

RGR  
6/29/10

R. 17272

**PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT, made and entered into on this 21st day of June, 2010, by and between JACKSON COUNTY, MISSOURI, hereinafter called "the County," and RESOURCE DEVELOPMENT INSTITUTE, 3801 Southwest Trafficway, Kansas City, MO 64111, hereinafter called "RDI."

**WITNESSETH:**

WHEREAS, the County has a need for grant writing services for the Housing Resources Commission; and,

WHEREAS, RDI is able to perform such grant writing services and has agreed to do so in accordance with the terms set forth in this Agreement;

NOW, THEREFORE, in consideration of the foregoing and the terms and provisions herein contained, County and RDI respectively agree as follows:

1. Professional Services. RDI shall provide grant writing services for the Housing Resources Commission, as is more fully set forth in the RDI's proposal, attached hereto as Exhibit A and incorporated herein by reference.

2. Independent Contractor. RDI shall work as an independent contractor and not as an employee of the County. RDI shall be subject to the direction of the County only as to the result to be accomplished and not as to the means and methods for accomplishing the result. RDI shall report all earnings received hereunder as gross income, and be responsible for its own Federal, State, and City withholding taxes and all other taxes, and operate its business independent of the business of the County, except as required by this Agreement.

**FILED**

JUN 21 2010

MARY JO SPINO  
COUNTY CLERK

3. Terms for Payment. The County shall pay RDI a total amount not to exceed \$3,750.00 for all work completed under this Agreement. RDI shall be entitled to bill the County for all hours worked, at a rate of \$80.00 per hour, and the County shall pay said billings promptly upon receipt.

4. Expenses. The County shall reimburse RDI for its reasonable expenses, provided the total amount payable under this contract shall not exceed \$3,750.00.

5. Duration and Termination. This Agreement shall be effective upon execution and shall continue through December 31, 2010, unless sooner terminated. RDI or the County may terminate this Agreement for any reason by giving three (3) days written notice to the other party. Termination of this Agreement shall not constitute a waiver of the rights or obligations which County or RDI may be entitled to receive or be obligated to perform under this Agreement for services prior to the date of termination, but payment pursuant to paragraph 3 of this Agreement shall terminate as of the date of said notice, and shall be prorated through that date. Should this Agreement terminate, all County written materials of any kind must be delivered and returned by the RDI to the County within ten (10) days after the termination of this Agreement.

6. Assignment. RDI agrees, in addition to all other provisions herein, that RDI shall not assign any portion or the whole of this contract without the prior written consent of the County.

7. Time of the Essence. Timely performance of all duties provided herein is of the essence of this Agreement.

8. Remedies for Breach. RDI agrees to faithfully observe and perform all of the terms and conditions of this Agreement, and RDI's failure to do so shall represent and

constitute a breach of this Agreement. In such event, RDI consents and agrees as follows:

(1) The County may without prior notice to RDI immediately terminate this Agreement; and,

(2) The County shall be entitled to seek any available legal remedy and to collect from RDI all costs incurred by the County as a result of said breach including reasonable attorney's fees, costs, and expenses.

9. Severability. If any covenant or other provision of this Agreement is invalid, or incapable of being enforced, by reasons of any rule of law or public policy, all other conditions and provisions of this Agreement shall nevertheless remain in full force and effect and no covenant or provision shall be deemed dependent upon any other covenant or provision unless so expressed herein.

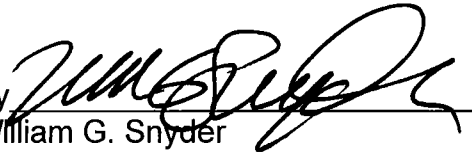
10. Conflict of Interest. RDI warrants that no officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of this contract.

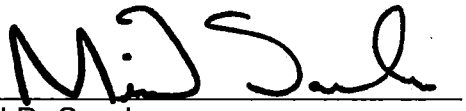
11. Incorporation. This Agreement incorporates the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the parties hereto have signed and executed this Agreement on the date first above written.

