



Solicitation Waiver Kansas City Code Section 3-7

DATE: 7/19/2023

TO: Keely Golden, Procurement Manager

FROM: Melissa Kozakiewicz, Interim Director

SUBJECT: Solicitation Waiver Procurement- Community Care Link, Right to Counsel program

It is recommended that in accordance with Code Section 3-3, the solicitation requirements of Code Section D number 5 to contract with First Call Technologies LLC, aka Community Care Link (Contractor) to provide call routing and data tracking services for the city's existing Right to Counsel (RTC) program. The contractor has an existing contract with the city to provide RTC services, they helped develop the current methodology used to satisfy ordinance requirements. They are uniquely qualified to continue to perform this extremely important task.

It would cost the City more money to work with a different supplier due to their experience with the RTC program. We are requesting to enter into a contract with First Call Technologies LLC, aka Community Care Link to maintain a web-based platform for accepting, routing, and storing Right to Counsel applicant information.

The total cost of the equipment is \$115,000.

If you have any questions, please contact Kyle Elliott at 816.513.3007.

DocuSigned by:

Melissa Kozakiewicz

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7/24/2023

Melissa Kozakiewicz, Interim Director

Date

CC: City Manager

DocuSigned by:

Keely Golden

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Keely Golden

7/24/2023

**Civil Rights & Equal Opportunity Department
Economic Equity & Inclusion
Contract Goals Request**

**Date: July 26, 2023
Form Prepared By: Sarah Cecil**

Contract/Project Number: 2023-0017		Project Name: Heartland Center for Jobs & Freedom	
Owning Department: Housing Department		Project Manager: Tiffany Drummer	
Funding:	<input checked="" type="checkbox"/> City	<input type="checkbox"/> State	<input type="checkbox"/> Federal
Project Requirements:	<input type="checkbox"/> M/WBE	<input type="checkbox"/> DBE	<input type="checkbox"/> Section 3
Tax Incentive:	<input type="checkbox"/> LCRA	<input type="checkbox"/> TIF	<input type="checkbox"/> PIEA
Prevailing Wage:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Davis-Bacon:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Presenting to Council¹:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Construction Employment Program:	<input type="checkbox"/> YES: Workforce employment goals are 10% minority hours & 2% female hours. This project is estimated at over 800 work hours and over \$300,000. <input type="checkbox"/> NO: This project is estimated at less than \$300,000 and no more than 800 work hours.		

Estimated Number of Project Days: N/A	Anticipated Solicitation Date:
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Contract Type:

<input type="checkbox"/> Construction	<input type="checkbox"/> Design-Build	<input type="checkbox"/> Design Professional	<input checked="" type="checkbox"/> Professional Services
<input type="checkbox"/> General Service	<input type="checkbox"/> Concession	<input type="checkbox"/> Other Goods & Services	<input type="checkbox"/> Non-Municipal Agency
<input type="checkbox"/> Co-Operative	<input type="checkbox"/> Revenue Sharing	<input type="checkbox"/> Facilities Maintenance/Repair/Renovation	
<input type="checkbox"/> Other:			

Description of Contract (Provide Details):
 The purpose of this contract is to increase tenant access to legal representation in eviction proceedings related to rental housing. HCDD is requesting the contract be exempt from goals due to having a sole source solicitation waiver. There are no subcontracting opportunities due to funding being used to pay for current staff already with the firm only. Estimated contract amount of \$324,000.
Pursuant to RSMo. Section 610.021(11) & (12) documents related to bids will not be made available until bids are completed.

This document is submitted with all available facts. Intentionally falsifying this document or omitting pertinent facts is grounds for disciplinary action pursuant to KCMO Human Resources Rules & Policy Manual (eff. August 6, 2014).

FOR GENERAL SERVICES DEPARTMENT (PROCUREMENT) USE ONLY:

Reviewed CREO Annual Goal Manual? Yes No

Waiver being applied? Yes No **Type:** _____

According to CREO Annual Goal Manual, the Goals for this project are:

_____ % MBE	_____ % WBE	_____ % DBE
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Electronic Record? Yes No

GSD Signature: _____ **Date:** _____

FOR CIVIL RIGHTS & EQUAL OPPORTUNITY DEPARTMENT (CREO) USE ONLY:

Reviewed CREO Annual Goal Manual? Yes No N/A

The following Goals are approved for this Project:

_____ % MBE	_____ % WBE	_____ % DBE
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No Goals are set for this Project **Waiver Approved** **Waiver Denied**

Reason for Wavier: Public service. No subcontracting opportunities. sole source waiver.

