

**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 a diversion program for use by the Jackson County Municipal Court to Midwest ADP of Independence, MO, under the terms and conditions of Request for Proposals No. 46-11.

**RESOLUTION #17743**, November 21, 2011

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

WHEREAS, the Jackson County Municipal Court has a need for providing a diversion program to assist offenders who have been cited for driving under a revoked license to reinstate their driving privileges; and,

WHEREAS, the Director of Finance and Purchasing has solicited formal written bids on Request for Proposals No. 46-11 for the furnishing of such a diversion program; and,

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

**VENDOR**

Midwest ADP  
Independence, MO

Northland Dependency  
Kansas City, MO

and,

WHEREAS, following evaluation of the proposals submitted, the Director of Finance and

Purchasing recommends the award to Midwest ADP of Independence, MO, as the lowest and best bid; and,

WHEREAS, pursuant to section 1054.6, Jackson County Code, 1984, the Director of Finance and Purchasing recommends the award of the contract to Midwest ADP of Independence, MO, under the terms and conditions of Request for Proposals No. 46-11 as the lowest and best bidder meeting specifications as set out in the attached recapitulation and analysis; 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 hereby is authorized to execute for the County any documents necessary for the accomplishment of the award.

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 #17743 of November 21, 2011 was duly passed on November 28, 2011 by the Jackson County Legislature. The votes thereon were as follows:

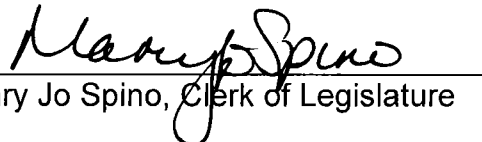
Yeas 9

Nays 0

Abstaining 0

Absent 0

11.29.11  
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.

November 16, 2011  
Date


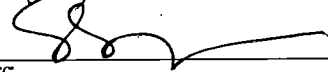
  
\_\_\_\_\_  
Director of Finance and Purchasing

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 17743  
 Sponsor(s): James D. Tindall  
 Date: Nov. 21, 2011

<b>SUBJECT</b>	Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance  Project/Title: <u>Awarding a Twelve Month Term and Supply Contract, with Two Twelve Month Options to Extend, to provide and administer a Driving Diversion Program for the Jackson County Municipal Court to Midwest ADP of Independence, MO under the terms and conditions of Request for Proposal No. 46-11.</u>										
<b>BUDGET INFORMATION</b> <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$</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>\$</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:</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 checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:                  Department: Municipal Court                      Estimated Use: \$7,500.00</p> <p>This Request for Legislative Action 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):                  Prior Year Actual Amount Spent (if applicable):</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:	
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:											
<b>PRIOR LEGISLATION</b>	Prior ordinances and (date): Prior resolutions and (date):										
<b>CONTACT INFORMATION</b>	RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253										
<b>REQUEST SUMMARY</b>	<p>The Jackson County Municipal Court is requesting a Term and Supply Contract to provide and administer a Driving Diversion Program to assist "driving while revoked" offenders reinstate their driving privileges. The program will be available for both "self-paying" and County paid participants.</p> <p>Request for Proposal No. 46-11 was issued, seven notifications were distributed and two responses were received and evaluated as follows:</p> <table> <tr> <td>Midwest ADP, Independence, MO</td> <td>\$150.00 per participant</td> </tr> <tr> <td>Northland Dependency, Kansas City, MO</td> <td>\$25.00 per participant initially; \$20.00 per participant monthly and \$5.00 each for driving records (1<sup>st</sup> two records @ N/C)</td> </tr> </table> <p>It is estimated that it will take an average of six months for a participant to work through this program.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, 1984, the Director of Finance and Purchasing recommends the award of a Driving Diversion Program to Midwest ADP of Independence, MO as the best proposal received.</p>	Midwest ADP, Independence, MO	\$150.00 per participant	Northland Dependency, Kansas City, MO	\$25.00 per participant initially; \$20.00 per participant monthly and \$5.00 each for driving records (1 <sup>st</sup> two records @ N/C)						
Midwest ADP, Independence, MO	\$150.00 per participant										
Northland Dependency, Kansas City, MO	\$25.00 per participant initially; \$20.00 per participant monthly and \$5.00 each for driving records (1 <sup>st</sup> two records @ N/C)										
<b>CLEARANCE</b>	<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)										

ATTACHMENTS	The Abstract of Bids Received, a Memorandum from Amiee Wenson and Natalie Tann and the pertinent pages of Midwest ADP's proposal.	
REVIEW	Department Director: 	Date: 11-14-11
	Finance (Budget Approval): If applicable NA Deborah A Ball	Date: 11-14-11
	Division Manager: 	Date: 11/15/11
	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.

