



Neighborhood Tourist Development Fund Contractor Workshop

Office of Culture and Creative Services
City Manager's Office
City of Kansas City, Missouri
ntdf@kcmo.org
(816) 513-3451



AGENDA



Welcome + Congratulations!

Contract document requirements

- Vendor registration
- Insurance requirements
- Employee Eligibility Verification Affidavit (E-Verify)

Contract Process

- Contract execution
- Payment requests
- Final report

Marketing & Resources

- City marketing support
- Permits

CONTRACT REQUIREMENTS





Contract Requirements

1. State of Missouri Secretary of State
2. Vendor Registration
3. Certificate(s) of Insurance
 - General Liability
 - Auto Liability
 - Workers Compensation *(only if you have 5+ employees)*
4. Employee Eligibility Verification Affidavit (E-Verify) and Memorandum of Understanding (MOU) *(only if contract is greater than \$5,000)*

NEW!:

- ✓ No Budget Modification Forms
- ✓ Registered agent must be located in Missouri (previously in KCMO)



Contract Requirements

State of Missouri Secretary of State

www.sos.mo.gov

City staff will check to ensure the following information is still current:

- “Good Standing” status
- Physical address in the city of Kansas City, MO (NO PO BOXES)
- Registered agent address in Missouri

SKIP NAVIGATION REGISTER TO VOTE ABOUT JOHN R. ASHCROFT ACCESSIBILITY INFO CONTACT US Search the SOS site Search

JOHN R. ASHCROFT
MISSOURI
SECRETARY
OF STATE

Business Services Elections & Voting Investor Protection & Securities State Library Records & Archives Administrative Rules Publications & Forms

Business Search
Corporations
Notices & Commissions
UCC Office
Safe at Home
Online Business Services

November 6, 2014
General Election Results



Contract Requirements

Vendor Registration *(only if you are not already a vendor with the City of KCMO):*

www.kcmo.gov/generalservices/procurement-services-division

Register online: [Procurement Supplier Vendor Application](#)

The Vendor Application form includes:

- Supplier Application
- Authorization to release a Revenue Clearance Letter
- W9 form
- Commodity/Service Class Code List

7 DAYS TO PROCESS!



Contract

Contract Requirements

Certificate(s) of Insurance

- Insurance companies must have an A.M. Best's rating of "A-V" or better, and licensed or approved by the State of Missouri to do business in Missouri.
- Certificate must be in effect prior to contract execution and throughout the duration of the contract.
- The City of Kansas City, Missouri must be named as an additional insured.
- The statement of cancellation notice must provide for notification to the City of Kansas City, Missouri in the event of policy cancellation.

1. Commercial General Liability

- ✓ There must be an annual aggregate of \$2,000,000.00
- ✓ A minimum limit of \$1 million per occurrence.

2. Commercial Auto Liability

- ✓ Limit of \$1,000,000 per occurrence, covering owned, hired, and non-owned autos.
- ✓ Coverage shall be on an "any auto" basis and written on an "occurrence" basis.

3. Workers' Compensation *(only required if you have 5+ employees)*

- ✓ Employers Liability \$100,000 accident with limits of: \$500,000 disease-policy limit \$100,000 disease-each employee



Contract Requirements

Only if your contract is greater than \$5,000.00, Employee Eligibility Verification Affidavit (E-Verify) and Memorandum of Understanding (MOU)

<http://www.uscis.gov/e-verify>



Home Employers Employees About E-Verify myE-Verify

Enrolling in E-Verify

The Enrollment Process
Enrollment Checklist
System Requirements

Verification Process

Tentative Nonconfirmations
Photo Matching
Driver's License Verification

Federal Contractors

Who is Affected by the E-Verify Federal Contractor Rule
Exemptions and Exceptions
Verifying New & Existing Employees on Form I-9
Timeframes for Enrollment and Use For Contractors Already Enrolled
For E-Verify Employer Agents of Federal Contractors
Subcontractors, Independent Contractors, and Affiliates
Federal Contractors Q&As

Using an E-Verify Employer Agent

Web Services

Monitoring and Compliance

Employer Resources

CONTRACT PROCESS





Contract Process

Contract execution

Contracts should be executed by **May 1, 2019** (except for those projects occurring in May 2019) or at least 1 month prior to the event.

For contracts with project dates that occur in **February, March or April**, the contract period will be extended beyond the last day of the project event date to accommodate the final report requirement.

NEW!:

- ✓ Docu-Sign (electronic signature) for contract execution



Contract Process

Contract execution

All documents will be attached to the contract. The application is not attached to the contract but made a part of the Contract by reference.

Office of Culture and Creative Office will be managing the contract process this year.

We are currently looking into an electronic signature format. Project contacts will be contacted with instructions in a week.





Contract Process

Payment requests

Payment requests may be received on proper form in two ways:

1. **Advance Payment Request** - up to 50% on organization letterhead.
 - The city will *not* process payment until after contract execution.
 - No further payments will be made until after the completion of the project nor without documentation supporting the first payment.
2. **Final Reimbursement Requests** – The contractor must provide complete documentation in the form of a Final 90-Day Report and Reimbursement Request Form with supporting proof of payments and supplemental materials.

- ✓ If an organization wishes to have reimbursements directly deposited into its bank account, a **Vendor ACH Application** can be provided by NTDF staff upon request.



Contract Process

Final Report

Following the activity/project, a [Final 90-Day Report](#) must be submitted for final reimbursement process.

www.kcmo.gov/ntdf

- ✓ **Proof of payment** - includes expense receipts, contracts for services or invoices, copies of reconciled checks (front and back, band or credit statement(s)).
- ✓ **Documentation** - publicity, programs, press materials, reviews, including any material that documents credit to the City of Kansas City, Missouri.
- ✓ **Financial Statement** - required only for contracts in the amount of \$20,000 or greater.