APPROVED AS TO FORM:

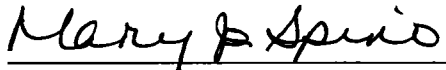
JACKSON COUNTY, MISSOURI


By   
William G. Snyder  
Acting County Counselor

By   
Michael D. Sanders  
County Executive

ATTEST:

RESOURCE DEVELOPMENT INSTITUTE

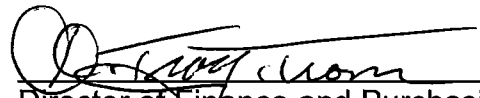
  
Mary Jo Spino, Clerk of the Legislature

By   
44-0562047  
Federal Tax I.D. No. or Soc Sec #

REVENUE CERTIFICATE

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this contract is chargeable, and a cash balance otherwise unencumbered in the treasury from which payment is to be made, each sufficient to meet the obligation of \$3,750.00 which is hereby authorized.

June 14, 2010  
Date

  
Director of Finance and Purchasing  
043-7001-56790  
70012010013



**Resource Development Institute**

April 6, 2010

Barbara Casamento  
Purchasing Department  
Jackson County Courthouse  
415 East 12<sup>th</sup> Street, room G1  
Kansas City, Missouri 64106

RE: Request for Proposal No. 16-10

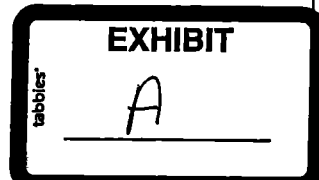
Dear Ms. Casamento:

The Resource Development Institute's (RDI) philosophy of community-based resource development is predicated on consumer input and involvement, supported by the technical skills of RDI staff. RDI is a 501(c)3 non-profit organization, founded in 1950, that provides local and regional leadership in community development. An integral part of RDI's work over the last 59 years has been a long track record of successful grant writing. RDI secures an average on 35 to 40 grants and contracts annually, ranging from small locally funded grants of \$5,000 to large scale multi-agency involved grants of over \$200,000. Many of these grants and resulting projects cover multiple years, and result in repeat collaborative proposals based on the high level of satisfaction with the quality and success of the grant writing and related services connected to the administration and/or evaluation of the projects that are funded. Staff have substantial prior experience in researching, designing, and writing grants for locally and federally-funded projects regarding public health and other related social service projects. RDI staff also have a long history of developing successful working relationships with Jackson County departments and project/program collaborators.

Examples of RDI's long history of *successfully securing* grants in collaboration with community partners include:

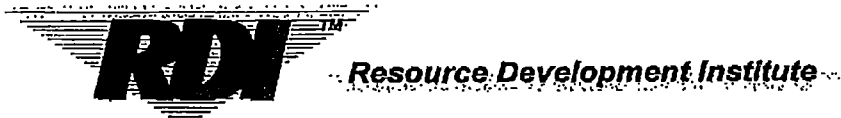
- 2009 local and federal grants totaling over \$5,071,725 – examples include:
  - DHHS CCF Catholic Charities Concepts for Effective Services 1,500,000
  - NSF Research in Disabilities Education 1,200,000
  - DHHS HRSA KUMed Health Career Pathways Program 770,000
  - HPRP ARRA for the Jackson County Housing Resources Commission 703,560
  - DHHS CCF UMKC Compassion Capital Initiative 500,000
  - Health Care Foundation Sam Rogers 499,916
  - DHHS NCCR KUMed SEPA dissemination program 199,999
  - BJA Municipal Drug Court Expansion 191,237
  - Kansas City Missouri School District Century 21 150,000
  - Health Care Foundation Legal Aide of Western Missouri 122,443
  - Jackson County Mental Health Fund CIT evaluation grant 94,000
  - Health Care Foundation KCCC Fathering Project 91,330
  - Jackson County Mental Health Fund Mental Health Court evaluation grant 87,000
  - MDSS ESGP for the Jackson County Housing Resources Commission 54,000
  - Health Care Foundation AdHoc Group Against Crime 50,000
  - MO DSS Emergency Shelter Grant Program 50,540
  - SAMHSA Swopa Project Your Choice 49,700
  - Ozanam BIST 25,000
  - REACH Healthcare Foundation Evaluation 25,000
  - Cornerstones of Care 22,000
  - Health Care Foundation Laffayette County Drug Court Evaluation 15,000
  - Northland Coalition (State) 15,000
  - El Centro Healthcare Navigation Evaluation 12,000
  - Friends of Yates Program Evaluation 10,000
  - REACH Healthcare Foundation Cultural Competency and Evaluation 9,000

**Resource Development Institute**  
601 Walnut St., Suite 101 ▾ Kansas City, MO 64106-1400  
Phone: (816) 221-5000 ▾ Fax: (816) 221-3497 ▾ Web: www.rdi kc.org





