

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.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

Deputy/Assistant County Counselor



Assistant County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution #17272 of May 10, 2010, was duly passed on May 20, 2010 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 8

Nays 0

Abstaining 0

Absent 1

5.20.10
Date

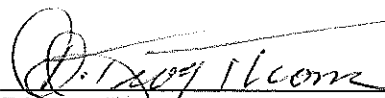


Mary Jo Spino, Clerk of Legislature

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.

ACCOUNT NUMBER: 043 7001 56790
ACCOUNT TITLE: Homeless Assistance Fund
Housing Resource Commission
Other Contractual Services
NOT TO EXCEED: \$7,500.00

May 4, 2010
Date



Director of Finance and Purchasing

Teddy Ballard

From: Celestine I. Williams
Sent: Friday, April 16, 2010 1:42 PM
To: Teddy Ballard; Barbara J. Casamento
Subject: RFP 16-10

Teddy,

I would like to split the grant writer services between the two vendors that submitted proposals for the subject RFP.

Resource development Institute
Tellus Business Services, LLC

Thanks and if you have additional questions, please feel free to give me a call at (816)726-2708.

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

ABSTRACT OF BIDS

| BID NO: 16-10 | | | Resource | Tellus Business | AMOUNT | AMOUNT | AMOUNT | AMOUNT |
|--------------------------|----------------|------|-------------|-----------------|----------------|--------|--------|--------|
| OPENING DATE: 04/13/10 | | | Development | Services, LLC | | | | |
| COMMODITY: Grant Writing | | | Institute | | | | | |
| NO | DESCRIPTION | UNIT | QTY | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT |
| 1 | Total Base Bid | | | <i>See bid</i> | <i>See bid</i> | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED

ON: April 13, 2010 BY [Signature]

CLERK OF THE LEGISLATURE
[Signature]
 PURCHASING



Resource Development Institute

April 6, 2010

Barbara Casamento
Purchasing Department
Jackson County Courthouse
415 East 12th 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 Swope 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



- 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
 - SAHMSA Swope Project Your Choice 49,700
 - SAHMSA 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



Resource Development Institute

- 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

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:

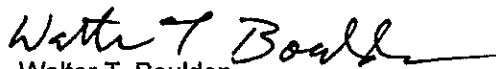
- o Review and obtain a clear understanding of County priorities from the Contract Administrator of designee and provide a brief letter of understanding, indicating, but not limited to, project approach and timeline, availability and associated quote for the specific grant project, prior to any assignment 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 kcami@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 calkinsc@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
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)

Resource Development Institute

3801 Southwest Trafficway ▾ Kansas City, MO 64111-2902

Phone: (816) 221-5000 ▾ Fax: (816) 221-3497 ▾ Web: www.rdikc.org



Project Management
Technical Writing
Training and More

Give us the forest; we'll show you the tree!

April 12, 2010

Jackson County Courthouse
Attn: Purchasing
Room G-1
415 East 12th Street
Kansas City, Missouri 64106

Ms. Cassamento,

TELLUS Business Services LLC is well equipped to participate with Jackson County in the aggressive effort to supplement the funding of County projects and programs through public and private grant dollars.

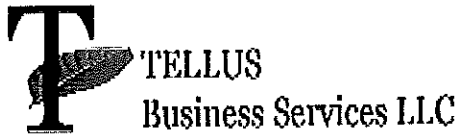
As the company owner, I bring a diverse background of 31 years with the Federal Government prior to establishing this company in 2005 and acquiring State of Missouri Certification as a Woman-Owned Business Enterprise. Technical writing and research experience was instrumental in effecting government compliance on a variety of projects/contracts while with the government and now with this company. This in combination with my managing partner Ralph Taylor and team member Dr. Jennifer Williams guarantees success in grant writing, reporting and communications.

I am confident you will find TELLUS Business Services LLC's response to this Request for Proposal #16-10 exactly what you are looking for.

Sincerely,

A handwritten signature in cursive script that reads 'Cindy Taylor'.

Cindy Taylor, President
1120 SW Sampson Road
Lee's Summit, Missouri
816-765-3885 (o)
816-506-0478 (c)
816-765-3301 (f)
www.TellusBiz.com



Project Management
Technical Writing
Training and More

Give us the forest; we'll show you the tree!

PRICE PER HOUR

TELLUS Business Services LLC's price per hour for grant writing services = \$35.00.

