



**SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE DEPARTMENT**

Purchasing Department

100 N. Broadway, Suite 610 ~ Wichita, KS 67202

Phone: 316 660-7255 Fax: 316 660-1839

[https://www.sedgwickcounty.org/finance/purchasing/
requests-for-bid-and-proposal/](https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/)

**REQUEST FOR PROPOSAL
RFP #23-0003
FOOD MANAGEMENT SERVICES**

January 9, 2023

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide Food Management Services. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Proposal. Responses are due no later than 1:45 pm CST, February 14, 2023.

All contact concerning this solicitation shall be made through the Purchasing Department. Bidders shall not contact county employees, department heads, using agencies, evaluation committee members, or elected officials with questions or any other concerns about the solicitation. Questions, clarifications, and concerns shall be submitted to the Purchasing Department in writing. Failure to comply with these guidelines may disqualify the Proposer’s response.

There will be a pre-proposal facility walk-through scheduled for January 24, 2023 beginning at 1:00 pm, located at the Juvenile Detention Facility at 700 S. Hydraulic, Wichita, KS, 67211. There will be a brief discussion and a question and answer period following the site visit. This is not a mandatory site visit. However, vendors are strongly encouraged to attend as this will be the only time to view the facilities and equipment.

Sincerely,

**Jaimee Witmer
Purchasing Agent**

JW/ch

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I. About this Document

This document is a Request for Proposal. It differs from a Request for Bid or Quotation in that the county is seeking a solution, as described on the cover page and in the following Background Information section, not a bid or quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 68, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the county. Criteria that will be used and considered in evaluation for award are set forth in this document. The county will thoroughly review all proposals received. The county will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal. **Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

II. Background

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 514,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the county is a Commission/Manager entity, employs nearly 2,500 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

For the Department of Corrections, the population identified for the Juvenile Detention Facility (JDF) is a capacity of 108 with an Average Daily Population (ADP) of 44 in 2020 and 43 in 2021 and the population for the Juvenile Residential Facility is a capacity of 24 with ADP of 15 in 2019 and 15 in 2020. The license for the Juvenile Residential Facility is currently on hold but it is anticipated to re-open this facility in the future. Additional meals will need to be available for Juvenile Intake and Assessment Center (JIAC) and JDF admissions outside of regular meal times. Average additional daily meals outside of regular service hours is seven (7).

The Department of Corrections desires Food Services for youth detained/held in the Juvenile Detention Facility and youth held in the Juvenile Residential Facility. The Department of Corrections desires to have a food vendor work out of an established kitchen with all appliances, refrigeration, and freezer capacity available. The food service vendor selected will be responsible for ordering, receiving, storing, preparing, serving, scullery activities, and ensuring that all requirements for food storage, preparation, and meal delivery follow the Department for Children and Families licensing of a secure detention facility and a residential facility.

The proposal should also cover meals for ratio staff working in the facility during meal service time.

- Average Daily Ratio Staff Count:
 - The number of daily ratio staff members present during breakfast is 1, lunch is 15, and dinner is 15.

The Department of Corrections is also requesting input as optional food services to follow the requirements of the Kansas State Department of Education (KSDE) for meal preparation and service for breakfast and lunch meals due to having an on-site school under U.S.D. 259.

In addition, due to the facility also having staff working that are not considered ratio the county would like an optional cost included for:

- Purchased meals for non-ratio and other contracted staff in the facility.
 - The number of staff purchasing any meal (breakfast, lunch, or dinner) could range from 0-10.
- Purchased meals for Sedgwick County Offender Assessment Program (SCOAP).
 - The number of required meals for SCOAP annually is approximately 21,900 (10,950 lunches and 10,950 dinners).
- Purchased meals for Adult Residential and Work Release (ARES/WR).

ARES/WR has diets similar in nature to JDF and would require different options for clients to include: diabetic, heart healthy, high fiber, vegetarian, bland, soy free, food sensitivity, gluten free, lactose free, religious, full liquid, clear liquid, egg free, peanut free, mechanical soft, renal protein restriction, renal dialysis high protein, and high fiber. Food sensitivity would include all items that a client may need omitted from their meal (IE: food sensitivity to carrots, onions, tomatoes, paprika, etc.) whereas an allergy would one of the above listed diets (IE: peanut allergy, egg allergy, soy allergy, etc.) ARES/WR receives a drink mix/juice with meal instead of milk. ARES/WR is requesting that cost of meals include delivery costs associated with delivering their meals and snacks to their facility located at 623 E. Elm, Wichita, KS, 67214.