Electronic Record? Yes No

CREO Signature: Mark Runge **Date:** 7/27/2023
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Solicitation Waiver Kansas City Code Section 3-7

DATE: 7/19/2023

TO: Keely Golden, Procurement Manager

FROM: Melissa Kozakiewicz, Interim Director

SUBJECT: Solicitation Waiver Procurement- Heartland Center for Jobs & Freedom, Right to Counsel program

It is recommended that in accordance with Code Section 3-3, the solicitation requirements of Code Section D number 5 to contract with Heartland Center for Jobs & Freedom (Contractor) to provide representation to tenants facing eviction in Kansas City as well as training to the attorneys carrying out the program. The contractor is the only legal service provider available to provide legal services and training of this type for eviction cases. They are an active non-profit partner of the current Right to Counsel program and provide service training for all other law groups.

There is not another service provider in the region who provides training and legal services of this type, their non-profit standing allows the city to keep costs at a minimum and provide more clients with services. We are requesting to enter into a contract with Heartland Center for Jobs & Freedom to services and lawyer training for the Right to Counsel program.

The total cost of the service is \$324,000.

If you have any questions, please contact Kyle Elliott at 816.513.3007.

DocuSigned by:

Melissa Kozakiewicz

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7/24/2023

Melissa Kozakiewicz, Interim Director

Date

CC: City Manager

**Civil Rights & Equal Opportunity Department
Economic Equity & Inclusion
Contract Goals Request**

Date: July 26, 2023
Form Prepared By: Sarah Cecil

Contract/Project Number: 2023-0018	Project Name: UMKC
Owning Department: Housing Department	Project Manager: Tiffany Drummer

Funding: City State Federal CO-OP Grant: Other: Right to Council

Project Requirements: M/WBE DBE Section 3 N/A

Tax Incentive: LCRA TIF PIEA N/A Other:

Prevailing Wage: Yes No

Davis-Bacon: Yes No

Presenting to Council¹: Yes No

Construction Employment Program: Yes: Workforce employment goals are 10% minority hours & 2% female hours. This project is estimated at over 800 work hours and over \$300,000.
 No: This project is estimated at less than \$300,000 and no more than 800 work hours.

Estimated Number of Project Days: N/A	Anticipated Solicitation Date:
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Contract Type:

Construction Design-Build Design Professional Professional Services

General Service Concession Other Goods & Services Non-Municipal Agency

Co-Operative Revenue Sharing Facilities Maintenance/Repair/Renovation

Other:

Description of Contract (Provide Details):

The Purpose of this contract is to increase tenant access to legal representation in eviction and other proceedings related to rental housing. HCDD is requesting this contract be exempt from goals due to having a sole source solicitation waiver. There are no subcontracting opportunities due to funding being used to pay for current staff already with the firm only. Estimated contract amount is \$756,000.

Pursuant to RSMo, Section 610.021(11) & (12) documents related to bids will not be made available until bids are completed.

This document is submitted with all available facts. Intentionally falsifying this document or omitting pertinent facts is grounds for disciplinary action pursuant to KCMO Human Resources Rules & Policy Manual (eff. August 4, 2016).

FOR GENERAL SERVICES DEPARTMENT (PROCUREMENT) USE ONLY:

Reviewed CREO Annual Goal Manual? Yes No

Waiver being applied? Yes No Type:

According to CREO Annual Goal Manual, the Goals for this project are:

% MBE	% WBE	% DBE
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Electronic Record? Yes No

GSD Signature: _____ Date: _____

FOR CIVIL RIGHTS & EQUAL OPPORTUNITY DEPARTMENT (CREO) USE ONLY:

Reviewed CREO Annual Goal Manual? Yes No N/A

The following Goals are approved for this Project:

% MBE	% WBE	% DBE
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No Goals are set for this Project Waiver Approved Waiver Denied

Reason for Wavier: Public Service. No subcontracting opportunities. Sole source waiver.

