

DATE: 7/19/2023

TO: Keely Golden, Procurement Manager

FROM: Melissa Kozaklewicz, 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.

Mulissa konakiuwun

BOZEFGGBOBCE461...

Melissa Kozakiewicz, Interim Director

Date

CC: City Manager

MOREAPARRATA... 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		
Estimated Number of Project Days: N/A	Anticipated Solicitation Date:		
General Service Concession	Design Professional Professional Professional Services Other Goods & Services Non-Municipal Agency Facilities Maintenance/Repair/Renovation		
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 this lying this document or omitting partners facts is grounds for disciplinary action.			
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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.

Melissa kozakiewez	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	
	1	
Estimated Number of Project Days: N/A	Anticipated Solicitation Date:	
General Service Concession	esign Professional Professional Professional Services her Goods & Services Non-Municipal Agency acilities Maintenance/Repair/Renovation	
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.		
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DATE:	<u>7/19/2023</u>
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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.

7/24/2023

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

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

Melissa trongakiewen	7/24/2023
Melissa Kozakiewicz, Interim Director	Date
CC: City Manager	
Docusigned by: Kooly, Goldon	

Civil Rights & Equal Opportunity Department

Economic Equity & Inclusion

Date: 6/9/2023

Form Prepared By: Sarah Cecil

Small Local Business Enterprise (SLBE) Contract Review Request Contract/Project Number: 2023-0019 Project Name: First Call Technologies, LLC Estimated Cost1: \$115,000.00 Project Manager: Sarah Cecil [Federal CO-OP **Fundine:** City State Grant: 77 Other: Miss Cond Prevailing Wage: ☐ Yes **₹** No Davis-Bacon: Yes [7] No Presenting to Council: Yes Yes 171 No Public Works Sidewalk Project: Water Services Department Engineering Professional Services (SLBE-WSDEPS) Project: Yes ✓ No Estimated Number of Project Days: TRD Anticipated Solicitation Date: Contract Type: ☐ Design Professional **Professional Services** ☐ Construction Design-Build General Service Concession Other Goods & Services Non-Municipal Agency ☐ Revenue Sharing Co-Operative ☐ 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 evaluable until bids are completed. This document is submitted with all aveilable facts, intentionally fairflying this document or omitting partitiont facts is grounds for disciplinary action pursuant to KCMO Human Resources Rules & Policy Manual eff. August 4, 2014). FOR CIVIL RIGHTS & EQUAL OPPORTUNITY DEPARTMENT (CREO) USE ONLY: ☐ SLBE Limited Solicitation □ 10% Pre-Payment² 5% Bld Incentive Exempt Walver Approved **Waiver Denied** N/A Sole Source waiver. Already awarded. Reason for Walver: Yes **Electronic Record?** No Mark Burge Date: Juli6-9/2002a CREO Signature: FOR DEPARTMENT USE ONLY - CONTRACOR INFORMATION Enter selected firm below and return a copy of this page to CREO KC. Contact: Company: Address: Phone Number: **Contract Value:** Vendor No.

1 Construction or construction supply contract estimated less than \$300,000 or non-construction contract less than \$160,000.

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 wases.



Department Signature:

Date:



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 kozakiewcz	7/24/2023
Melissa Kozakiewicz, Interim Director	Date

CC: City Manager