 - The number of required meals for ARES/WR annually is approximately 186,515 (112 snacks (twice daily), 63 breakfasts, 112 lunches, and 112 dinners).
- Purchased meals for the Power Program.
 - The number of required meals for Power Program will vary; on high end would be 960 meals annually.

III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide food management services. The following objectives have been identified for this contract:

1. Acquire food management services meeting the parameters, conditions and mandatory requirements presented in the document.
2. Establish contract pricing with the vendor that has the best proven “track-record” in performance, service and customer satisfaction.
3. Acquire food management services with the most advantageous overall cost to the county.

IV. Submittals

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, please email the entire document with supplementary materials to:

Purchasing@sedgwick.gov

SUBMITTALS are due **NO LATER THAN 1:45 pm CST, TUESDAY, February 14, 2023**. If there is any difficulty submitting a response electronically, please contact the Purchasing Technicians at purchasing@sedgwick.gov for assistance. Late or incomplete responses will not be accepted and will not receive consideration for final award. If you choose to send a hard copy of your proposal, Sedgwick County will not accept submissions that arrive late due to the fault of the U.S. Postal Service, United Parcel Service, DHL, FedEx, or any other delivery/courier service.

Proposal responses will be acknowledged and read into record at Bid Opening, which will occur at 2:00 pm CST on the due date. No information other than the respondent's name will be disclosed at Bid Opening. We will continue to have Bid Openings for the items listed currently. If you would like to listen in as these bids are read into the record, please dial our Meet Me line @ (316) 660-7271 at 2:00 pm.

V. Scope of Work

Sedgwick County is soliciting a competitive Request for Proposal (RFP) to retain the professional services of a contractor to provide food management services to the client population working out of an established kitchen with all appliances and food storage areas intact. The services shall follow all requirements for licensed secure detention and residential facilities. The project will include full meals of breakfast, lunch, dinner, and two (2) daily snacks (afternoon and evening), seven (7) days a week, 365 days a year.

In this RFP, the contractor may be referred to as vendor or provider, depending upon the context. Sedgwick County would like to see proposals that meet the required licensing regulations, but also provide input on cost/capacity to follow KSDE requirements for school food services programs targeted at the breakfast and lunch meals. The purpose of this is to provide quality meal service to detained youth and ratio staff who work in the Department of Corrections Juvenile Services.

All applicable licensing regulations and requirements will be followed and the contractor will assume responsibility for meeting regulations in all applicable areas.

Regulations for Licensing Detention and Secure Care Centers (DCF Detention) can be found at the link below:

https://www.dcf.ks.gov/services/PPS/FCL/Documents/FC_Regs_detention_secure/Regulations_for_Detention_Secure_Care.pdf

Regulations for Licensing Residential Centers.... (DCF Residential) can be found at the link below:

<https://www.dcf.ks.gov/services/PPS/FCL/Documents/GBH%20and%20RC%20Laws%20and%20Regulations%20Book%202022.pdf>

Regulations for food management services of the Kansas State Department of Education (KSDE) can be found at the link below:

<https://statepolicies.nasbe.org/health/categories/nutrition-environment-and-services/school-meals/kansas>

Sedgwick County is currently providing food management services in-house and would like the vendor proposal to identify a timeline for start-process and implementation.

The goals and objectives of the contract resulting from this RFP are:

- To provide quality meal service to detained individuals and ratio staff.
- To ensure healthy quality foods for resident and staff consumption.
- To be responsible for all costs associated with supplies, food items, and products needed to deliver food (containers, cups, utensils, cleaning supplies, etc.).
- To treat clients with respect and dignity in all interactions and encounters.
- To comply with licensing regulations of the Department for Children and Families for Secure Detention and Residential facilities.
- To establish reports and other mechanisms to ensure accountability to Sedgwick County for services and staffing provided.
- To maintain documentation of services provided that is accurate, complete, thorough, and comprehensive.
- To audit services and staffing through a system of quality improvement.
- To maintain staffing levels that allow for preparation and meal service.
- To provide appropriate staff to ensure meal preparation and delivery that meet all requirements to work in a state licensed facility.
- To focus on client satisfaction with the “client” including the client population, the health and mental health professionals, and Sedgwick County.
- To ensure communication is open and forthright regarding all issues relative to the contract and Sedgwick County.
- To work both cooperatively and collaboratively with Sedgwick County toward the common goal of quality food service delivery.
- To absorb current kitchen staff employees (4.25 staff members)
- To purchase and maintain any additional needed kitchen equipment. Current kitchen equipment shall be maintained by Sedgwick County.
- To ensure compliance with Juvenile Detention Facility (JDF) policy and procedures and follow all facility safety protocols.
- To provide all required KSDE meal reimbursement information to Sedgwick County Department of Corrections.