Electronic Record? Yes No

CREO Signature: Mark Runge Date: 7/27/2023

DocuSigned by: 5AFEC9E4B03681A





Solicitation Waiver Kansas City Code Section 3-7

DATE: 7/19/2023

TO: Keely Golden, Procurement Manager

FROM: Melissa Kozakiewicz, Interim Director

SUBJECT: Solicitation Waiver Procurement- University of Missouri-Kansas City, Right to Counsel program

It is recommended that in accordance with Code Section 3-3, the solicitation requirements of Code Section D number 5 to contract with the University of Missouri-Kansas City, School of Law (Contractor) for the purpose of increasing tenant access to legal representation in eviction and other proceedings related to the rental housing program. The contractor is the only legal service provider available to provide access to an adequate number of legal fellows, with staff attorney and senior attorney oversight. They are an active non-profit partner of the current Right to Counsel program and provide additional capacity and oversight to the program.

There is not another service provider in the region who provides access to legal fellows and senior attorney oversight at the capacity that the University of Missouri-Kansas City, School of Law can. We are requesting to enter into a contract with the University of Missouri-Kansas City, School of Law to services and lawyer training for the Right to Counsel program.

The total cost of the service is \$756,000.

If you have any questions, please contact Kyle Elliott at 816.513.3007.

DocuSigned by:

Melissa Kozakiewicz

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7/24/2023

Melissa Kozakiewicz, Interim Director

Date

CC: City Manager

DocuSigned by:

Keely Golden

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7/24/2023

Civil Rights & Equal Opportunity Department
Economic Equity & Inclusion
Small Local Business Enterprise (SLBE) Contract Review Request

Date: 6/9/2023
Form Prepared By: Sarah Cecil

Contract/Project Number: 2023-0019	Project Name: First Call Technologies, LLC
Estimated Cost: \$115,000.00	Project Manager: Sarah Cecil

Funding: City State Federal CO-OP Grant Other: Right to Council

Prevailing Wage: Yes No

Davis-Bacon: Yes No

Presenting to Council: Yes No

Public Works Sidewalk Project: Yes No

Water Services Department Engineering Professional Services SLBE-WSDEPS Project: Yes No

Estimated Number of Project Days: TBD	Anticipated Solicitation Date:
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Contract Type:

Construction Design-Build Design Professional Professional Services

General Service Concession Other Goods & Services Non-Municipal Agency

Co-Operative Revenue Sharing Facilities Maintenance/Repair/Renovation

Other: Right to Council

Description of Contract (Provide Details):

The purpose of this contract is to increase tenant access to legal representation in eviction and other proceedings related to rental housing.

Pursuant to RSMo. Section 610.021(11) & (12) documents related to bids will not be made available until bids are completed.

This document is submitted with all available facts. Intentionally falsifying this document or omitting pertinent facts is grounds for disciplinary action pursuant to KCMO Human Resources Rules & Policies Manual (eff. August 4, 2014).

FOR CIVIL RIGHTS & EQUAL OPPORTUNITY DEPARTMENT (CREO) USE ONLY:

SLBE Limited Solicitation

10% Pre-Payment²

5% Bid Incentive³

Exempt Waiver Approved Waiver Denied N/A

Reason for Waiver: sole source waiver. Already awarded.

Electronic Record? Yes No

CREO Signature:  Date: June 9, 2023

FOR DEPARTMENT USE ONLY - CONTRACTOR INFORMATION

Enter selected firm below and return a copy of this page to CREO KC.

Company:	Contact:
Address:	Phone Number:
Contract Value:	Vendor No.:

Department Signature: _____ Date: _____

1 Construction or construction supply contract estimated less than \$300,000 or non-construction contract less than \$100,000.
 2 Pre-Payment of up to 10% of the contract amount to be paid by City upon NTP as set out in the contract documents.
 3 Bid Incentive not to exceed 5% and not applicable to any contract requiring the payment of prevailing wages.



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SUBJECT: Solicitation Waiver Procurement- Community Care Link, Right to Counsel program

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It would cost the City more money to work with a different supplier due to their experience with the RTC program. We are requesting to enter into a contract with First Call Technologies LLC, aka Community Care Link to maintain a web-based platform for accepting, routing, and storing Right to Counsel applicant information.

The total cost of the equipment is \$115,000.

If you have any questions, please contact Kyle Elliott at 816.513.3007.

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7/24/2023

Melissa Kozakiewicz, Interim Director

Date

CC: City Manager