

## Request for Legislative Action

Res. #20777

Sponsor: Theresa Cass Galvin

Date: October 4, 2021

### Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	20777
Sponsor(s):	Theresa Galvin	Legislature Meeting Date:	10/4/2021

### Introduction

**Action Items:** ['Authorize', 'Transfer']

**Project/Title:**

Requesting a transfer within the Assessment Fund and awarding a twelve-month contract (with two twelve-month options to extend) for temporary office space for the Assessment Department to 1301 Oak Level Office LLC of Chicago, Illinois dba: Expansive (formerly Novel Coworking) located in the Kessler Building at 1301 Oak St., in Kansas City, Missouri under the terms and conditions of RFP 43-21 in an amount not to exceed \$65,351.00 (\$16,571.00 2021 budget + \$48,780.00 2022 budget subject to appropriation).

### Request Summary

The Assessment Department has an ongoing need for temporary office space to house the Tyler Technology staff (for the CAMA and Reassessment Projects) and for additional Assessment staff who are working closely with Tyler as Data Collectors for the Assessment Department. There continues to be no space immediately available within the Jackson County Courthouse that is large enough to accommodate our contract with Tyler and additional staff as necessary.

The Assessment Department worked closely with Purchasing staff to work through the formal bid process. Expansive responded to RFP 43-21 and was found to be the lowest and best bidder immediately available.

We are requesting a transfer within the Assessment Fund and awarding a twelve-month contract (with two twelve-month options to extend) for temporary office space for the Assessment Department to 1301 Oak Level Office LLC of Chicago, Illinois dba: Expansive (formerly Novel Coworking) located in the Kessler Building at 1301 Oak St., in Kansas City, Missouri under the terms and conditions of RFP 43-21 in an amount not to exceed \$65,351.00 (\$16,571.00 2021 budget + \$48,780.00 2022 budget subject to appropriation).

Pursuant to Section of 1054.6 of Chapter 10, The Assessment Department and the Director of Finance and Purchasing recommend the award of Request for Proposal No. 43-21 to 1301 Oak Level Office LLC of Chicago, IL as the best proposal received.

There were a total of 13 notifications distributed and 1 response received.

### Contact Information

<b>Department:</b>	Assessment	<b>Submitted Date:</b>	9/7/2021
<b>Name:</b>	Jeph BurroughsScanlon	<b>Email:</b>	jbs@jacksongov.org
<b>Title:</b>	Deputy Director of Assessment	<b>Phone:</b>	816-881-3256

## Request for Legislative Action

Budget Information			
Amount authorized by this legislation this fiscal year:			\$16,571
Amount previously authorized this fiscal year:			\$37,263
Total amount authorized after this legislative action:			\$53,834
Is it transferring fund?			Yes
Transferring Fund From:			
Fund:	Department:	Line Item Account:	Amount:
045 (Assessment Fund)	1903 (Assessment System)	56661 (Software Purchases)	\$16,571
Transferring Fund To:			
Fund:	Department:	Line Item Account:	Amount:
045 (Assessment Fund)	1902 (Assessment)	56620 (Rent - Buildings)	\$16,571

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
5414	October 19, 2020
Prior Resolution	
Resolution:	Resolution date:
20630	March 1, 2021

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	Yes
Chapter 10 Justification:	Formal Bid
Core 4 Tax Clearance Completed:	Yes
Certificate of Foreign Corporation Received:	Yes
Have all required attachments been included in this RLA?	Yes

Compliance	
Certificate of Compliance	
In Compliance	
Minority, Women and Veteran Owned Business Program	
Goals Not Applicable for following reason: Contract is for real property	
MBE:	.00%
WBE:	.00%
VBE:	.00%

## Request for Legislative Action

Prevailing Wage	
Not Applicable	

Fiscal Information
<ul style="list-style-type: none"><li>Funds sufficient for this appropriation and/or transfer are available from the source indicated on the budget information tab.</li></ul>

## Request for Legislative Action

### History

Jeph BurroughsScanlon at 9/7/2021 5:11:06 PM - [Submitted | Entering on behalf of JBS to troubleshoot.]

