

Request for City Manager's Signature

Please complete this form and attach it to any contracts, agreements, etc. which need the city manager's signature.

Brief description of document (include project number if applicable):

Community Mediation Services. RFP 22041 awarded to LE Training Design.

PLEASE ROUTE IN THE ORDER LISTED:

Document sent by: Eileen Phillips

Department: PURCHASING

Please return to: Eileen Phillips

Return by (date): asap

Does this document require City Commission approval? No

Date of City Commission approval: _____

Does this have an Accounts Receivable Item? No

CITY ATTORNEY'S OFFICE REVIEW: Maria Garcia

FINANCE DEPARTMENT REVIEW: Eileen Phillips

Finance notes: City competitive bid

CITY CLERK'S OFFICE REVIEW: AB 9/20/22

CMO OFFICE REVIEW: _____

Will there be a purchase order/change order? Yes



Hi Eileen,

Attached is the PSA with some minor corrections. Please let me know if you have any questions. Thanks!

PROFESSIONAL SERVICES AGREEMENT

~~August~~^{September} **THIS PROFESSIONAL SERVICES AGREEMENT** is made this 27th day of ~~August~~^{September}, 2022, by and between the City of Lawrence, Kansas, a municipal corporation, and LE Training Design, LLC, a Kansas limited liability corporation.

RECITALS

- A.** The City of Lawrence, Kansas ("City"), a municipal corporation, is in need of certain services, specifically Public Facilitation/Community Mediation Services.
- B.** On June 12, 2022, the City issued Request for Proposal, 22041 ("RFP 22041"), whereby it sought proposals to provide the City with Public Facilitation/Community Mediation Services (a true and accurate copy of RFP 22041 is affixed hereto as Exhibit B and is incorporated herein by reference as if set forth in full).
- C.** LE Training Design, ("Consultant") a Kansas limited liability corporation, which has proficiency and expertise in Public Facilitation/Community Mediation Services, submitted, in response to RFP 22041, to provide to the requested services to the City.
- D.** Accordingly, the City wishes to engage Consultant, as an independent contractor, to perform the needed services, which services are described in further detail in Consultant's proposal (a true and accurate copy of Consultant's proposal is affixed hereto as Exhibit A and is incorporated herein by reference as if set forth in full).
- D.** Consultant is willing and able to provide the services for which the City wishes to engage it and agrees to perform those services in accordance with the terms and conditions of this Professional Services Agreement ("Agreement"), as set forth below.

NOW, THEREFORE, in light of the mutual promises and obligations contained herein, and in exchange for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties agree as follows:

TERMS

SECTION 1. Engagement. The City hereby engages Consultant as an independent contractor to perform the services hereinafter described and Consultant hereby accepts that engagement.

SECTION 2. Services.

- (a) **Scope of Services.** Consultant shall perform those services ("Contract Services") specifically described in Exhibit A and/or as requested by the City as needed for the duration of the contract. The parties may agree at any time to expand or modify the scope of the Contract Services. Such agreement shall be in writing and shall be attached to this Agreement as an Addendum.
- (b) **Subcontracting Services.** Consultant may not, without first obtaining written consent of the City, subcontract any of the Contract Services.
- (c) **Time of Performance.** Time is an important element of this Agreement.
- (d) **Qualified Personnel.** Consultant shall provide sufficient qualified personnel to perform the Contract Services. Additionally, Consultant agrees to provide qualified personnel to prepare reports and to perform other duties hereunder, as may reasonably be requested by the City.

SECTION 3. Compensation and Reimbursement of Expenses.

- (a) **Compensation.** Subject to the limitations established at Section 3(c), the City shall pay Consultant per their cost proposal submitted with their response to RFP 22041. The City shall also pay Consultant for Subcontracting Services authorized by the City in accordance with Section 2(b).
- (b) **Reimbursement for Expenses.** Subject to the limitations established at Section 3(c) and in addition to the City's payment of Compensation as established at Section 3(a), the Consultant acknowledges their expenses were included in their cost proposal submitted with their response to RFP 22041.
- (c) **Maximum Compensation and Reimbursement.** Unless otherwise agreed upon by the parties in writing, the maximum total amount payable to Consultant **(i)** as compensation for Contract Services and any Subcontracting Services under Section 3(a) and **(ii)** as reimbursement for expenses under Section 3(b), shall not exceed the sum of **Nineteen thousand nine hundred fourteen DOLLARS AND forty-eight CENTS (\$19,914.48)**.
- (d) **Payment Terms.** Consultant shall send invoices to the City, not more frequently than once per month, setting forth the Contract Services performed and the amount of Compensation due under this Agreement. To

