

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20611
 Sponsor(s): Charlie Franklin
 Date: Feb. 1, 2021

SUBJECT	Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance Project/Title: <u>Authorizing the Purchase of Annual Software Maintenance Agreement for the use by the Public Administrator's Office from SEM Applications Inc. at a total cost to the County of \$46,500 as a Sole Source purchase.</u>										
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width: 100%;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$46,500</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;">\$46,500</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$46,500</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: 002-3501-56662 General Fund, Public Administrator, Software Maintenance</td> <td style="text-align: right; vertical-align: bottom;">\$46,500</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> OTHER FINANCIAL INFORMATION: <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: _____ Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____	Amount authorized by this legislation this fiscal year:	\$46,500	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$46,500	Amount budgeted for this item * (including transfers):	\$46,500	Source of funding (name of fund) and account code number: 002-3501-56662 General Fund, Public Administrator, Software Maintenance	\$46,500
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PRIOR LEGISLATION	Prior ordinances and (date): _____ Prior resolutions and (date): 19613, October 16, 2017										
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Craig Reich, Senior Buyer, 881-3265										
REQUEST SUMMARY	The Annual Software Maintenance Agreement for the Public Administrator's Office is expiring and needs to be renewed. The maintenance agreements support critical application necessary for Public Administrator business. The software for the Annual Software Maintenance Agreement is considered Sole Source purchases, as the maintenance can only be provide by the developer of the software. <table border="1" style="width: 100%;"> <thead> <tr> <th>Vendor Name and Location</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>SEM Applications Inc.</td> <td style="text-align: right;">\$46,500</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$46,500</td> </tr> </tbody> </table> <p>Pursuant to Section 1030.1 of the Jackson County Code,. The Director of Finance and Purchasing recommends the Purchase of Annual Software Maintenance Agreement for the use by the Public Administrator's Office at a total cost to the County of \$46,500 as Sole Source purchases.</p>	Vendor Name and Location	Amount	SEM Applications Inc.	\$46,500	Total	\$46,500				
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Total	\$46,500										
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input checked="" type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office) N/A										
COMPLIANCE	<input type="checkbox"/> MBE Goals N/A <input type="checkbox"/> WBE Goals N/A <input type="checkbox"/> VBE Goals N/A										
ATTACHMENTS	Sole Source Memo from John Killian, Public Administrator										

REVIEW	Department Director: <i>John S. Hill</i>	Date: <i>11/15/21</i>
	Finance (Budget Approval): <i>If applicable</i>	APPROVED By Mark Lang at 9:44 am, Jan 20, 2021
	Division Manager: <i>Greg M. Schulte</i>	Date: <i>1/25/2021</i>
	County Counselor's Office: <i>Bryan Cousins</i>	Date: <i>1/27/21</i>

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

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KANSAS CITY, MISSOURI 64106

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

John Pruitt Killian
Public Administrator

MEMORANDUM

TO: Troy Schulte
County Administrator

FROM: John Pruitt Killian *JPK*
Public Administrator

DATE: January 12, 2021

RE: Recommendation for Sole Source Contract – SEM Applications

This Memorandum sets forth my request and recommendation to award a contract to SEM Applications as a sole source vendor. SEM Applications currently provides software services to this office that support our estate notation and financial management services.

Since 2017 SEM has provided us with EMS – the Estate Management Software. Through EMS we track deposits and expenditures, it provides our estate accounting reports, and stores the notation and history for each estate. It conducts digital reconciliation between the accounting system and bank statements for both the shared account we use for indigent estates and individual estate accounts. With EMS we have completely automated our inventory and accounting functions. It produces billing/fee exhibits directly.

SEM provides and maintains an internet-based server which contains our estate database. SEM performs all our database maintenance, server maintenance, and storage.

The costs and burden of converting the database from SEM to another provider are costly and significant. We currently have some 1160 estates managed in EMS. The system manages a shared account for our indigent estates that held an average monthly balance of \$1,524,000 during the year 2019 with monthly deposits exceeding \$878,000 and monthly expenditures exceeding \$857,000. Additionally, the system manages our asset estates which exceed \$11,175,000 in assets and annual income.

The importance of those functions cannot be over emphasized. The expenditures directly provide for our clients' food and housing and care. The accounting functions are critical to fulfilling our fiduciary duty to account for our clients' assets and income.

We have tailored all our court reporting through EMS. Working collaboratively with the Court, we have developed the reports it needs to supervise our fiduciary activities both for the individual estates and for the office generally.

SEM has consistently maintained compliance with the County's requirements. In the event it not allowed to continue serving our estate we will experience a significant disruption in our ability to provide for our clients and to fulfill our fiduciary duties.