



OFFICE OF THE CITY ATTORNEY

28th Floor, City Hall
414 East 12th Street
Kansas City, Missouri

Email: emalea.black@kcmo.org
Direct: (816) 513-3172
FAX: (816) 513-2716

March 29, 2022

Marilyn Sanders
City Clerk - City of Kansas City, Missouri
25th Floor, City Hall
414 East 12th Street
Kansas City, MO. 64106

RE: Central City Economic Development Sales Tax Board – Administrative Services Contract

Dear Ms. Sanders:

Pursuant to Section 67.1305.13, RSMo and Section 68-449(c), Code of Ordinances, the Central City Economic Development Sales Tax Board (the “Board”) is tasked with:

1. Considering proposed economic development projects;
2. Noticing and holding public hearings; and
3. Recommending the adoption and funding of economic development project to the City Council.

On August 15, 2018, the City issued RFP No. EV2576, which sought a CCED program administrator. The services to be performed included “oversee[ing] the implementation of economic development programs for the Central City Economic Development Sales Tax Board.” Harrison- Lee Development Consulting, LLC (“Harrison-Lee”) made the winning proposal. On March 20, 2019, the City entered into a two-year contract with Harrison-Lee for the identified services, with a maximum amount not to exceed \$182,000.00 in any 12-month period. Council approved an extension of the agreement for two additional years, for a total maximum amount over four years of \$728,000.00 with Ordinance No. 210291.

On March 4, 2021, with Resolution 210145, the Council directed the City Manager to issue a new request for proposal for a program administrator to assist the Board. As part of their contract with the City, Harrison-Lee assisted in drafting RFP No. EV2840. The RFP solicited proposals for a CCED program administrator with an expanded scope of services. The responsibilities included assisting in the possible hiring of an executive director, developing organizational policies and procedures, identifying possible partnerships, facilitating the development of a communications and marketing strategy, and enhancing citizen engagement. Proposal documents were due on May 26, 2021. The RFP received no responses.

On March 12, 2022, the Board voted 4-1 to recommend that the City terminate the current contract with Harrison-Lee, and waive it’s normal procurement process to enter into a new three-year

contract with Harrison-Lee to perform administrative and consulting services, including establishing a permanent office for the CCED assigned administrative Harrison-Lee staff, in accordance with a proposal by Harrison-Lee. The proposal contemplates an annual contract amount of \$1,074,700.00.

If you have any questions, feel free to contact me at either 816-513-3172 or by email at emalea.black@kcmo.org.

Cordially,

Emalea Black
Assistant City Attorney

cc: CCED Board