be eligible for reimbursement, all expenses shall be listed individually and shall be accompanied by receipts or other applicable documentation establishing that Consultant has incurred those expenses in the course of performing under this Agreement. All invoices are payable upon receipt by the City. The City agrees to make such payment within thirty days of receipt of the invoice. If payment is not received within thirty (30) days from the due date of such payment, Consultant may suspend further performance until payments are current. The City shall notify Consultant of any disputed amount within fifteen (15) days from the date of the invoice, give reasons for the objection, and timely pay any undisputed amount. The City also agrees to accept electronic invoices for services and scanned copies of receipts and other documentation. Consultant agrees to provide the City with originals before the City is obligated to pay the invoice.

SECTION 4. Term and Termination.

- (a) This Agreement shall commence at 12:00 a.m. on August 22, 2022, and shall, unless terminated earlier, expire at 11:59 p.m. on August 21, 2023. The parties may agree in writing to extend the term of this Agreement
- (b) The parties may terminate this Agreement at any time upon 14 days' written Notice to the other party. In the event that the City terminates the Agreement, then it shall pay Consultant for Contract Services satisfactorily performed by the Consultant prior to the termination. Under no circumstance, in the event of termination of this Agreement, will the Consultant be entitled to recover anticipated profits or consequential damages. The provisions regarding indemnity and insurance shall survive the termination of this Agreement.

SECTION 5. Reports and Documents.

- (a) **Property and Possession.** All reports, studies, analyses, memoranda, and related data and material, as may be developed during the performance of the Contract Services, shall be submitted to and shall be the exclusive property of the City, which shall have the right to use the same for any purpose without further compensation or liability to Consultant. Consultant shall not be required to indemnify the City for any such reuse. Consultant may use its own proprietary software for the purposes of generating the data required by this Agreement. The parties agree that the City shall retain all rights to the data generated, but that the Consultant shall retain all rights to the proprietary software.
- (b) **Status of Documents upon Expiration or Termination.** If this Agreement expires or is terminated for any reason, including cause, all

finished or unfinished documents prepared as part of the Contract Services shall immediately be transmitted to the City by Consultant, with the exception of the Consultant's proprietary software, as noted in Section 5(a).

- (c) **Confidentiality**. Consultant shall not release to any person except the City and its authorized agents any reports or related materials prepared for the City by the Consultant as the Contract Services and maintained confidentially by the City. This Agreement, however, does not preclude Consultant from providing any service in behalf of other clients in the City of Lawrence, Kansas, or elsewhere.

All reports and documents prepared, assembled, or compiled by Consultant pursuant to the terms of this Agreement are to be considered confidential and Consultant agrees that it will not, without prior written consent of the City, submit or make the same available to any individual, agency, public body, or organization other than the City and its authorized agents, except as may otherwise herein be provided.

SECTION 6. Compliance with Equal Opportunity Laws, Regulations, and Rules.

- (a) Consultant agrees that it shall comply with all provisions of the Kansas Acts Against Discrimination of 1953 ("KAAD"), codified as amended at K.S.A. 44-1001 *et seq.*, and the Kansas Age Discrimination in Employment Act of 1983 ("KADEA"), codified as amended at K.S.A. 44-1111 *et seq.* and shall not discriminate against any person, in the course of performing under this Agreement, because of that person's race, religion, sex, disability, national origin, ancestry, sexual orientation, sexual identity, familial status, or age.
- (b) In all solicitations or advertisements for employees, Consultant shall include the phrase "equal opportunity employer," or a similar phrase to be approved by the Kansas Human Rights Commission ("KHRC").
- (c) If Consultant fails to comply with the manner in which Consultant reports to the KHRC in accordance with the provisions of K.S.A. 44-1031 and any amendment thereto, Consultant shall be deemed to have breached the present Agreement and the City shall, in accordance with Section 5, have the right to cancel, terminate, or suspend the terms of this Agreement, either in whole or in part.
- (d) If Consultant is found guilty or liable for any violation of the KAAD or the KADEA by way of a final decision or order of the KHRC, then Consultant shall be deemed to have breached the present Agreement and the City shall, in accordance with Section 5, have the right to cancel, terminate, or suspend the terms of this Agreement, either in whole or in part.

