .30 FTE = \$1,600.00		\$ 1,600
Provides Respondent Staff Member & Client/Victim Advocate services, Subcontracting for Basic Repairs to Property, Only staff person on call 24/7.		
Community Resource Associate		
(\$42,500 salary/12 mos.) X .25 FTE = \$885		\$ 885
Provides Client/Victim Advocate services		
Community Resource Advocate		
(\$38,500 salary/12 mos.) X 1.0 FTE = \$3,208; (.5FTE Currently funded, .5FTE this proposal)		\$ 1,604
Provides Respondent Staff Member, Client/Victim Advocate, and Clergy Person services		\$ 4,089
Subtotal Salaries and Wages		
Benefits		
FICA @ .0765 X \$4089		\$ 313
Health Insurance @ \$600/mo per FT employee \$600 X (.3 FTE + .25 FTE +.5FTE) = \$630		\$ 630
Mileage Reimbursement	IRS @.54xMILES, estimate 2,222 miles for all staff and contract labor	\$ 1,200
Other Direct Expenses		\$ 2,143
Consumables (\$75-\$150/family depending on size) As described in the narrative scope of service, the Laura E. Mason Foundation also assists with these needs.		\$ 300
4 Contract Counselors @ \$80/hour per counselor... This expense is covered by other grants.		\$ -
Neighborhood Presentations/Respondent Staff Member Services		
Provided by Contracted Group Facilitators. 2 presentations per month. 6 hours/month X \$35/hour = \$210; staff respondent @ \$20 per hour 24hrs/mo. X \$20/hr= \$480		\$ 690
Case Management - is included in staff salaries devoted to Client/Victim Advocate services		\$ -
Basic Repairs to Property - AdHoc will subcontract for basic repairs on a case by case basis. We've estimated the monthly cost, but this will vary. The estimated cost break down is as follows; labor for doors \$85 per installation, windows \$105.00 per window, repairing holes in walls \$45. Materials will vary, average for windows \$225, doors \$200, (drywall, wood and other exterior/interior repair materials cost vary \$25-\$45. Labor maybe reduced by flat contractual monthly rate. However, Prosecutors office needs to supply average number of referrals for service to determine bids.		\$ 2,115

Financial Assistance to victims/witnesses at high risk of retaliation

Funds to be used for temporary, short-term housing such as 2-4 weeks in a hotel, or bus ticket out of town. This request will be considered on a case by case basis and not as a monthly on-going expense. Disbursement is made based on approval of funder.

Subtotal Other Direct Expenses \$ 3,105
GRAND TOTAL MONTHLY EXPENSES \$ 9,337

Calculations for Repairs

Basic Repairs Cost	Labor	Materials	Totals for 3 Per Month
Doors	\$ 85.00	\$	\$ 855.00
Windows	\$ 105.00	\$	\$ 990.00
Exterior/Interior walls	\$ 45.00	\$	\$ 270.00
			\$ 2,115.00