Department Director: Anne E. Collier at 9/7/2021 5:18:31 PM - [ Returned for more information | Jeph, I was able to create this using your data. Please attach the documents and try to submit it. If that fails, please send me the documents so I can try to attach them. This will allow me to narrow it down to either an issue with the documents or an issue with your security credentials. Thanks, Anne ]

Submitter: Jeph BurroughsScanlon at 9/9/2021 3:48:23 PM - [ Submitted | ]

Department Director: Jeph BurroughsScanlon at 9/9/2021 4:08:05 PM - [ Approved | We will attach the contract as soon as it is available from the vendor and it is approved by the County Counselor's Office. ]

Finance (Purchasing): Barbara J. Casamento at 9/10/2021 1:39:38 PM - [ Returned for more information | Please make the following corrections: (1) The RFP stated a 24 month contract with one 12 month extension - if you want to use these terms, you will need to state them in the Project/Title and Request Summary, or you will have to return for legislative approval for each extension; (2)The Vendor Information in the Project/Title and Request Summary must be corrected as follows: 1301 Oak Level Office LLC of Chicago, Illinois dba: Novel Co-Working/Expansive; (3) you must include a copy of the contract/lease with this Erla. ]

Submitter: Jeph BurroughsScanlon at 9/13/2021 8:09:05 AM - [ Submitted | Contract is currently being reviewed by County Counselor's Office. ]

Department Director: Jeph BurroughsScanlon at 9/13/2021 8:19:18 AM - [ Approved | Contract is currently being reviewed by County Counselor's Office. ]

Finance (Purchasing): Barbara J. Casamento at 9/13/2021 9:21:01 AM - [ Returned for more information | A copy of the contract needs to be attached to the ERLA prior to sending it ]

Submitter: Jeph BurroughsScanlon at 9/21/2021 4:31:41 PM - [ Submitted | ]

Department Director: Gail McCann Beatty at 9/21/2021 4:49:05 PM - [ Approved | ]

Finance (Purchasing): Barbara J. Casamento at 9/22/2021 9:51:22 AM - [ Approved | ]

Compliance: Katie M. Bartle at 9/23/2021 10:47:29 AM - [ Approved | eRLA 234 ]

Finance (Budget): Mark Lang at 9/24/2021 9:58:35 AM - [ Returned for more information | The "Transfer To" Department needs to change 1902 on the "Budget Information" tab. ]

Submitter: Jeph BurroughsScanlon at 9/24/2021 11:57:09 AM - [ Submitted | The "Transfer To" Department has been to change 1902 on the "Budget Information" tab. ]

Department Director: Jeph BurroughsScanlon at 9/24/2021 12:10:19 PM - [ Approved | ]

Finance (Purchasing): Barbara J. Casamento at 9/24/2021 12:56:13 PM - [ Approved | ]

Compliance: Jaime Guillen at 9/27/2021 8:56:42 AM - [ Approved | ]

Finance (Budget): Mark Lang at 9/27/2021 9:39:20 AM - [ Approved | The fiscal note has been attached. ]

Executive: Sylvia Stevenson at 9/28/2021 11:35:48 AM - [ Approved | ]

Legal: Elizabeth Freeland at 9/28/2021 4:03:25 PM - [ Returned for more information | add wording from Barb's most recent email. Thx! ]

Submitter: Jeph BurroughsScanlon at 9/28/2021 4:54:31 PM - [ Submitted | ]

Department Director: Jeph BurroughsScanlon at 9/28/2021 5:09:02 PM - [ Approved | ]

Finance (Purchasing): Barbara J. Casamento at 9/29/2021 9:31:33 AM - [ Approved | ]

Compliance: Katie M. Bartle at 9/29/2021 10:10:43 AM - [ Approved | ]

Finance (Budget): Mark Lang at 9/29/2021 11:37:58 AM - [ Approved | ]

Executive: Sylvia Stevenson at 9/29/2021 12:02:32 PM - [ Approved | ]

Legal: Elizabeth Freeland at 9/29/2021 1:18:55 PM - [ Approved | ]

### Fiscal Note:

Funds sufficient for this transfer are available from the sources indicated below.