- (e) In any subcontract, to which the City consents in accordance with Section 2(b) of this Agreement, Consultant agrees to include the language of Sections 6(a) through 6(d) and agrees to make such language applicable to any subcontractor hereunder.
- (f) Consultant also agrees to comply with the American with Disabilities Act of 1990 ("ADA"), codified as amended at 42 U.S.C. § 12101 *et seq.*, as well as all other federal, state, and local laws, ordinances, rules, and regulations applicable to this project and to furnish any and all certification that may be required by federal, state, or local governmental agencies in connection therewith.

SECTION 7. Insurance.

- (a) **General.** Consultant shall secure and maintain, throughout the duration of this Agreement, Insurance (on an occurrence basis unless otherwise agreed in writing) of such types and in at least such amounts as required herein. Consultant shall provide certificates of insurance and renewals thereof on forms approved by the City. The City shall be notified by receipt of written notice from the insurer at least thirty days prior to cancellation of any policy listed on the certificate.
- (b) **Notice of Claim.** Consultant, upon receiving notice of any claim in connection with its performance of Contract Services under this Agreement, shall promptly notify the City, providing full details thereof, including an estimate of the amount of loss or liability.
- (c) **Reduction of Policy Limits.** Consultant shall monitor and promptly notify the City of any reduction in limits of protection afforded under any policy listed in the Certificate (or otherwise required by this Agreement) if the Consultant's limits of protection have been impaired or reduced to such extent that the limits fall below the minimum amounts required hereunder. In that event, Consultant shall promptly reinstate the original limits of liability required hereunder and shall furnish evidence thereof to the City.
- (d) **Insurance Required.** Consultant agrees to secure and maintain the following insurance:
 - (i) **General Liability:**
The Consultant shall maintain insurance, protecting against any and all claims and demands arising from injury to person or persons, not in the employ of the Consultant, and against any and all claims and demands resulting from damage to any property due to any act or

omission of the Consultant, its agents or employees, including contractual liability, in the operation of the work or in the execution of any contract. Such insurance shall remain in effect on portions of the work which have been completed and which may or may not be occupied or utilized by the City prior to the completion and acceptance of all the work included in the contract.

Minimum limits for Commercial General Liability insurance required are as follows:

Commercial General Liability:

(A) Each Occurrence \$500,000

(B) General Aggregate Combined single limit \$1,000,000

(C) Additionally, the policy must include the following:

(1) Broad Form Contractual\Contractually Assumed Liability;

(2) Independent Contractors

(3) Name the City as an additional insured.

(ii) Automobile Liability:

The Policy shall protect Consultant against claims for bodily injury and\or property damage arising out of the ownership or use of all owned, hired, or non-owned vehicles and must include protection for either **(A)** any automobile or **(B)** all owned automobiles, if any, and all hired and non-owned automobiles. **(C)** The Policy must also name the City of Lawrence, Kansas, as an additional insured.

Limits:

Each Accident, Combined Single Limits

Bodily Injury and Property Damage: \$500,000.00

(iii) Workers' Compensation (Statutory Limits/Employer's Liability Limits:

Bodily Injury by Accident: \$100,000.00 each accident

Injury by Disease: \$500,000.00

Bodily Injury by Disease: \$100,000.00 each employee

If Consultant has no employees, it must execute a waiver on a form provided by the City.

(iv) Professional Liability:

The Consultant shall maintain through the duration of the Agreement, Professional Liability Insurance in an amount not less than One Million Dollars (\$1,000,000.00) per claim and aggregate and shall provide the City with certification thereof.

- (e) **Insurance Ratings.** For the purposes of this Professional Services Agreement, the City will only accept coverage from an insurance carrier that offers proof:
- (i) (A) that it is licensed to do business in the State of Kansas;
(B) that it carries a Best's policyholder rating of A- or better; and
(C) that it carries at least a Class VIII financial rating. **OR**
 - (ii) that it is a company mutually agreed upon by the City and Consultant.
- (f) **Certificate of Insurance Forms.** The parties agree that certification of insurance coverage under this Agreement shall be on forms acceptable to the City.