**BID NO: 46-11**  
**OPENING DATE: 8/30/11**  
**COMMODITY: Driving Diversion Program**

**DESCRIPTION**

**UNIT**

**QTY**

**AMOUNT**

**AMOUNT**

**AMOUNT**

**AMOUNT**

**AMOUNT**

**AMOUNT**

**AMOUNT**

**AMOUNT**

**AMOUNT**

**AMOUNT**

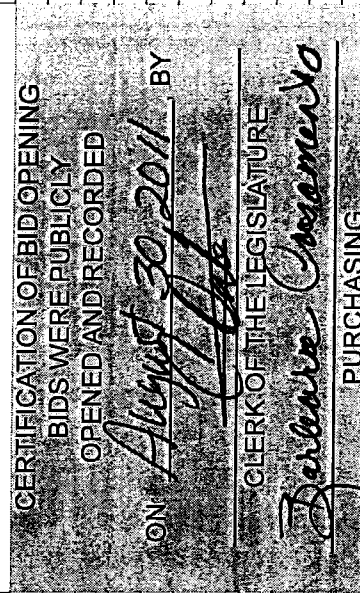
**AMOUNT**

**AMOUNT**

**AMOUNT**

(Base Bid

*Seebid Seebid*





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JACKSON COUNTY MEMORANDUM

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**TO:** Barbara Casamento, Purchasing Manager  
**FROM:** Amiee Wenson, Senior Administrative Manager  
Natalie Tann, Municipal Court Administrator  
**SUBJECT:** DWR Diversion Program for Jackson County Municipal Court  
**DATE:** 11/04/2011

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The Jackson County Municipal Court has been operating since 2008 to handle County ordinance violations issued by the Jackson County Sheriff's Office. Located in the Independence Courthouse Annex, the Court holds 2-3 dockets per month and processes approximately 10,000 cases monthly.

Recently, the County partnered with the 16<sup>th</sup> Circuit Court to divert "Driving While Revoked" offenses of violators who have already received four (4) previous DWR convictions to the Jackson County Municipal Court in order to assist these offenders in their efforts to reinstate their driving privileges. The County issued RFP 46-11, soliciting proposals from qualified firms to provide services associated with a Driving While Revoked diversion program. The purpose of this program is to break the cycle of DWR charges instigated by a single DWR charge if the defendant is otherwise responsible with his/her driving record.

Two responses to RFP 46-11 were received. While the review team, consisting of Amiee Wenson, Natalie Tann, Candy Messenbrink and Judge Garry Helm, believed that both Midwest ADP and Northland Dependency Services were qualified to deliver this program, it was determined that Midwest ADP brings the most experience and expertise to the table. Pricing was also a consideration. Northland Dependency Services' proposal included a \$25 intake fee in addition to a \$25 per month service charge. Considering that we estimate it would take an average of 6 months for a defendant to work through the program, Midwest ADP's flat charge of \$150 per defendant is a lower cost.

At this time, we would like to proceed with a contract with Midwest ADP for the DWR Diversion program. We estimate that approximately 50 defendants would participate in the program on an annual basis. Midwest ADP provided a cost of \$150.00 per participant in their proposal, and therefore the contract would be for an amount not to exceed \$7,500.

If you have any questions about this program, please contact Amiee Wenson at 816-881-3073.



09.        **PRICING**

Midwest ADP currently provides DWS/DWR diversions for \$200.00 to self-paying participants who are deemed eligible by the Assistant Jackson County Prosecutors Mr. Jeff Keal and Ms. Melissa Howard.

**Midwest ADP will provide the scope of services outlined in this RFP to Jackson County for a contract price of \$150.00 per participant for those participants whose fees are paid for by Jackson County.**

Midwest ADP intends on continuing to charge \$200.00 for self-paying DWS/DWR diversion participants.