

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 19822

Sponsor(s): Alfred Jordan

Date: April 16, 2018

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twenty-Four Month Term and Supply Contract with Three Twelve Month Options to Extend for the furnishing of Polygraph Examinations for the Department of Corrections to Forensic Truth Analysis of Lenexa, Kansas under the terms and conditions of Request for Proposal No. 96-17</u></p>										
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" data-bbox="310 552 1451 743"> <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>OTHER FINANCIAL INFORMATION:</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 Department of Corrections Estimated Use \$25,000</p> <p>This RLA only approves the Term and Supply Contract. The funds were appropriated through the annual budget adoption. Figures included in the Budget Information section are for informational purposes to provide an estimate of contract values.</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:											
PRIOR LEGISLATION	<p>Prior ordinances and (date): Prior resolutions and (date): N/A</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>										
REQUEST SUMMARY	<p>The Department of Corrections requires a Term and Supply Contract for the furnishing of Polygraph Examinations. The Purchasing Department issued Request for Proposal No. 96-17 in response to those requirements.</p> <p>A total of four notifications were distributed and one response was received and evaluated as follows:</p> <p>Forensic Truth Analysis of Lenexa, KS \$125.00 per hour</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Purchasing Department and the Department of Corrections recommend the Award of a Twenty-Four Month Term and Supply Contract, with Three Twelve Month Options to Extend, for the furnishing of Polygraph Examinations for the Department of Corrections to Forensic Truth Analysis of Lenexa, Kansas under the terms and conditions of Request for Proposal No. 96-17.</p> <p>This award is made on an "as needed" basis and does not obligate Jackson County, Missouri to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations.</p>										
CLEARANCE	<p><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)</p>										
COMPLIANCE	<p><input type="checkbox"/> MBE Goals – No goals assigned</p>										

	<input type="checkbox"/> WBE Goals – No goals assigned <input type="checkbox"/> VBE Goals - No goals assigned	
ATTACHMENTS	The Abstract of Bids Received, the Recommendation Memorandum ant the pertinent pages of Forensic Truth Analysis proposal documents	
REVIEW	Department Director: <i>Deana L. Surin</i>	Date: 4-9-2018
	Finance (Budget Approval): <i>If applicable</i> <i>[Signature]</i>	Date: 4/10/18
	Division Manager:	Date:
	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.

Jackson County Department of Corrections
MEMO



To: Barbara Casamento, Purchasing Supervisor
CC: Diana Turner, Acting Director; Steven Raines, Accreditation Manager;
Captain Christopher Wolfe
Date: 2/9/18
From: L.J. Scott, Asst Director of Administration *LJ Scott*
Subject: Request for Proposal, NO 96-17, Polygraph Examinations Evaluation

One proposal was received, from Forensic Truth Analysis LLC, Kipp Low, Owner, Examiner and David Brede, associate. The proposed procedures for polygraph examinations met all of the RFP criteria. The experience and qualifications not only meet, but exceed the RFP criteria. For two of three references responses were received, one from Angie Ross, Administrative Officer/Personnel Liaison, at Shawnee County Department of Corrections, and one from Susan Pfannenstiel, the Human Resources Director for the Kansas Highway Patrol. Both references were very positive with remarks including: timeliness; reliability; and informative, complete and professional reporting.

This proposal was evaluated by Captain Christopher Wolfe, Steven Raines, Accreditation Manager and Laura Scott, Asst Dir of Administration with the following scores:

Proposed Method of Performance – 25%
Experience, Qualifications and References – 25%
Pricing – 45%
Total 95%

The Department of Corrections recommends awarding this term and supply contract to Forensic Truth Analysis LLC.

Forensic Truth Analysis LLC
Psychophysiological Detection of Deception
Kipp Low, MCJ
785-633-5062;
kipplow@yahoo.com

I have read the Scope of Services in section 3.0 regarding this RFP and my company can meet all requirements set forth to include a location for testing within convenient driving distance of the Department of Corrections.

Polygraph Pricing Bid

Pre-Employment Polygraph Testing:
\$125.00 per hour, price per examination not to exceed two hours.

Polygraphs for In-House Investigations:
\$125.00 per hour, price per examination not to exceed three hours. Extended an hour due to complexity of some investigations which can be more time consuming.



Kipp Low, MCJ
Forensic Truth Analysis LLC