VI. Sedgwick County’s Responsibilities

- Provide information, as legally allowed, in possession of the county, which relates to the county’s requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.
- County reserves the right to make inspections at various points of the project. Contractor agrees to openly participate in said inspections and provide information to the county on the progress, expected completion date and any unforeseen or unexpected complications in the project.

VII. Proposal Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted via email to Jaimee Witmer at Jaimee.Witmer@Sedgwick.gov by 5:00 pm CST, January 31, 2023. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/> under the Documents column associated with this RFP number by 5:00 pm CST, February 7, 2023. Firms are responsible for checking the website and acknowledging any addenda on their proposal response form.

B. Minimum Firm Qualifications

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Proposal. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in proposer’s response. Proposers shall:

1. Have a minimum of three (3) years’ experience in providing services similar to those specified in this RFP.
2. Have an understanding of industry standards and best practices.
3. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the county shall be followed with respect to the contract.
4. Municipal and county government experience is desired. However, the county will make the final determination based on responses received and the evaluation process.
5. Have the capacity to acquire all bonds, escrows, or insurances as outlined in the terms of this RFP.
6. Wear company uniform or ID badge for identification purposes.
7. All staffing costs are the responsibility of the vendor.
8. Staff working under the selected vendor must meet licensing requirements for staff working in a detention/residential facility including background checks free of any prohibitive criminal history and health assessment/proof of no TB (Tuberculosis) etc.

[Click here to access full list of staff ineligibility to work in the Juvenile Detention or Juvenile Residential Facilities.](#)

C. Evaluation Criteria

The selection process will be based on the responses to this RFP. County staff will judge each response as determined by the scoring criteria below. Purchasing staff are not a part of the evaluation committee.

Component	Points
a. Demonstrate clearly and completely the organization’s ability and capacity to meet the Scope of Work as set forth in the Request for Proposal	25
b. Experience and knowledge providing commissary services	25
c. The ability to provide the corporate staffing and organizational structure required to support the contract.	10
d. Operated under the same establishment name for the past three (3) years and exhibit financial stability	10
e. Quality of services	10
f. Cost	20
Total Points	100

Assume the following cost proposals (**examples only**)

- A. \$50,000.00
- B. \$38,000.00
- C. \$49,000.00

Company B with a total price of \$38,000.00 is the low offer. Take the low offer and divide each of the other offers into the low offer to calculate a percentage. This percentage is then multiplied by the number of points available for the cost. In this case, 10 points are allocated to cost.

- | | | |
|---|---------|------------|
| A. \$38,000.00 divided by \$50,000.00 =.76 | .76*10 | 7.6 points |
| B. \$38,000.00 divided by \$38,000.00 =1.00 | 1.00*10 | 10 points |
| C. \$38,000.00 divided by \$49,000.00= .77 | .77*10 | 7.7 points |

Any final negotiations for services, terms and conditions will be based, in part, on the firm’s method of providing the service and the fee schedule achieved through discussions and agreement with the county’s review committee. The county is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The county also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

The county reserves the right to reject all proposals. All proposals, including supporting documentation shall become the property of Sedgwick County. All costs incurred in the preparation of this proposal shall be the responsibility of the firm making the proposals. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service which best meets its required needs, quality levels and budget constraints.

D. Request for Proposal Timeline

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	January 9, 2023
Pre-Proposal Facility Walk-Through (Optional) Located at Juvenile Detention Facility at 700 S. Hydraulic, Wichita, KS 67211	January 24, 2023 at 1:00 pm
Questions and clarifications submitted via email by 5:00 pm CST	January 31, 2023
Addendum Issued by 5:00 pm CST	February 7, 2023
Proposal due before 1:45 pm CST	February 14, 2023
Evaluation Period	February 15, 2023 - March 15, 2023
Board of Bids and Contracts Recommendation	March 23, 2023
Board of County Commission Award	March 29, 2023

E. Contract Period and Payment Terms

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) and continue for a period of three (3) years with two (2) one (1) year options to renew if agreed upon by both parties.

