Request for Proposals
Kansas City Regional Purchasing Cooperative
Administrative Services

Issued October 7, 2020

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Closing Date and Time for Proposal Submittal – October 28, 2020, by 5:00 pm CST
Contact Information – Jacob Worth, Local Government Services, jworth@marc.org
BACKGROUND

I. MARC Organizational Structure

The Mid-America Regional Council (MARC) is the metropolitan planning organization and association of city and county governments serving the bi-state Kansas City region. It is a public, non-profit agency. MARC serves nine counties with 119 cities, including Cass, Clay, Jackson, Platte and Ray counties in Missouri; and Johnson, Leavenworth, Miami and Wyandotte counties in Kansas.

MARC was formed in 1972 and is governed by a 33-member board of directors composed of city and county elected officials. In addition to the board, MARC has dozens of policy, technical and advisory committees and decision-making entities overseeing its work and providing important and diverse stakeholder involvement. This series of committees and working groups enables MARC to engage a diverse array of community interests and representatives from often under-represented constituencies.

MARC’s Local Government Services Department offers a number of shared services to MARC member organizations including a salary survey, government training institute, and local government regional purchasing cooperative. The Kansas City Regional Purchasing Cooperative (KCRPC) exists as a partnership between MARC, the Mid-America Council of Public Purchasing (MACPP), and local governments. MARC serves as the legal entity that operates the KCRPC and utilizes a program coordinator to manage day to day activities. While MARC remains satisfied with the current performance of day to day management of the program, MARC is performing its due diligence and through this RFP process, is seeking innovation with regards to our regional cooperative purchasing program. The KCRPC is a self-supporting enterprise program funded by a small administrative fee built into contract pricing.

II. Goals and Objectives

MARC/KCRPC seeks proposals for an independent contractor or firm to accomplish the following goals:

(1) To secure administrative services to manage day to day activities of MARC/KCRPC cooperative purchasing.
   • MARC/KCRPC requires comprehensive administrative services that can act as a central point of contact and representative of MARC/KCRPC while overseeing daily tasks of planning and scheduling multi-jurisdictional procurement projects. The services that are sought should also be able to effectively establish and implement KCRPC procedures and ensure compliance with them.

(2) To further improve the effectiveness and efficiency of MARC/KCRPC by:
   • Increasing our stakeholders’ buying power while decreasing administrative costs
   • Advancing the objectives of:
     ◦ Producing more cooperative contracts and more opportunities for volume discount savings to local governments
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- Creating new initiatives and new opportunities to save money
- Creating new opportunities through partnerships with other local governments, schools, and national purchasing cooperatives.

III. Current KCRPC Description

MARC currently has a single independent contractor who serves as the program coordinator for the KCRPC. The Program Coordinator is responsible for overseeing and managing day to day details of the cooperative purchasing program.

Currently, KCRPC utilizes two different forms of cooperative purchasing.

- Joint bids – This method involves a commitment by participants to be listed in a bid as a “participant” and to commit to a specific quantity, or annual estimated quantity of a selected commodity or service.

- Cooperative Purchasing – This method is a “piggybacking” method which involves adding a cooperative purchasing clause in each contract issued by MARC/KCRPC. The clause allows non-participants to obtain the same pricing and terms under an existing contract as original participants.

In addition to MARC/KCRPC contracts, MARC has partnered with the cooperative purchasing group HGAC Buy which is based out of the Houston area. HGACBuy is used for higher ticket more capital-intensive products and services that require more specific and detailed specification (i.e. heavy equipment, ambulances, fire trucks, etc.). MARC covers all advertising costs associated with cooperative purchasing contracts and utilizes the national purchasing database CoProcure, to make these contracts available online. Together since 2003, MARC/KCRPC and HGACBuy has saved local governments within the Kansas City metropolitan area over $15 million. See the tables below for high level performance measures from the programs over the last two years.

<table>
<thead>
<tr>
<th>HGACBuy Performance Measures</th>
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<tbody>
<tr>
<td>Year</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>2019</td>
</tr>
<tr>
<td>2020</td>
</tr>
<tr>
<td>(As of 7/28/20)</td>
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</tbody>
</table>
The following reflects an outline of current MARC/KCRPC regional joint bidding procedures. A detailed version of these procedures can be viewed within the attached KCRPC user guide. Currently, the timeline for the entire process of an average joint bid is 90-120 days.