- 2008 local and federal grants totaling over \$3,500,000 – examples include:
  - Jackson County Mental Health Fund CIT evaluation grant 94,000
  - Jackson County Mental Health Fund Mental Health Court evaluation grant 87,000
  - BJA – Mental Health Court Expansion 199,786
  - SAMHSA Swope Project Your Choice 49,700
  - SAMHSA Swope Project Your Choice DBT 14,475
  - Catholic Charities Youth Empower (Com Cap) 25,844
  - Catholic Charities Abstinence (Com Cap) 7,667
  - Catholic Charities Gang Conference 15,700
  - Health Care Foundation KCCC Core 20,700
  - Health Care Foundation Sam Rogers 20,000
  - SPF (State - SAMHSA) 59,500
  - Northland Coalition (State) 15,000
  - Health Care Foundation SAFE Coalition 500,000
  - COMBAT Evaluation 100,000
  - Ozanam BIST 28,000
  - NSF NCCR KUMed SEPA program Evaluation 1,250,000
  - Ewing Kauffman Foundation 20,200
  - Health Care Foundation BRIDGES Project 900,000
  - Cornerstones of Care grant 22,000
  - REACH Healthcare Foundation Cultural Competency and Evaluation 9,000
  - REACH Healthcare Foundation Med Home 18,375
  - Health Care Foundation North/Metro WyJo CARE 20,000
  
- 2007 local and federal grants totaling \$807,795 – examples include:
  - Jackson County Mental Health Fund CIT evaluation grant 94,000
  - Jackson County Mental Health Fund Mental Health Court evaluation grant 87,000
  - MHC Management 15,804
  - CIT Curriculum Dev (HCF) 50,000
  - SAMHSA Swope Project Your Choice 49,700
  - SAMHSA Swope Project Your Choice DBT 14,475
  - REACH Healthcare Foundation Niles Home 10,388
  - Catholic Charities Youth Empower (Com Cap) 25,844
  - Catholic Charities Abstinence (Com Cap) 23,000
  - Health Care Foundation NAMI Tru/ER 100,000
  - Health Care Foundation KCCC Core 18,975
  - Health Care Foundation Tech Assist grant 14,500
  - Health Care Foundation Sam Rogers 20,000
  - SPF (State - SAMHSA) 54,500
  - Northland Coalition (State) 15,000
  - Lees Summit Assess (City LS) 30,000
  - COMBAT Lees Summit Assess (COMBAT) 15,000
  - Jackson County Mental Health Fund Transitioning Youth 25,000
  - FLON (Com Cap) 19,300
  - Kauffman 11,610
  - FRC Friendship house grant 27,000
  - Cornerstones of Care grant 22,000
  - REACH Healthcare Foundation Med Home 28,500
  - Health Care Foundation SAFE Coalition 50,000
  - Health Care Foundation North/Metro WyJo CARE 19,500
  - COMBAT Prevention grant 44,400



- 2006 local and federal grants totaling \$725,247 – examples include:
  - Sam Rodgers 15,000
  - Jackson County Mental Health Fund CIT evaluation grant 91,000
  - Jackson County Mental Health Fund Mental Health Court evaluation grant 85,000
  - Northland Coalition Anti-Drug 14,625
  - SAMHSA Project Your Choice 56,576
  - Jackson County COMBAT Treatment Evaluation 134,625
  - Mental Health Court Management 21,075
  - Unified Government Immigrant Needs Assessment 33,782
  - Cornerstones: Physical Education 25,740
  - Cornerstones System Analysis 20,400
  - Tri-County Training 13,250
  - DMH Capacity Building Tri-County, Ray County, Lee's Summit 39,173
  - MO Juvenile Detention Assessment 17,000
  - Friendship House 30,447
  - SAHMSA Swope Project Your Choice Supplemental 13,958
  - Pan Educational Arts in Education 20,000
  - Catholic Charities Youth Empowerment 18,161
  
- 2005 Multiple local and federal grants totaling \$887,857 – examples include:
  - Jackson County MH Levy Admin grant 108,683
  - SAMHSA Project Dual Focus grant 80,441
  - Jackson County Mental Health Fund CIT evaluation grant 91,000
  - Jackson County Mental Health Fund Mental Health Court evaluation grant 83,500
  - SAMHSA Jail Diversion 55,833
  - SAMHSA Project Your Choice 41,256
  - Jackson County COMBAT Treatment Evaluation 112,164
  
