

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20627

Sponsor(s): Theresa Cass Galvin

Date: February 22, 2021

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p><u>Project/Title: Appropriating \$47,795 in CARES Act funding and awarding a contract for the purchase of an Environmental Health Cloud Based Application Software (SaaS) for use by the Environmental Health Department to HealthSpace USA of Charlotte, NC in the amount of \$47,795 under the terms and conditions of Request for Proposal No. 4-21.</u></p>																														
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$47,795</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 style="text-align: right;">\$47,795</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: TRANSFER FROM: 040-999-32810 CARES Act Fund, Undesignated Fund Balance</td> <td style="text-align: right; vertical-align: bottom;">\$47,795</td> </tr> <tr> <td>TO: 040-1503-56661 Environmental Health – Software Purchases</td> <td style="text-align: right; vertical-align: bottom;">\$27,995</td> </tr> <tr> <td>040-1503-56662 Software Maintenance</td> <td style="text-align: right;">\$19,800</td> </tr> <tr> <td>Sub-Total</td> <td style="text-align: right;">\$47,795</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:	\$47,795	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$47,795	Amount budgeted for this item * (including transfers):		Source of funding (name of fund) and account code number: TRANSFER FROM: 040-999-32810 CARES Act Fund, Undesignated Fund Balance	\$47,795	TO: 040-1503-56661 Environmental Health – Software Purchases	\$27,995	040-1503-56662 Software Maintenance	\$19,800	Sub-Total	\$47,795														
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PRIOR LEGISLATION	<p>Prior ordinances and (date): _____ Prior resolutions and (date): _____</p>																														
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Katelyn Edgar, Buyer, 816-881-3292</p>																														
REQUEST SUMMARY	<p>The Environmental Health Department requires the purchase of Environmental Health Cloud Based Application Software (SaaS). The Purchasing Department issued Request for Proposal No. 4-21 in response to those requirements.</p> <p>A total of sixty-four notifications were distributed and four responses were received and evaluated as follows:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Evaluation Criteria</th> <th style="text-align: center;">Carahsoft Technology of Reston, VA</th> <th style="text-align: center;">HealthSpace USA of Charlotte, NC</th> <th style="text-align: center;">Custom Data Processing of Romeoville, IL</th> <th style="text-align: center;">Novo ProSo of Warrensburg, MO</th> </tr> </thead> <tbody> <tr> <td>Responsiveness to Request for Proposal (Max 10 Points)</td> <td style="text-align: center;">8.0</td> <td style="text-align: center;">7.0</td> <td style="text-align: center;">7.0</td> <td style="text-align: center;">5.0</td> </tr> <tr> <td>Products/Services Proposed (Max 35 Points)</td> <td style="text-align: center;">10.0</td> <td style="text-align: center;">35.0</td> <td style="text-align: center;">20.0</td> <td style="text-align: center;">5.0</td> </tr> <tr> <td>Respondent's Experience and Qualifications (Max 25 Points)</td> <td style="text-align: center;">15.0</td> <td style="text-align: center;">20.0</td> <td style="text-align: center;">15.0</td> <td style="text-align: center;">10.0</td> </tr> <tr> <td>Pricing (Max 30 Points)</td> <td style="text-align: center;">10.0</td> <td style="text-align: center;">28.0</td> <td style="text-align: center;">10.0</td> <td style="text-align: center;">2.0</td> </tr> <tr> <td>Total (Max 100 Points)</td> <td style="text-align: center;">43.0</td> <td style="text-align: center;">90.0</td> <td style="text-align: center;">52.0</td> <td style="text-align: center;">22.0</td> </tr> </tbody> </table>	Evaluation Criteria	Carahsoft Technology of Reston, VA	HealthSpace USA of Charlotte, NC	Custom Data Processing of Romeoville, IL	Novo ProSo of Warrensburg, MO	Responsiveness to Request for Proposal (Max 10 Points)	8.0	7.0	7.0	5.0	Products/Services Proposed (Max 35 Points)	10.0	35.0	20.0	5.0	Respondent's Experience and Qualifications (Max 25 Points)	15.0	20.0	15.0	10.0	Pricing (Max 30 Points)	10.0	28.0	10.0	2.0	Total (Max 100 Points)	43.0	90.0	52.0	22.0
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Pursuant to Section 1054.6 of the Jackson County Code, the Environmental Health Department recommends award of a Contract for the purchase of Environmental Health Cloud Based Application Software (SaaS) to HealthSpace USA of Charlotte, NC as the best proposal received in response to Request for Proposal No. 4-21.

The Director of Finance and Purchasing also requests the following transfers:

TRANSFER FROM:	
040-999-32810 CARES Act Fund, Undesignated Fund Balance	\$47,795
TRANSFER TO:	
040-1503-56661 Environmental Health – Software Purchases	\$27,995
040-1503-56662 Software Maintenance	\$19,800

CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)								
COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals <input type="checkbox"/> VBE Goals No Goals were assigned.								
ATTACHMENTS	Abstract of Bids received, Recommendation Memo from Deb Sees, Environmental Health Administrator, and the pertinent pages of HealthSpace USA's proposal.								
REVIEW	<table border="1"> <tr> <td>Department Director: <i>Deb Sees</i></td> <td>Date:</td> </tr> <tr> <td>Finance (Budget Approval): <i>If applicable</i></td> <td> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> APPROVED <small>By Mark Lang at 11:24 am, Feb 18, 2021</small> </div> </td> </tr> <tr> <td>Division Manager: <i>M. Schabo</i></td> <td>Date: <i>2-18-21</i></td> </tr> <tr> <td>County Counselor's Office: <i>Bryan County</i></td> <td>Date: <i>2/18/2021</i></td> </tr> </table>	Department Director: <i>Deb Sees</i>	Date:	Finance (Budget Approval): <i>If applicable</i>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> APPROVED <small>By Mark Lang at 11:24 am, Feb 18, 2021</small> </div>	Division Manager: <i>M. Schabo</i>	Date: <i>2-18-21</i>	County Counselor's Office: <i>Bryan County</i>	Date: <i>2/18/2021</i>
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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:
040-32810	Undesignated Fund Balance	\$47,795

- 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.