[About NTDF](#)

[Eligibility](#)

[Application](#)

[Workshops](#)

[NTDF Contacts and Resources](#)

[Contractor Requirements](#)



Contract Process

Final Report

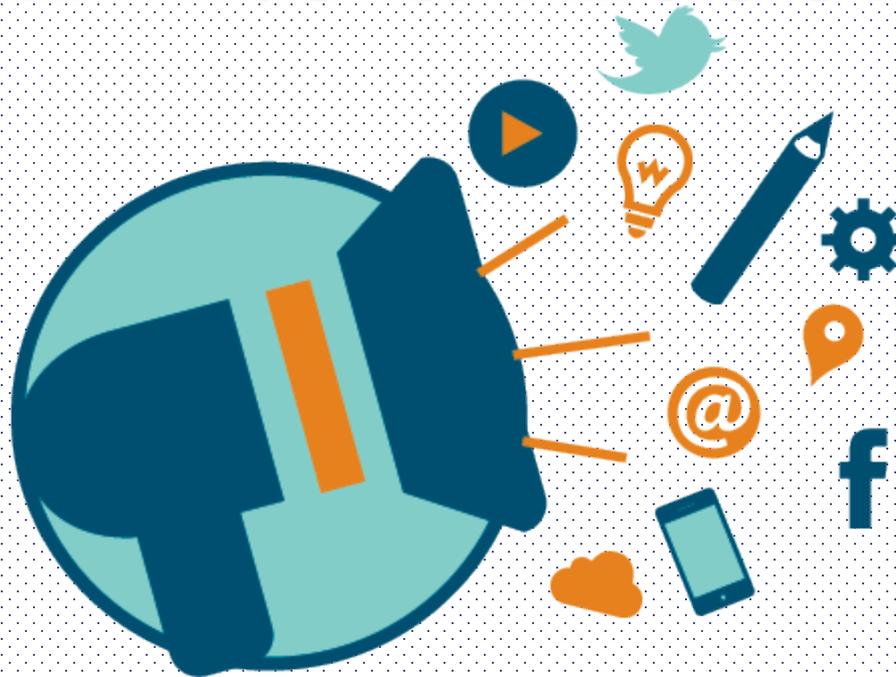
Acceptable forms of proof of payments

1. Reconciled checks (front/back) or bank statement with invoice or contract
 2. Credit/debit card statement(s) with invoice or contract
-

The City will not reimburse

- **Alcohol and the value of that liquor.** All applicable tax must be deducted from the reimbursement request. If contracting for facility services, an itemized folio/invoice must be provided to insure liquor is not included in the charges.
- **Cash receipts** because the purchaser cannot be verified.
- **Money order, cashier checks or counter checks** because receipt by vendor can't be verified.
- **Taxes** paid on goods; however, delivery/shipping and set-up fees can be reimbursed.

MARKETING & RESOURCES





Marketing & Resources

City support

Promotional outlets for NTDF-supported events

KCMO Office of Culture &
Creative Services Facebook Page

www.facebook.com/EnvisionACKC

Calendar listing on City's website

www.kcmo.gov/citymanagersoffice

NTDF web page

www.kcmo.gov/ntdf

Channel 2 Weekly Report Culture &
Creative Services segment

www.youtube.com/user/KCMOCCO/videos

Streetcar kiosks

www.citypost.us/kc

City Hall Lobby Directory



Marketing & Resources

City support

Streetcar Kiosks



Marketing & Resources

City support

Broadcast Poster

Name, URL and
Logo 300x300

Headline,
55 characters max

Picture:
1030x720
jpg or png

Video:
YouTube link or
mp4 <20 megs



Landing Page

Picture:
820x410
jpg or png

Video:
YouTube link or
mp4 <20 megs

Text
Address
Phone
Target Weblink





Marketing & Resources

City support





Marketing & Resources

City support

Directory specifications & delivery

Image Dimension/Font Requirements

- Large Ad - 550px X 200px
- Small Ad - 550px X 135px
- Minimum Font Size: 15 pt

Content Requirements

- Event Title
- Date/Time
- Location
- Website



Delivery schedule

- Send images/video 3 to 4 weeks prior to each event
- 60-word event description (kiosk)
 - not to exceed 5 minutes in length



Marketing & Resources

Additional outlets

Additional promotional outlets

ArtsKCGo.com arts and culture online guide

www.artskcgo.com

KC Studio Magazine online arts calendar

www.kcstudio.org/events

VisitKC online event calendar

<https://www.visitkc.com//visitors/events/visit-kc-event-submission-guidelines>

(inclusion not guaranteed; priority given to VisitKC members)



Marketing & Resources

Permits

www.kceventhub.org



Kansas City Event Permitting

It is important that Kansas City play a strong role in encouraging events that bring the community together safely on its streets and in its parks. Events encourage and support the interaction of neighbors, friends, families and strangers in addition to providing positive economic impact in our community.

Outdoor Event

Vendor at Event

Single Permit

Before you plan

- Have you secured your location and dates?
- Are other events planned in the city on that date?
- How much will my permits cost?
- Is your event in a park, on a boulevard or parkway?
- Does the event require street closures?
- Does the event affect public transportation?
- Will noise impact the surrounding neighborhood?
- Will your event be serving alcohol?
- Is parking readily available?

[View FAQs »](#)



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For questions, please contact
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