- 2004 local and federal grants totaling 785,000
- 2003 SAMHSA Project Dual Focus with an annual budget of 80,000
- 2001 COMBAT Impact of Drug Treatment on Probationers grant 100,238
- 2001 Jackson County Mental Health Fund Mental Health Court Evaluation grant 90,148
- 2001 Jackson County Mental Health Fund Crisis Intervention Team Evaluation grant 25,000
- 2000 HUD Safe Neighborhood Grant in the Paseo Corridor 250,000
- 1996 to 1999 Center for Disease Control (CDC) violence prevention grant 1,263,818
- 1995 U.S. Department of Housing and Urban Development Youth build grant 98,706
- 1993 to 1999 Center for Mental Health Services (CMHS) grant 720,000
- 1992 to 1995 Center for Substance Abuse Treatment (CSAT) grant 1,623,967

In addition to the extensive grant writing experience of RDI, as Executive Director I bring additional experience. Prior to going RDI in July of 2006, I served as Director of the School of Social Work at UMKC where I taught grant writing at both educational and community levels. I have written and administered grants for over 20 years. Since coming to Kansas City in late 1998, I have been involved in writing federal, state, local and corporate grants successfully funding of over \$2 million worth of programs in the Greater Kansas City area (see attached Resume).

RDI has a staff of 10 who will all be available as need in conducting the various activities associated with assisting the Jackson County Contract Administrator with the researching and writing grant proposals. As Executive Director, all such work will be done under my supervision. We do not foresee any circumstances where we will need to contract out any of the work, therefore we do not anticipate the need to explore contracting any services from Minority-Owned/Women-Owned Business Enterprises.

**Resource Development Institute**  
 601 Walnut St., Suite 101 - Kansas City, MO 64106-1400  
 Phone: (816) 221-5000 - Fax: (816) 221-3497 - Web: www.rdikc.org



RDI understands that we would be working closely with the Contract Administrator and other municipalities and other government/non-profit entities to increase County funding through grants. In doing so, RDI would:

- o Review and obtain a clear understanding of County priorities from the Contract Administrator of designee and provide a brief letter of understanding, indicating, but not limited to, project approach and timeline, availability and associated quote for the specific grant project, prior to any assignment of work.
- o Research public and private funding opportunities consistent with the priorities set by the County, present findings and make recommendations.
- o Review funding possibilities with the Contract Administrator or designee to describe the needs that will be met and establish a coordinated approach and focus for funding effort.
- o Write and assist in the submission of grant applications to identified public and private sector funding sources.
- o Under the direction of, and in coordination with Contract Administrator or designee, work with municipalities and other government/non-profit entities to increase County funding through grants.
- o Provide a monthly report identifying the number of applications submitted; the entity for whom the grant was submitted; the dollar amount requested; a description of the project/program, awards, denials; and copies of submitted grant(s).
- o Work with the specific project manager to monitor grants and provide appropriate reports to comply with grantor's requirements, including closeout documents.
- o Provide progress reports with billing invoices identifying in detail the services provided during the billing period.

For the services outlined above, RDI would charge \$80.00 per hour.

References:

<p>Celestine I. Williams HRC Director/2nd Dist. Legislative Aide Jackson County 415 E. 12th St., 2nd Floor Kansas City, MO 64106 (816)881-1409 (816)881-3340 - Fax willcele@jacksongov.org</p>	<p>Guyla Stidmon Executive Director National Alliance of the Mentally ILL 406 W 34th Street, Suite 506 Kansas City, MO 64111 816-931-0030 kcamia@aol.com</p>
<p>Carl Calkins, PhD Director of the Institute for Human Development UMKC 5100 Rockhill Road Kansas City, MO 64110 (816) 235-1755 calkinsec@umkc.edu</p>	<p>Janay Reliford, Vice President/COO AdHoc Group Against Crime 3116 Prospect Ave. Kansas City, MO 64128 Ph:816-861-5500 Fax: 816-861-0003 j.reliford@sbcglobal.net</p>

Thank you for the opportunity to submit this proposal.