I. Initial Notification of Pending Joint Bids
II. Formal Notification of Joint Bids
III. Draft Bid Documents
IV. Final Bid Document, Publication, Mailing and Circulation
V. Bid Opening
VI. Bid Evaluation and Recommendation of Bid Award
VII. Notice of Award, Submittals and Contract

SCOPE OF WORK

MARC requires administrative management services to manage and advance day to day activities and procedures of the KCRPC. The following constitutes requirements/needs and additional interests that MARC/KCRPC have regarding these services.

I. Administrative Services Requirements/Needs

• Ability to successfully oversee daily details of planning and scheduling of multijurisdictional procurement projects
• Ability to act as a central point of contact and representative of MARC/KCRPC
• Ability to establish and execute MARC/KCRPC procedures and effectively market cooperative purchasing within the Kansas City metropolitan region
• Ability to perform other duties required including:
  o Identifying new commodities eligible for cooperative purchasing and recruit local government participation,
  o Issuing bid packages, which include assembling, analyzing, administering, and marketing contracts to local governments.
  o Tracking contract usage to develop information on projected cost savings generated by MARC/KCRPC contracts.
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- Exploring and initiating new cooperative purchasing activities to increase efficiency and effectiveness of MARC/KCRPC.
- Forming affiliations and partnerships with other regional & national cooperative purchasing organizations to increase efficiency and effectiveness of MARC/KCRPC.
- Maintenance of contract database (by CoProcure) for purchasing information and making it easily accessible to users
- Ability to produce monthly reports on contract usage and cost savings
- Ability to adhere to and keep up with current procurement laws of the states of Missouri and Kansas, while also helping MARC/KCRPC develop innovative procurement processes and solutions.
  - Proposers should describe their experience with alternative and/or creative procurement processes and solutions.
  - KCRPC is interested in identifying methods to reduce the 90-120 day procurement timeline while maintaining compliance with all applicable federal, state and local regulations.

II. Additional Interests

- Experience with managing similar local government regional purchasing cooperatives including best and innovative practices for cooperative purchasing.
- Explore expanding the audience and scope of services/commodities that MARC/KCRPC offers.
  - For example, look at expanding and marketing MARC/KCRPC contracts to others outside of MARC/KCRPC membership (special districts, non-profits, and local governments outside of the metro area).

BIDDER REQUIREMENTS

The bidder must have:

- Demonstrated experience and success in managing cooperative contract and joint bidding processes. Experience in managing regional local government purchasing cooperatives similar to KCRPC is preferred.
- Demonstrated knowledge of Missouri and Kansas purchasing regulations. Experience/knowledge with federal grant purchasing.
- Must have current certification (CPPB, CPPO, CPM, or equivalent) by a nationally recognized purchasing institution or ability to obtain certification in a reasonable period of time.
- Named Point of Contact for all issues concerning the prospective contract.

I. Submittal Requirements

All proposals should contain the following information in the order in which it appears within this document. Proposals are meant to clearly communicate the potential bidder’s qualifications for the project and therefore, should provide information in a clear and concise manner. In responding, bidders
should format and submit a response that clearly addresses how they will meet and advance MARC/KCRPC’s needs and objectives. Responses should also clearly demonstrate Proposer’s ability to deliver said needs and objectives. Firms are encouraged to limit their responses to only material that is relevant to the consultant services and the scope of the project cited.

- Bidder Information
  - Bidder’s legal name, address, and telephone number.
  - Number of years in business
  - Number of employees (if applicable)
  - Bio(s) of the named Point of Contact and or Account Manager

- Bidder References
  - Provide a minimum of three (3) references of customers for whom you have completed similar services. Include contact names, telephone numbers, and addresses. Local governments and/or organizations similar to MARC/KCRPC are preferred.

- Description of ability and subsequent plan for how bidder will work to meet and advance MARC/KCRPC stated objectives including:
  - Stated needs /requirements described previously
  - Stated additional interests as described previously
  - MARC/KCRPC bidding procedures described in current User Guide

- Pricing
  - Provide pricing for all contracted administrative services to be rendered on the attached pricing sheet. If provided pricing deviates from the attached pricing sheet, clearly explain why this deviation was made.