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 17272

Sponsor(s): Tindall

Date: May 10, 2010

| | | | | | | | | | | | | | |
|---|--|---|------------------|--|------------------|--|------------|--|------------|--|--|--|----------------|
| <p>SUBJECT</p> | <p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Authorizing the County Executive to execute a Contract for the furnishing of Grant Writing Service for the Housing Resource Commission to Resource Development Institute of Kansas City, MO and Tellus Business Services, LLC of Lees Summit, MO under the Terms and Conditions of Proposal No. 16-10.</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>\$7,500.00</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>\$7,500.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$7,500.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number</td> <td></td> </tr> <tr> <td>Homeless Assistance Fund; Housing Commission, Other Contractual Services</td> <td>043-7001-56790</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 checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>The RLA only approves the term and supply contract; the funds were already appropriated through the annual budget adoption. Figures included in the background section are for informational purposes to provide an estimate of the contract value.</p> <p>Prior Year Budget (if applicable): \$7,500.00 Prior Year Actual Amount Spent (if applicable): \$7,500.00</p> | Amount authorized by this legislation this fiscal year: | \$7,500.00 | Amount previously authorized this fiscal year: | \$ | Total amount authorized after this legislative action: | \$7,500.00 | Amount budgeted for this item * (including transfers): | \$7,500.00 | Source of funding (name of fund) and account code number | | Homeless Assistance Fund; Housing Commission, Other Contractual Services | 043-7001-56790 |
| Amount authorized by this legislation this fiscal year: | \$7,500.00 | | | | | | | | | | | | |
| Amount previously authorized this fiscal year: | \$ | | | | | | | | | | | | |
| Total amount authorized after this legislative action: | \$7,500.00 | | | | | | | | | | | | |
| Amount budgeted for this item * (including transfers): | \$7,500.00 | | | | | | | | | | | | |
| Source of funding (name of fund) and account code number | | | | | | | | | | | | | |
| Homeless Assistance Fund; Housing Commission, Other Contractual Services | 043-7001-56790 | | | | | | | | | | | | |
| <p>PRIOR LEGISLATION</p> | <p>Prior ordinances and (date): N/A Prior resolutions and (date): 16874, April 6, 2009</p> | | | | | | | | | | | | |
| <p>CONTACT INFORMATION</p> | <p>RLA drafted by (name, title, & phone): Teddy Ballard, Senior Buyer, 881-3465 <i>BARB CASAMENTO</i></p> | | | | | | | | | | | | |
| <p>REQUEST SUMMARY</p> | <p>The Housing Resources Commission requested Purchasing issue a Request for Proposal for Grant Writing Service.</p> <p>A total of seven (7) notifications were distributed. The following two (2) responses were received:</p> <table> <tr> <td>Resource Development Institute of Kansas City, MO</td> <td>\$80.00 per hour</td> </tr> <tr> <td>Tellus Business Services, LLC of Lees Summit, MO</td> <td>\$35.00 per hour</td> </tr> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, 1984, the Director of Finance and Purchasing recommends the split award for the furnishing of Grant Writing Service for the Housing Resource Commission to Resource Development Institute of Kansas City, Missouri and Tellus Business Services, LLC of Lees Summit, Missouri under the Terms and Conditions of Proposal No. 16-10.</p> <p>A split award is recommended for the following reasons: although Resource Development Institute's pricing is higher, they have an excellent performance record with the County and have helped secure numerous grants; Tellus has lower prices and we would like to give them an opportunity to perform as well.</p> | Resource Development Institute of Kansas City, MO | \$80.00 per hour | Tellus Business Services, LLC of Lees Summit, MO | \$35.00 per hour | | | | | | | | |
| Resource Development Institute of Kansas City, MO | \$80.00 per hour | | | | | | | | | | | | |
| Tellus Business Services, LLC of Lees Summit, MO | \$35.00 per hour | | | | | | | | | | | | |

| | | |
|-------------|---|----------------------|
| CLEARANCE | <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) | |
| ATTACHMENTS | Abstract of Bids, the Recommendation of Ms. Celestine Williams, HRC Director and the pertinent pages of Resource Development Institute's proposal and Tellus Business Services' proposal. | |
| REVIEW | Department Director: <i>Celestine J. Williams</i> | Date: <i>4/29/10</i> |
| | Finance (Budget Approval): <i>If applicable</i> <i>Mary Rasmussen</i> | Date: <i>4/30/10</i> |
| | Division Manager: <i>[Signature]</i> | Date: <i>5/3/10</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/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.