PC# 190321004 000

Date: September 24, 2021

RES # 20777  
eRLA ID #: 234

Org Code/Description	Object Code/Description	From	To
<b>045 Assessment Fund</b>			
1903 Assessment System	56661 Software Purchases	\$ 16,571	\$ -
1902 Assessment	56620 Rent - Buildings	-	16,571
		\$ 16,571	\$ 16,571

### Fiscal Note:

This expenditure was included in the Annual Budget

PC#

Org Code/Description	Object Code/Description	Not to Exceed
<b>045 Assessment Fund</b>		
1902 Assessment	56620 Rent - Buildings	\$ 16,571
		\$ 16,571

**APPROVED**

By Mark Lang at 9:38 am, Sep 27, 2021

Budget Office



## ASSESSMENT DEPARTMENT

### JACKSON COUNTY

JACKSON COUNTY COURTHOUSE  
415 EAST 12<sup>TH</sup> STREET, FIRST FLOOR MEZZANINE  
KANSAS CITY, MISSOURI 64106  
WWW.JACKSONGOV.ORG

(816) 881-3239  
Fax: (816) 881-1388

## **MEMORANDUM**

**FROM:** Jeph BurroughsScanlon, Deputy Director of Assessment *JB*  
**TO:** Barbara Casamento, Purchasing Administrator  
**CC:** Gail McCann Beatty, Director of Assessment  
Bob Crutsinger, Director of Finance  
Mark Lang, Budget Administrator – Finance  
**DATE:** August 24, 2021  
**RE:** RFP 43-21 **Leased Office Space for use by the Assessment Department**

On August 3, 2021 we received one response to the Request for Proposal 43-21 for leased office space for use by the Assessment Department.

The evaluation committee was made up of three Assessment Department staff members. The committee reviewed, evaluated and scored the proposals. The attached summary of the evaluation committee explains the criteria that were discussed.

The committee selected Expansive Workspace Kessler Building at 1301 Oak Street, KCMO as the best qualified and we have negotiated a fee schedule for all products and services as summarized below and detailed on the attached.

#### ■ RFP 43-21 Leased Office Space

- Including \$5,420.00/per month x 12 months + \$311.00 service retainer \$65,351.00
  - 2021 budget transfer \$16,571.00
  - 2022 budget \$48,780.00 – subject to appropriation
- Initial contract for 12 months with two 12-month options to extend.

This will require a transfer of funds within the 2021 Assessment Department budget from Assessment **System Software Purchases line item 045-1903-56661** to the 2021 Assessment **Department Rent - Buildings line item 045-1902-56620**.

<b>Jackson County Missouri Assessment Department Request for Proposals No. 43-21</b>	Highest Possible Score			
<b>Expansive Workspace (Novel - 1301 Oak St. 64106)</b>		<b>Evaluator #1</b>	<b>Evaluator #2</b>	<b>Evaluator #3</b>
Responsiveness to Request for Proposal	5%	5%	5%	5%
References	10%	10%	10%	10%
Respondent's Experience and Qualifications	20%	20%	20%	20%
Location	30%	30%	25%	30%
Pricing	35%	30%	25%	30%
Total possible score for each respondent	100%	100%	100%	100%
<b>Total average score from each evaluator</b>		<b>95%</b>	<b>85%</b>	<b>95%</b>
<b>Total average &amp; ranking</b>	<b>91.67%</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Additional Notes:**

Expansive Workspace was the only bidder.

Space is the same space we currently occupy with no requested changes.

New proposed rent represents a small increase rental rate (7.4% increase).

Rather than 24 months, we should consider 1 year plus additional 1 year options.

76  
43-21

76  
43-71

Request for Proposal No. 49-24 43-21  
Leased Space for Assessment  
Opens: 2:00 PM, CDT on 8/3/21

Request for Proposal No. 49-24 43-21  
Leased Space for Assessment  
Opens: 2:00 PM, CDT on 8/3/21

Request for Proposal No. 49-21 43-21		Leased Space for Assessment Opens: 2:00 PM, CDT on 8/3/21		Kate Whipple Expansive Workspace AMOUNT		AMOUNT		AMOUNT		AMOUNT	
NO	DESCRIPTION	UNIT	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
	See Proposal			see bid							

CERTIFICATION OF BID OPENING  
BIDS WERE PUBLICLY  
OPENED AND RECORDED

ON: 8.3.2021, BY Martina Spurio  
Martina Spurio  
 CLERK OF THE LEGISLATURE  
Patricia Cagennette  
 PURCHASING

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# ABSTRACT OF