SECTION 8. Indemnification. Consultant agrees to defend, indemnify, and otherwise hold harmless the City, its commissioners, officers, employees, and agents from claims, actions, damages, costs, liabilities, settlements, judgments, expenses, or lawsuits, including reasonable attorneys' fees, for injuries caused to third parties or to property, but only to the extent that such are caused by Consultant's negligence or intentional conduct in performing any action necessary for the performance under this Agreement. (For the purposes of this Section, Consultant means Consultant or any person acting in behalf of Consultant or for whom Consultant is responsible). Neither party shall be liable to the other party for incidental, indirect, special, or consequential damages.

SECTION 9. Quality Assurance. Consultant agrees that it shall perform its work and services under this Agreement in accordance with recognized professional standards prevalent in the field of facilitation and mediation services. Further, Consultant agrees that it shall perform its work and service under this Agreement with professional expertise, skills, and knowledge of proficient industry procedures and techniques in all relevant subject matters. Consultant agrees that, accordingly, it shall be capable of performing the necessary consulting and other services required by the City and possesses the ready comprehension of the required subject matter and the expertise to provide facilitation and mediation services for the City. Consultant's liability to the City for any non-conforming Services shall be to re-perform the non-conforming or defective Services, written notice of which must be given within a reasonable time by the City to Consultant. Consultant's obligation for re-performance of non-conforming Services, as described in the preceding sentence, shall extend for a term commencing at the substantial completion of such Services under a Work Authorization and ending one year later.

SECTION 10. Entire Agreement.

- (a) This Agreement, which includes Appendix A, represents the entire and integrated agreement between the City and Consultant and supersedes all prior negotiations, representations, or agreements between the parties, whether written or oral. This Agreement may be amended only by a written instrument signed by both the City and the Consultant. Written and signed amendments shall automatically become a part of this Agreement and shall supersede any inconsistent provision herein; provided, however, that any apparent inconsistency shall be resolved, if possible, by construing the provisions as mutually complementary and supplementary.
- (b) No oral orders, objections, claims, or notices by any party to the other shall affect or modify any of the terms or obligations set forth in this Agreement; and none of its provisions shall be deemed waived or modified by reason of any act whatsoever, other than by a definitely agreed waiver, modification, or amendment made in writing and signed by both parties. No evidence of notice, waiver modification, or amendment, other than evidence of such in writing, shall be introduced as evidence at any proceeding, either legal or administrative.

SECTION 11. Assignment. This Agreement is non-assignable by the Consultant or by any subcontractor of Consultant approved by the City in accordance with Section 2(b).

SECTION 12. Notices. All notices, demands, or other communications, which may be or are required to be given by any party to any other party under this Agreement, shall be in writing and shall be hand-delivered, mailed by first class mail, registered or certified mail, return receipt requested, postage prepaid, or sent by overnight express mail, postage prepaid, return receipt requested, to the following addresses:

- (a) **If to Consultant:**
LE Training Design, LLC
2403 Danbury Pl.
Lawrence, KS 66049
Attn: Jonathan R. Morris
- (b) **If to the City:**
City of Lawrence, Kansas
6 East 6th Street
P. O. Box 708
Lawrence, Kansas 66044
Attn: Craig S. Owens, City Manager

SECTION 13. Authorizations. Each person executing this Agreement in behalf of the City and Consultant hereby represents and warrants that he or she has the authority to

bind his or her respective party hereto and that all acts requisite to confer authorization to enter into this Agreement have been taken and completed.

SECTION 14. Independent Contractor. In no event, while performing under this Agreement, shall Consultant be deemed to be acting as an employee of the City; rather, Consultant shall be deemed to be an independent contractor. Nothing expressed herein or implied herein shall be construed as creating between Consultant and the City the relationships of employer and employee, principal and agent, a partnership, or a joint venture.

SECTION 15. Kansas Cash-Basis Law. This Agreement must comply with the applicable provisions of the Kansas Cash-Basis Law of 1933, codified as amended at K.S.A. 10-1101 *et seq.* The City, in its own behalf or in behalf of the MPO, is obligated only to make payments under this Agreement as may be lawfully made from funds budgeted and appropriated for the purposes set forth in this Agreement during the City's current budget year. In the event that the City does not so budget and appropriate funds, the parties acknowledge and agree that they shall be relieved of all obligations under this Agreement without penalty. To the extent that the City does so budget and appropriate funds for the purposes set forth in this Agreement, the obligations of the parties shall remain as provided herein.

SECTION 16. Conflict of Interest. Consultant is currently unaware of any conflict of interest with any party affected by this Agreement and agrees that, if any conflict or potential conflict of interest should arise in the future, it will give notice to the City immediately.