Fiscal Note:

Funds sufficient for this appropriation are available from the source indicated below.

Date: February 18, 2021

ORD # 20627

<u>Org Code/Description</u>	<u>Object Code/Description</u>	<u>From</u>	<u>To</u>
040 CARES Act			
9999 -	32810 Undesignated Fund Balance	\$ 47,795	\$ -
1503 Environmental Health	56661 Software Purchases	-	27,995
1503 Environmental Health	56662 Software Maintenance	-	19,800
		<u>\$ 47,795</u>	<u>\$ 47,795</u>

Fiscal Note:

This expenditure was included in the Annual Budget

PC# _____

<u>Org Code/Description</u>	<u>Object Code/Description</u>	<u>Not to Exceed</u>
040 CARES Act		
1503 Environmental Health	56661 Software Purchases	27,995
1503 Environmental Health	56662 Software Maintenance	19,800
		<u>\$ 47,795</u>

APPROVED
By Mark Lang at 11:44 am, Feb 18, 2021

Budget Office



DEB SEES

(816) 847-7070
Fax: (816) 881-1650

ENVIRONMENTAL HEALTH ADMINISTRATOR

Jackson County Environmental Health Division
34900 East Old US 40 Highway
Grain Valley, Missouri 64029
jacksongov.org

Memorandum

February 5, 2021

Environmental Health is looking for a software that will allow all applications for permits to be available online with online payment options, reducing the amount of in person transactions. With the addition of swimming pool and COVID inspections in our office we need to simplify things by having online options. The software must allow for in field inspections with easy-to-use application and tracking. Our current software does not allow for all applications to be available online, or for easy to use in the field applications. The cost to update our existing software is well over \$80,000.

From the four RFP's Submitted we have chosen HealthSpace. This software has been used by several Environmental Health Departments successfully. It is industry specific software written by inspectors. We will be using Cares Act money to pay for this software. The first year will be \$47,795. Additional years will be \$19,800 which is a \$5000 savings per year with our current software.

Thank you,

Deb Sees

Frank White, Jr., County Executive



RFP Number: 4-21

RFP Name: Cloud Based Application Software

Dept. Name: Environmental Health

Respondents

Evaluation Criteria: Carahsoft Technology	Maximum Points	Panelist 1	Panelist 2	Panelist 3
Responsiveness to Request for Proposal	10	8		
Product/Services Proposed	35	10		
Respondent's Experience and Qualifications	25	15		
Pricing	30	10		
Total	100	43	0	0

Respondents

Evaluation Criteria: HealthSpace USA	Maximum Points	Panelist 1	Panelist 2	Panelist 3
Responsiveness to Request for Proposal	10	7		
Product/Services Proposed	35	35		
Respondent's Experience and Qualifications	25	20		
Pricing	30	28		
Total	100	90	0	0

Respondents

Evaluation Criteria: Custom Data Processing	Maximum Points	Panelist 1	Panelist 2	Panelist 3
Responsiveness to Request for Proposal	10	7		
Product/Services Proposed	35	20		
Respondent's Experience and Qualifications	25	15		
Pricing	30	10		
Total	100	52	0	0

Respondents

Evaluation Criteria: Novo ProSo	Maximum Points	Panelist 1	Panelist 2	Panelist 3
Responsiveness to Request for Proposal	10	5		
Product/Services Proposed	35	5		
Respondent's Experience and Qualifications	25	10		
Pricing	30	2		
Total	100	22	0	0



HealthSpace USA

Jackson County, MO

RFP No. 4-21

Cost proposal

**Submitted on behalf of HealthSpace by:
Cameron Garrison
Director of Business Development**

Revised Submission Date: 1-26-2021



Quote for software and services

HS Cloud Suite for Jackson County Environmental Health Department

This quote is for a full implementation - including conversion of historical data - of the HS Cloud Suite application for Jackson County Environmental Health Department for the program areas and features requested in RFP 4-21:

- Food program
- Lodging
- Pools (seasons and year round) permitting and inspections
- Childcare
- Frozen dessert license and testing
- Adult establishments
- Financial, and receipting module, for all programs included in system
 - Ability to use system for credit, debit, and ACH payments
- Reporting capabilities for all programs included above
- Full capability to perform inspections in the field on iPads or Windows Surface Pro devices (County chooses hardware). These devices have full functionality even when disconnected
- Ability to display inspection results online for general public, and provide a portal for County constituents to be able to pay fees, and apply for permits and licenses online with the Health Department
- On-site training for department users for go live

Historical Data Conversion:

Historical data will be converted from existing database over to the HS Cloud Suite Application for continuity of operations.

Timeline:

It is anticipated that this project will take approximately 120 days from contract execution to go-live. The County will make all reasonable efforts to assist HealthSpace in converting historical data. Primarily, providing a copy of the database, data mapping and layout, answering questions, and being available to test and verify converted data in the new HS Cloud Suite environment.



Costs:

The fees payable under this proposed agreement and scope of work are as follows:

- Total cost to configure, convert data, and implement HS Cloud Suite for the programs listed above is

\$27,995.00

- The annual cost for warranty, hosting, maintenance, and technical support is

\$19,800.00

The prices herein are fixed and guaranteed for 6 months, and include full implementation, customization/configuration to County needs