



Lee's Summit R-VII School District
Purchasing and Distribution Services
702 SE M-291 Highway
Lee's Summit, MO 64063
816-986-2190

April 20, 2020

RICHARD FENN
FENN & ASSOCIATES
6408 MOATS DR
KANSAS CITY MO 64133

SUBJECT: Contract Extension

Bid/RFP # and Title	RFP No. 2017-03 Facilitator Services for Team Lee's Summit
Original Contract Term:	July 1, 2017 – June 30, 2018
Original Number of Renewals	2

Dear Mr. Fenn;

The current period on the contract referenced above will expire on June 30, 2020, and all of the additional renewal years have been used, so the contract must be bid out again. Due to COVID-19 virus, our district is closed for at least 30 days or longer. We would like to extend this contract with you until June 30, 2021, in order to give us time to put this back out for bid when the district is back in operation. This extension shall be governed by the specifications, pricing, and the terms and conditions set forth per contract executed on May 18, 2017.

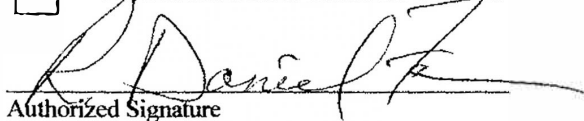
Please complete the appropriate section below indicating your response on extending the contract no later than May 22, 2020. If pricing needs to be adjusted, please fill out the attached pricing sheet and include the manufacturer/supplier documentation that supports the price increase. The increase will be limited to the current Federal Price Index, "CPI-U, All Items" (Urban Consumers) index CPI rate.

Thank you for your consideration in this matter. If you have any questions, please feel free to contact me at 816.986.2190.

Sincerely,

Jennifer Lalumondier
Purchasing and Distribution Services Administrative Assistant

- I agree to the extension of RFP No. 2017-03 Facilitator Services for Team Lee's Summit for the period beginning July 1, 2020 to June 30, 2021. All terms and conditions of the original agreement will remain the same.
- I agree to the extension of RFP No. 2017-03 Facilitator Services for Team Lee's Summit for the period beginning July 1, 2020 to June 30, 2021, but will require adjustments to the price that was included in the original contract. I have included the new price(s) along with the justification of the adjustment.
- No, I do not wish to extend the contract.


Authorized Signature

4/20/2020
Date

President
Title

SCOPE OF SERVICES

The District employees nearly 3,000 full time staff within seven different municipalities. The District provides public education to approximately 18,000 students and oversees 34 separate facilities. The purpose of this team is to provide the best possible work environment for each Lee's Summit R-7 staff member, by providing open, fair, on-going, two-way communication regarding salary, benefits and quality of work life issues for all Lee's Summit R-7 staff groups.

1. Objectives:

- The District is seeking a service provider to facilitate discussion of approximately seven (7) on-site meetings with TEAM Lee's Summit throughout the school year.
- Service provider shall work with TEAM LS staff to develop consensus driven recommendations for consideration by the Superintendent of schools.

2. Requirements:

- The service provider must have experience facilitating other groups in a similar agency or other entity.
- The service provider must demonstrate strong communication skills with large groups and individuals.
- The service provider must possess strong leadership and organization skills.

3. Tasks:

- Develop agendas for all meetings with the TEAM.
- Meet with district staff prior to each meeting.
- Assist the TEAM in development of consensus driven recommendations.
- Coordinate training for all TEAM members at the start of the year to promote trust and lateral thinking throughout the TEAM.
- Work with and be a resource to TEAM Lee's Summit, Business Services and Human Resources.
- Assist in developing a team environment that results in a high functioning, effective work team.

4. Cost

Description	Unit Price
Facilitation of TEAM Lee's Summit meetings /and meetings with Business Services and Human Resources prior to TEAM meetings (hourly) \$150 per hour	\$ 1500 daily fee
Travel Per Diem	\$.53 per mile
Development of Meeting Agendas (time and materials)	\$ 150 per hour
Miscellaneous costs as defined (please attach a separate sheet, if needed, to detail costs).	\$ 00.