SECTION 17. Legal Action. The parties agree that the appropriate venues for any legal actions arising out of this Agreement are the District Court of Douglas County, Kansas, or, if federal jurisdiction exists, the United States District Court for the District of Kansas.

SECTION 18. Force Majeure. Neither party shall be deemed to be at default under this Agreement to the extent that any delay in performance results from any cause beyond its reasonable control and without its intentional act or negligence.

SECTION 19. Captions. The Captions of this Agreement are for convenience only and are not meant by the parties to define, limit, or enlarge the scope of this Agreement or its terms.

SECTION 20. Recitals. The recitals set forth at the beginning of this Agreement are adopted and incorporated herein by reference as if set forth in full and shall be effective as if repeated *verbatim*.

SECTION 21. Attachments. All attachments to this Agreement are incorporated herein by reference and shall be considered to be a part of this Agreement as if set forth herein in full.

SECTION 22. Governing Law. This Agreement, the rights and obligations of the parties, and any claim or dispute arising hereunder shall be construed in accordance with the laws of the State of Kansas.

SECTION 23. Severability. In the event that any provision of this Agreement shall be held invalid and unenforceable, the remaining portions of this contract shall remain valid and binding upon the parties.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

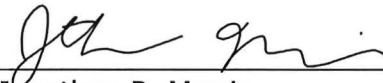
IN WITNESS WHEREOF, the undersigned have caused this Professional Services Agreement to be executed as of the date noted above.

CITY:
CITY OF LAWRENCE, KANSAS, a
municipal corporation



CRAIG S. OWENS
City Manager

CONSULTANT:
LE Training Design, LLC, a Kansas
limited liability corporation



Jonathan R. Morris
Owner

Exhibit A

Morris Cost Proposal

No.	Expense Category	Description (Hrs)	Hours/ event	Events/ Units	Unit Cost	Subtotal (Units)	Cost
1	Pre-Meeting Interviews	Interview and follow-up notes (1)	1	12	\$ 150	12	\$1,800.00
2	Meetings with Work Group	Agenda, facilitation plan development (2); meeting facilitation (6); meeting notes and follow-up (2) with co-facilitators	10	6	\$ 150	60	\$9,000.00
3	Community Conversations	Event, facilitation plan development (6); community conversation facilitation (4.5); meeting notes and follow-up (6) with co-facilitators	16.5	2	\$ 150	33	\$4,950.00
4	Stakeholder Interviews and/or Focus Groups	Preparation, facilitation and follow-up notes (4) with co-facilitators	4	4	\$ 150	16	\$2,400.00
5	Meetings with Chairperson	Planning, feedback, presentation review, CPRB prep (1)	1	4	\$ 150	4	\$600.00
6	Materials	Facilitator materials for work group meetings, interviews, stakeholder groups and live polling.		1	\$ 600		\$600.00
	Mileage	KCMO to Lawrence, 84 miles roundtrip, 12 trips	84	12	0.56	1008	\$564.48
						TOTAL	\$19,914.48

Proposal

The City of Lawrence, KS seeks to engage professional facilitation services to support the work of the Community-Police Oversight Work Group in its review of the proposed ordinance revisions of the Community Police Review Board and the Work Group's review, assessment and recommendations concerning the community complaint review process of the Lawrence Kansas Police Department. The team of facilitators represented by J. Morris Consulting respectively submits this proposal and detailed methodology for consideration by the City to provide professional facilitation services in support of the Project Charter of the Community-Police Oversight Work Group. The Team of facilitators has accumulated well over 40 years of professional facilitation experience in local government, community engagement and facilitated processes and is uniquely qualified to meet the facilitation needs of this project.

Methodology

Well-facilitated processes serve to both ensure successful completion of the Work Group's assignments, as well as instill confidence among all participants and observers that the work of the Work Group is thorough, transparent and professional. A well-facilitated process builds constructive relationships among participants to ensure a successful outcome for the Work Group. Furthermore, the process itself can foster enduring relationships within the community that strengthen social capital, instill greater confidence and commitment to public policy making. The work of the Work Group is essential to not only optimize the functioning of the Community Police Review Board, but also strengthen relations among community members and build trust with law enforcement professionals.

