

REQUEST FOR LEGISLATIVE ACTION**Version 6/10/19**

Completed by County Counselor's Office:

Res/Ord No.: 20609

Sponsor(s): Theresa Cass Galvin

Date: January 25, 2021

SUBJECT	Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance Project/Title: <u>Awarding a Twelve-Month Term and Supply Contract, with One Twelve Month Option to Extend for Rebranding Services for the COMBAT Commission to Tico Productions, LLC of Kansas City, MO under the terms and conditions of Request for Proposal No. 49-20.</u>																							
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td><td>\$</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>\$</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:</td><td>\$</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)</p> <p><input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: COMBAT Commission Estimated Use: \$45,000.00</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number:	\$													
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PRIOR LEGISLATION	Prior ordinances and (date): Prior resolutions and (date): 20323, 12/9/2019,																							
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Katelyn Edgar, Buyer, 816-881-3292																							
REQUEST SUMMARY	<p>The COMBAT Commission requires a Term and Supply Contract for Rebranding Services. The Purchasing Department issued Request for Proposal No. 49-20 in response to those requirements.</p> <p>A total of twenty-one notifications were distributed and four responses were received and evaluated as below:</p> <table border="1"> <thead> <tr> <th>Respondent & Location</th><th>Total Points Awarded</th><th>Annual Amount</th></tr> </thead> <tbody> <tr> <td>Hoot Design Co; Columbia, MO</td><td>63.0</td><td>\$21,950.00</td></tr> <tr> <td>Tico Productions; KCMO</td><td>89.1</td><td>\$33,000.00</td></tr> <tr> <td>Novella Brandhouse Studio, KCMO</td><td>84.5</td><td>\$52,000.00</td></tr> <tr> <td>The Hummingbird Group, St. Louis, MO</td><td>58.3</td><td>\$288,800.00</td></tr> </tbody> </table> <p>Evaluation Points were based on the following:</p> <table border="1"> <tbody> <tr> <td>Responsiveness to Request for Proposal</td><td>10%</td></tr> <tr> <td>Product Proposed</td><td>30%</td></tr> <tr> <td>Respondent's Experience and Qualifications</td><td>30%</td></tr> <tr> <td>Pricing</td><td>30%</td></tr> </tbody> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, the COMBAT Commission and the Purchasing Department recommends the award of a Twelve-Month Term and Supply Contract, with One Twelve Month Option to Extend, for the furnishing of Rebranding Services to Tico Productions, LLC of Kansas City, MO as the lowest and best proposal received in response to Request for Proposal No. 49-20.</p>	Respondent & Location	Total Points Awarded	Annual Amount	Hoot Design Co; Columbia, MO	63.0	\$21,950.00	Tico Productions; KCMO	89.1	\$33,000.00	Novella Brandhouse Studio, KCMO	84.5	\$52,000.00	The Hummingbird Group, St. Louis, MO	58.3	\$288,800.00	Responsiveness to Request for Proposal	10%	Product Proposed	30%	Respondent's Experience and Qualifications	30%	Pricing	30%
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CLEARANCE	<input checked="" 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 checked="" type="checkbox"/> MBE Goals 0% <input checked="" type="checkbox"/> WBE Goals 11.7% <input checked="" type="checkbox"/> VBE Goals 9.5% CUP has been accepted by Compliance Review; Goals are being met at stated.	
ATTACHMENTS	Abstract of Bids received, Recommendation Memo from Joe Loudon, COMBAT Communications/Marketing Administrator, Evaluation Scoring Sheet, Pricing comparison and the pertinent pages of Tico Productions' proposal.	
REVIEW	Department Director: <i>Vincent M. Ortega</i>	Date: 01/12/2021
	Finance (Budget Approval): <i>If applicable</i>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> APPROVED <small>By Mark Lang at 4:54 pm, Jan 12, 2021</small> </div> Date:
	Division Manager: <i>Juan Peters Baker</i>	Date: 01/20/2021
	County Counselor's Office: <i>By - Coun</i>	Date: 1/21/2021

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.