*Walter T Boulden*  
Walter T. Boulden  
Executive Director





Resource Development Institute

## Organization Résumé

### Qualifications:

- 60 years experience in conducting applied research and program evaluation in the Greater Kansas City Metropolitan area.
- Research staff members with extensive experience in data collection, analysis and report writing for locally and federally-funded projects regarding public health, education, mental health, criminal justice, substance abuse and other related social service projects
- Staff with expertise in both quantitative and qualitative research methods
- The ability to design and implement evaluations which meet the scientific rigor needed for programs wanting to show they are "evidence based."
- Experience designing and writing successful grant proposals.
- A long history of partnering with multiple stakeholders on community-based projects.
- An established reputation for conducting unbiased and totally independent assessments.
- Extensive experience in communicating research designs, methods, results and recommendations to a wide variety of audiences in a concise and coherent format, both verbally and in written reports.
- Established credibility with national, state, and local stakeholders and funders.

### Education:

- Executive Director: Walter T Boulden – Ph.D. in Social Work
- Ten fulltime staff, six with Master's Degree's

### Professional Experience:

RDI is a non-profit organization, founded in 1950, that provides local and regional leadership in evaluation, needs assessment, community research and community development. Selected grants and contracts, previous and current, are provided as examples.

#### Federal:

- U S Department of Health and Human Services (DHHS) Administration on Aging (AoA) 2009-2012 RDI contracts with Catholic Charities to conduct an evaluation of their Caring Community Resources Center Aging in Place Program.
- U S Department of Health and Human Services (DHHS) Compassion Capital Fund (CCF) 2009-2011. RDI contracts with Catholic Charities to conduct an evaluation of their Concepts for Effective Services III (CES III).
- U S Department of Health and Human Services (DHHS) Compassion Capital Fund (CCF) 2009-2010. RDI contracts with the University of Missouri Kansas City (UMKC) to provide technical assistance and conduct an evaluation of the Kansas City Missouri Compassion Capital Fund Initiative.
- National Science Foundation (NSF) Research in Disabilities Education - Alliances for Students with Disabilities in Science, Technology, Engineering and Math (STEM) grant: 2009-2014. RDI contracts with the University of Missouri Kansas City (UMKC) to conduct an evaluation of their Building an Alliance for New Careers in STEM (KC-BANCS) Program.
- U S Department of Health and Human Services - Health Resources and Services Administration (HRSA) 2009-2012 RDI contracts with Kansas University Medical Center (KUMC) to conduct an evaluation of the Health Careers Pathways Program (HCPP)

Adopted  
5-20-10

18

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION awarding contracts for the furnishing of grant writing services for use by the Housing Resources Commission to the Resource Development Institute of Kansas City, MO, and Tellus Business Services, LLC of Lee's Summit, MO, at an actual total cost to the County not to exceed \$7,500.00.

RESOLUTION #17272, May 10, 2010

INTRODUCED BY James D. Tindall, County Legislator

WHEREAS, by Request for Proposals 16-10, the Director of Finance and Purchasing has solicited formal written proposals for grant writing services for use by the Housing Resources Commission; and,

WHEREAS, a total of seven (7) notifications were distributed and two (2) responses were received as follows:

<u>BIDDER</u>	<u>HOURLY COST</u>
Resource Development Institute Kansas City, (Jackson County) MO	\$ 80.00
Tellus Business Services, LLC Lee's Summit, MO	\$ 35.00

and,

WHEREAS, the Director of Finance and Purchasing recommends that a split award be made pursuant to section 1054.6 of the Jackson County Code, 1984, to Resource Development Institute of Kansas City, MO, and Tellus Business Services, LLC; and,

WHEREAS, the split award is recommended for the reasons that Resource Development Institute has an excellent performance record in services for the County and proven success in securing grants but Tellus Business Services, with a lower quoted price, should be given an opportunity to demonstrate its abilities; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that award be made as recommended by the Director of Finance and Purchasing, and that the Director be and hereby is authorized to execute Services Agreements with Resource Development Institute of Kansas City, MO, and Tellus Business Services, LLC of Lee's Summit, MO, at a total cost not to exceed \$7,500.00 in a form to be approved by the County Counselor; and,

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing is authorized to make all payments, including final payment on the Agreement.

**Fiscal Note:**

This expenditure was included in the Annual Budget.

Date: April 30, 2010

RES # 172.72

<u>Department / Division</u>	<u>Character/Description</u>	<u>Not to Exceed</u>
<b>Homeless Assistance Fund - 043</b>		
<u>7001 - Housing Resource Comm.</u>	<u>56790 - Other Contractual Services</u>	<u>7,500.00</u>

Mary Rasmussen  
Budgeting

Total 7,500.00