

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 19539

Sponsor(s): Alfred Jordan

Date: July 31, 2017

<p>SUBJECT</p>	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Contract for Restorative Justice Program Services for the Prosecuting Attorney's Office to the Center for Conflict Resolution of Kansas City, Missouri under the terms and conditions of Request for Proposal No. 35-17.</u></p>												
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$30,000.00</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>\$30,000.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$30,000.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:010-4110-56790</td> <td></td> </tr> <tr> <td>Grant Fund, SMART Prosecution Grant, Other Contractual Services</td> <td>\$30,000.00</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:	\$30,000.00	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$30,000.00	Amount budgeted for this item * (including transfers):	\$30,000.00	Source of funding (name of fund) and account code number:010-4110-56790		Grant Fund, SMART Prosecution Grant, Other Contractual Services	\$30,000.00
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): 0-4925 Prior resolutions and (date):</p>												
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>												
<p>REQUEST SUMMARY</p>	<p>The Prosecuting Attorney's Office requires a partner qualified in the principles of Restorative Justice to establish a Neighborhood Accountability Board in the East Patrol Division of the Kansas City, Missouri Police Department. The Purchasing Department issued Request for Proposal No. 35-17 to meet those requirements.</p> <p>A total of seven notifications were distributed and one response was received and evaluated as follows:</p> <p>Center for Conflict Resolution, Kansas City, Missouri</p> <p>The Prosecuting Attorney's Evaluation Team reviewed the proposal and scored it 98 of 100 points possible. The proposal was evaluated on Responsiveness, Qualifications/Experience; References and 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 Restorative Justice Program Services to Center for Conflict Resolution of Kansas City, Missouri as the lowest and best proposal received.</p>												
<p>CLEARANCE</p>	<p><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)</p>												

ATTACHMENTS	The Bid Abstract, a Memorandum from Gina Robinson of the Prosecuting Attorney's Office and the pertinent pages of the Center for Conflict Resolution's proposal documents.	
REVIEW	Department Director: <i>Juan Peters Baker</i>	Date: <i>7/21/17</i>
	Finance (Budget Approval): <i>If applicable</i> <i>Saul Mott</i>	Date: <i>7/25/17</i>
	Division Manager: <i>[Signature]</i>	Date: <i>7/25/17</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 ~~be~~ were appropriated by Ordinance # *4925*
- 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.

ABSTRACT OF BIDS

Res. 19539

Request for Proposal No. 35-17
 Restorative Justice Program
 Opens: 2:00 PM, CDT on 6/27/17

NO	DESCRIPTION	UNIT	QTY	Center for Conflict Resolution	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
				AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	
1	Base Bid			See bid					

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED
 ON: June 27, 2017, BY

 CLERK OF THE LEGISLATURE
 PURCHASING
Kate Bartle

JACKSON COUNTY PROSECUTOR'S INTEROFFICE MEMORANDUM

TO: MS. BARBARA J. CASAMENTO
FROM: MS. GINA ROBINSON, CHIEF OF OPERATIONS
SUBJECT: REQUEST FOR PROPOSALS- RESTORATIVE JUSTICE PROGRAM RFP# 35-17
DATE: JULY 19, 2017
CC: KATE BRUBACHER, PROGRAM MANAGER AND ASSISTANT PROSECUTING ATTORNEY

Ms. Casamento:

Our office created a committee to evaluate the proposals submitted regarding the Restorative Justice Program. Thereafter, scores were given according to Jackson County policy. After a careful review of the only submission, our office has determined that it is in the best interest of our office and the County to engage in a contract with bidder Center for Conflict Resolution. Center for Conflict Resolution's references and 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 total recommended contract amount is \$30,000 and calculated as follows:

- Up to 80 cases referred by the Prosecutor's Office and completed- 40 X \$300= \$24,000
- Four 6 hour trainings a year @ \$800 each \$3,200
- Up to 127 hours of staff time spent on perspective cases – offender no show \$22/hour \$2,800

Total per year \$30,000

Lastly, the proposed pricing for the submitted proposal does not cause significant budgetary impacts to the Prosecutor's Office's budget. Funding for this contract has received prior approval through the SMART Prosecution grant through the Bureau of Justice Assistance, and the funds are appropriated in the following account:

010-4110-56790 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