

**REQUEST FOR LEGISLATIVE ACTION**

Completed by County Counselor's Office:

Res/Ord No.: 18677  
 Sponsor(s): Theresa Garza Ruiz  
 Date: December 8, 2014

<p><b>SUBJECT</b></p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Requesting approval of an Addendum to an existing contract with CompuTrust Software of Morgan Hill, California to provide Customized Reports for the Public Administrator's Software Program at a cost of \$9,300.00</u></p>												
<p><b>BUDGET INFORMATION</b>                  To be completed By Requesting Department and Finance</p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$9,300.00</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>\$9,300.00</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> <tr> <td>002-00T-3501-56790-<del>General</del> Fund, Public Administrator's Office, Other Contractual Services <i>HEALTH</i></td> <td>\$9,300.00</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:	\$9,300.00	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$9,300.00	Amount budgeted for this item * (including transfers):		Source of funding (name of fund) and account code number:		002-00T-3501-56790- <del>General</del> Fund, Public Administrator's Office, Other Contractual Services <i>HEALTH</i>	\$9,300.00
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<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date):                  Prior resolutions and (date): 17396, October 18, 2010</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>In 2010, the Public Administrator's Office purchased Software Conversion, Training and Consulting Services on its proprietary software system. Resolution No. 17396 dated October 18, 2010 authorized this purchase as a Sole Source.</p> <p>This Addendum will provide Customized Reports that will greatly benefit the Public Administrator's Office.</p>												
<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>												
<p><b>ATTACHMENTS</b></p>	<p>Memorandum from Rebecca Lake Wood, Public Administrator, a Quote from CompuTrust for the Customized Reports and a copy of Resolution No. 17396</p>												
<p><b>REVIEW</b></p>	<table border="1"> <tr> <td>Department Director: <i>Rebecca Lake Wood RA</i></td> <td>Date: <i>11/20/14</i></td> </tr> <tr> <td>Finance (Budget Approval): <i>If applicable Deborah S Ball</i></td> <td>Date: <i>11-21-14</i></td> </tr> <tr> <td>Division Manager: <i>ADP</i></td> <td>Date: <i>11.25.14</i></td> </tr> <tr> <td>County Counselor's Office:</td> <td>Date:</td> </tr> </table>	Department Director: <i>Rebecca Lake Wood RA</i>	Date: <i>11/20/14</i>	Finance (Budget Approval): <i>If applicable Deborah S Ball</i>	Date: <i>11-21-14</i>	Division Manager: <i>ADP</i>	Date: <i>11.25.14</i>	County Counselor's Office:	Date:				
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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.





**OFFICE OF THE  
PUBLIC ADMINISTRATOR**

**JACKSON COUNTY COURTHOUSE**

415 EAST 12TH STREET, 4TH FLOOR  
KANSAS CITY, MISSOURI 64106-2749

**Res. 18677**

(816) 881-3775  
FAX (816) 881-3783

REBBECA LAKE WOOD, NMG  
PUBLIC ADMINISTRATOR

November 20, 2014

TO: Barbara Cosemento

FROM: Rebecca Lake Wood P.A. 

RE: Request to Amend Contract with Computrust

Barbara: Please accept this memo as my formal request to amend Jackson County's contract with Computrust in order to allow for the purchase of additional software customization as more fully set out in the email bid previously distributed to you. Please advise if you have questions or require further information.



**To:** Mary Rasmussen  
**Subject:** FW: Jackson - implementation project plan

**Res. 18677**

I'm really not sure if the email she uses below works for you ... but it looks old so I'm guessing not.

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**From:** Rebecca L. Wood  
**Sent:** Monday, November 03, 2014 1:46 PM  
**To:** Eric W. Kuehnast; Vickie a. Mattox; Debbie S. Ball; Shelley M. Temple-Kneuvean; Ken Larson  
**Cc:** Mary Gooding ([GoodMar@jacksongov.org](mailto:GoodMar@jacksongov.org))  
**Subject:** RE: Jackson - implementation project plan

Ladies and Gentlemen: Following an extensive review of the needs of our database, we have received a cost estimate for alterations and customization. For details on the costs please read the email report from Lily Yee below. We were aware at all times that there would likely be additional costs for these alterations. Now we have the amounts.

Debbie and Mary: I believe that we have sufficient soft savings to pay the \$10,000 cost.

Shelley: Payment in this year's budget is essential to see completion by early 2015.

Ken and Eric: As soon as we have the payment issues resolved, the final phase of implementation can begin.

All: may I have a response as soon as possible on the funds available so that I can get an RLA put together?

Thank you,

Rebecca Lake Wood NMG  
Public Administrator

**From:** CTSC Lily Yee [<mailto:Lily@computrustcorp.com>]  
**Sent:** Thursday, October 23, 2014 12:49 PM  
**To:** Vickie a. Mattox  
**Subject:** Reports estimate

Hi Vickie,

Your custom report requirements have been reviewed by programming.

The estimate to complete the work is about \$50,000. We have some outside resources that we can utilize in creating the reports, and that will bring the cost down significantly to \$20,000. Because your office has been a long-time and loyal CT customer, and you are our first CT to CTI conversion, we are willing to split that \$20,000 cost with you. So the total amount we are charging would be \$10,000.

That includes creating 17 custom reports, and the changes to the court accounting to include the payee name on all the receipt schedules.

I recall that your contract has \$700 budgeted towards report development. So you'd need an additional \$9,300 to complete all the reports and to modify the court accounting receipt schedules.

Let me know if you need anymore information or have any questions.