- I. **Preparation and Planning**
 - a. **Document Review:** Facilitators review relevant documents concerning the formulation and performance of the Community Police Review Board and the subsequent development of this Work Group
 - b. **Performance Expectations:** Meet with Project Manager to review and confirm performance expectations, deliverables, project timeline and related concerns to ensure project is completed on-time and within budget
 - c. **Pre-Meeting Interviews:** Facilitator(s) will meet with each Work Group member individually for introductions and to learn the following:
 - i. Why is the work of this Work Group important?
 - ii. Why do you want to serve?
 - iii. What are your hopes and concerns for this Work Group and process?
 - iv. What will success look like upon completion of this work?
- II. **Work Group Members and Public Engagement**
 - a. Public engagement efforts will be driven by the Spectrum of Public Participation model as developed by the International Association for Public Participation (IAP2)
 - b. Facilitators will employ best practices and professional facilitation competencies in Work Group meetings as nurtured thru years of experience doing related work and as informed by

- the International Association of Facilitators (IAF) competency model and thru professional facilitation training provided by the Association for Talent Development (ATD).
- c. Facilitators will work to ensure all Work Group Members and community stakeholders engaged thru this initiative will feel welcomed, engaged, valued, listened to, included and informed throughout the process and following the summarization of work at key milestones

III. Proposed Meeting Agendas and Timeline

- a. **Meeting 1: Setting the Stage** (First Month, Week 1)
 - i. Welcome and Introduce Members
 - ii. Review Project Charter
 - iii. Clarify Scope of Work and Expectations
 - iv. Learn from members why this work is important and what success will look like
 - v. Establish Ground Rules and Expectations and Mitigate Risks
 - vi. Define Project Timeline
- b. **Meeting 2: Defining Tasks and the Current State** (First Month, Week 3)
 - i. Delineate work group tasks and member responsibilities
 - ii. Document, Explain and Review existing Complaint Process
- c. **Meeting 3: Engaging Stakeholders and Learning** (Second Month, Week 1)
 - i. Convene Community Conversation (Part 1) to gather community input
 - ii. Identify community interests, concerns and ideas relative to CPRB
- d. **Meeting 4: Reviewing Progress** (Second Month, Week 3)
 - i. Summarize initial community feedback
 - ii. Review and discuss evidence-based and best practices
 - iii. Review progress and discuss concerns related to process, inputs or deliverables
 - iv. Assist Chairperson with preparation for mid-project briefing to CPRB
- e. **Meeting 5: Formulating Ideas** (Third Month, Week 1)
 - i. Convene Community Conversation (Part 2) to share feedback and resources
 - ii. Facilitate discussion with community members on potential recommendations
- f. **Meeting 6: Developing Recommendations** (Third Month, Week 3)
 - i. Draft recommendations that reflect community inputs and best practices
 - ii. Identify issues for further discussion and refinement
- g. **Meeting 7: Finalizing Draft** (Fourth Month, Week 1)
 - i. Review final draft and solicit member edits and feedback
 - ii. Confirm production plans for final report
 - iii. Assist Chairperson with preparation for final briefing to CPRB/City Commission
- h. **Meeting 8: Presenting Deliverables** (Fourth Month, Week 3)
 - i. Review final documentation
 - ii. Discuss communication strategies
 - iii. Document Work Group Process, Deliverables, Successes and Learnings
- i. **Stakeholder Interviews and Focus Groups as Needed**
 - i. Facilitator will design, facilitate and summarize feedback of up to 4 additional stakeholder interviews or focus groups as requested by the Work Group to ensure

key stakeholder input is incorporated or if more specific feedback is needed following Community Conversations

- ii. Facilitator will design engagement efforts, facilitation questions and participation goals with the Work Group to advance Project Charter goals

IV. Reporting and Deliverables

a. Communicating Progress with Project Manager

- i. Open and active communication from Facilitator with Project Manager
- ii. Discuss agenda and facilitation plans prior to each meeting as needed
- iii. Communicate any scheduling, staffing or performance concerns proactively to ensure timely workflow, meet deadlines, mitigate risks and provide sufficient staffing and resources to complete all tasks

b. Leveraging Strengths of Co-Facilitation

- i. Facilitator will leverage the strengths and skillsets of 1-2 professional co-facilitators to ensure sufficient staffing to capture and record breadth and nuance of stakeholder input
- ii. Ensure diverse background and representation of facilitators to better reflect diverse backgrounds and perspectives of Work Group and community members
- iii. Provide redundancies to ensure adequate staffing for all project contingencies