II. Questions

All questions regarding this Request for Proposal (RFP) should be directed to Jacob Worth by email at jworth@marc.org by October 20. Responses to questions will be provided to all interested parties in a Q/A addendum (if needed).

III. Time of Response

Responses to this Request for Proposal should be directed to Jacob Worth NO LATER THAN 5 p.m. CDT on October 28, 2020. Responses should be submitted electronically via email, in PDF format, to Jacob Worth at jworth@marc.org.

Note: It is the responsibility of the bidder to verify the receipt of RFP responses or any related electronic communication by MARC staff as there is always the possibility of emails getting blocked by MARC’s firewall/spam filter.
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SELECTION

Selection will be based on the bidder’s ability to meet specified requirements/needs listed previously; clarity of the proposal; the pricing and costs associated with the proposal submitted; the bidder’s qualifications for and experience in managing joint bidding processes. Additional consideration will be given to bidders who can meet specified additional interests. See attached scoring sheet to see how each of the above factors will be weighed.

MARC staff may contact vendors with questions regarding the contents of proposals and to ask for clarifications during the evaluation process. Responses to questions should be in written format and submitted electronically in PDF format to Jacob Worth at jworth@marc.org.

ENGAGEMENT

This Request for Proposals does not commit MARC to award a contract nor to pay costs incurred in the preparation of a response to this Request for Proposal. MARC reserves the right to accept or reject any or all responses received as a result of this request if it is considered in the best interest of MARC. MARC may require the proposer selected to participate in negotiations, to refine the Scope of Services to fit within the allocated budget.

SELECTION SCHEDULE

The following schedule will be used for the selection of a vendor. This schedule is tentative and is subject to change.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Request for Proposal Issued</td>
<td>October 7, 2020</td>
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<tr>
<td>Proposer Question Deadline</td>
<td>October 20, 2020</td>
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<tr>
<td>Q/A Addendum Issued (if needed)</td>
<td>October 21, 2020</td>
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<tr>
<td>Deadline for Proposal Submittal</td>
<td>October 28, 2020</td>
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<tr>
<td>Informal Selection and Refinement of Terms</td>
<td>November 4, 2020</td>
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<tr>
<td>Select Preferred Bidder (Board Approval Required)</td>
<td>November 24, 2020</td>
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<tr>
<td>Commence Contract Agreement</td>
<td>January 1, 2021</td>
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OTHER KEY INFORMATION

Open Records Act and Proprietary Information
The Mid-America Regional Council (MARC) is a public organization and is subject to the Missouri Open Records Act (Chapter 610, RSMo). All records obtained or retained by MARC are considered public records and are open to the public or media upon request unless those records are specifically protected from disclosure by law or exempted under the Missouri Sunshine Law. All contents of a response to a Request for Bids, Qualifications, Proposals or information issued by MARC are considered public records and
subject to public release following decisions by MARC regarding the bid request. If a proposer has information that it considers proprietary, a bidder shall identify documents or portions of documents it considers to contain descriptions of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in a Proposal. After either a contract is executed pursuant to the Request for Bids, RFQ or RFP, or all submittals are rejected, if a request is made to inspect information submitted and if documents are identified as “Proprietary Information” as provided above under Missouri Sunshine Law, MARC will notify the proposer of the request for access, and it shall be the burden of the proposer to establish that those documents are exempt from disclosure under the law.”

Protest Procedures

In the course of this solicitation for proposals and the selection process, a proposer (bidder of offer or whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer’s opinion, actions were taken by MARC staff and/or the selection committee which could unfairly affect the outcome of the selection procedure. All protest should be in writing and directed to Mr. David Warm, Executive Director, Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, MO 64105. Protest should be made immediately upon occurrence of the incident in question but no later than three (3) days after the proposer receives notification of the outcome of the selection procedure. The protest should clearly state the grounds for such a protest.

Upon receipt of the protest, MARC’s Executive Director will review the actual procedures followed during the selection process and the documentation available. If it is determined the action(s) unfairly changed the outcome of the process, notifications with the selected proposer will cease until the matter is resolved.