c. Partner with Work Group Chairperson and Members

- i. Develop project management plan with Chairperson and Work Group members to define deliverables, mark deadlines and chart progress
- ii. Assist Chairperson with preparation for all Work Group meetings, Mid-Project and Final Briefings and presentations to the CPRB and City Commission
- iii. Facilitate meetings, peer introductions and related discussions as needed and as requested by the Work Group in service to the project deliverables

d. Review and Edit Work Group Deliverables

- i. Provide professional and timely review and edits to Work Group reports and presentations in partnership with Work Group members
- ii. Review all related documents and resources concerning evidence-based and best practices concerning community police review boards
- iii. Document the facilitation services, methodology, outcomes and lessons learned to memorialize the work of the Work Group and support evaluation efforts of the Project by the City

No.	Category	Description (Hrs)	Hours/event	Events/Units
1	Pre-Meeting Interviews	Interview and follow-up notes (1)	1	12
2	Meetings with Work Group	Agenda, facilitation plan development (2); meeting facilitation (6); meeting notes and follow-up (2) with co-facilitators	10	6

3	Community Conversations	Event, facilitation plan development (6); community conversation facilitation (4.5); meeting notes and follow-up (6) with co-facilitators	16.5	2
4	Stakeholder Interviews and/or Focus Groups	Preparation, facilitation and follow-up notes (4) with co-facilitators	4	4
5	Meetings with Chairperson	Planning, feedback, presentation review, CPRB prep (1)	1	4
6	Materials	Facilitator materials for work group meetings, interviews, stakeholder groups and live polling.		1
	Mileage	KCMO to Lawrence, 84 miles roundtrip, 12 trips	84	12

Facilitation Team:

Jonathan Morris has more than 25 years of experience in facilitation, training and consulting with public sector organizations and began his professional facilitation career while living and working on the south side of Chicago at the Urban Life Center (now Chicago Center for Urban Life and Culture). A Kansas native, Jonathan previously worked in New York City for Community Access, a national leader in supportive housing development and peer specialist training funded by the NYC Department of Mental Hygiene. While at Community Access, Jonathan was promoted to director of the training center and facilitated a number of strategic planning and diversity, equity and inclusion initiatives for the organization from his office located three blocks from the World Trade Center.

He has served as an instructor with the KU Public Management Center since 2003 where he originated a number of programs as a full-time instructor including the 2013 launch of the Law Enforcement Leadership Academy (LELA) in partnership with the Kansas Law Enforcement Training Center in Hutchinson. Jonathan has provided facilitation services for numerous local governments including the Olathe City Council and the City of Raymore, Missouri for its Reimagine Raymore Community Conversations in 2016 and 2018. He has provided facilitation and training services for criminal justice organizations including the Kansas City Kansas, Topeka and Lawrence Police Departments, the Douglas County Sheriff's Office, the Douglas County Criminal Justice Coordinating Council and the Kansas City Missouri Municipal Court: [Community Conversations with Municipal Court - YouTube](#).

Jonathan previously ran the Government Training Institute for the Mid-America Regional Council (MARC) which serves 119 cities and nine counties in the Kansas City metro region. Jonathan is currently serving as the curriculum design consultant with a team of national subject matter experts to develop best-in-class training funded by the US Department of Justice and administered by the International Association of Chiefs of Police (IACP). Jonathan's trainings have been recognized with best practice awards from the American Society for Training and Development in Kansas City (now ATDKC) and a Bright Idea by the Ash Center for Democratic Governance and Innovation at the Kennedy School of Government at Harvard University. Jonathan enjoys partnering with facilitators to design and co-facilitate engaging conversations and processes to strengthen leaders, organizations, and communities.

Cassandra Jones has more than 20 years of experience in training and facilitation. She has worked in the City of Kansas City, Missouri Human Resources Department Education and Development Division for over nine years where she creates and delivers engaging content for adult learners in subjects including Public Service Communications and a Culture of Service and topics in the Human Resource Management Academy. Cassandra has taught computer classes for the Women's Employment Network and several area colleges as an Adjunct Instructor and worked as a seasonal data transcriber for the IRS in Kansas City. Cassandra has completed certifications in Designing Virtual Training from the Association for Talent Development, Successful Facilitator training with the Mid-America Regional Council Government Training Institute, and the Senior Certified Professional credential with the International Public Management Association for Human Resource (IPMA-HR SCP). Cassandra has a Master of Business Administration and Master of Science in Management from Baker University.