County may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

https://www.sedgwickcounty.org/media/39239/payment_and_invoice_provisions.pdf

F. Insurance Requirements

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. If required, contractor’s professional liability/errors and omissions insurance shall (i) have a policy retroactive date prior to the date any professional services are provided for this project, and (ii) be maintained for a minimum of three (3) years past completion of the project. Contractor shall furnish a certificate evidencing such coverage, with county listed as an additional insured including both ongoing and completed operations, except for professional liability, workers’ compensation and employer’s liability. **Certificate shall be provided prior to award of contract.** Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after county receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas **(must be acknowledged on the bid/proposal response form).**

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of contractor to require that any and all approved subcontractors meet the minimum insurance requirements.

Workers' Compensation:	
Applicable coverage per State Statutes	
Employer's Liability Insurance:	\$500,000.00
Commercial General Liability Insurance (on form CG 00 01 04 13 or its equivalent):	
Each Occurrence	\$1,000,000.00
General Aggregate, per project	\$2,000,000.00
Personal Injury	\$1,000,000.00
Products and Completed Operations Aggregate	\$2,000,000.00
Automobile Liability:	
Combined single limit	\$500,000.00
Umbrella Liability:	
Following form for both the general liability and automobile	
<input checked="" type="checkbox"/> Required / <input type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Professional Liability/ Errors & Omissions Insurance:	
<input type="checkbox"/> Required / <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Pollution Liability Insurance:	
<input type="checkbox"/> Required / <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00

Special Risks or Circumstances:

Entity reserves the right to modify, by written contract, these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

G. Indemnification

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. Confidential Matters and Data Ownership

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful

proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.

I. [Proposal Conditions](#)

<https://www.sedgwickcounty.org/media/31338/proposal-terms-conditions.pdf>

General Contract Provisions

<https://www.sedgwickcounty.org/media/31337/general-contractual-provisions.pdf>

Mandatory Contract Provisions

<https://www.sedgwickcounty.org/media/31336/mandatory-contractual-provisions.pdf>

Independent Contractor

<https://www.sedgwickcounty.org/media/54780/independent-contractor-addendum.pdf>

Sample Contract

<https://www.sedgwickcounty.org/media/39236/sample-contract.pdf>

Federal Certifications Addendum Sedgwick County

<https://www.sedgwickcounty.org/media/59719/federal-certifications-addendum-updated-for-changes-to-ug-11-12-2020-no-signature-line.pdf>

Suspension and Debarment

<https://www.sedgwickcounty.org/finance/purchasing/suspension-and-debarment/>

VIII. [Required Response Content](#)

All proposal submissions shall include the following:

1. Firm profile: the name of the firm, address, telephone number(s), contact person, year the firm was established, and the names of the principals of the firm.
2. The firm's relevant experience, notably experience working with government agencies.
3. At minimum, three (3) professional references, besides Sedgwick County, with email addresses, telephone numbers, and contact persons where work has been completed within the last three (3) years.
4. A disclosure of any personal or financial interest in any properties in the project area, or any real or potential conflicts of interest with members of the Sedgwick County Board of County Commissioners or county staff.
5. A description of the type of assistance that will be sought from county staff, including assistance required from the county to lessen the costs of this project.
6. Proof of insurance meeting minimum insurance requirements as designated herein.
7. Proposal must include a staffing schedule consistent with timely preparation and delivery of meals at prescribed times in the facility. Generally, this will be between 6:00-8:00 am for breakfast, 11:00 am-1:00 pm for lunch and 4:30-6:00 pm for dinner.
8. Those responses that do not include all required forms/items may be deemed non-responsive.

IX. Response Form

**REQUEST FOR PROPOSAL
RFP #23-0003
FOOD MANAGEMENT SERVICES**

The undersigned, on behalf of the proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposer is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the county, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

STATE OF INCORPORATION or ORGANIZATION _____

COMPANY WEBSITE ADDRESS _____ EMAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ Minority-Owned Business: _____ (Specify Below)

_____ African American (05) _____ Asian Pacific (10) _____ Subcontinent Asian (15) _____ Hispanic (20)

_____ Native American (25) _____ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ Woman-Owned Business: _____ (Specify Below)

_____ Not Minority -Woman Owned (50) _____ African American-Woman Owned (55) _____ Asian Pacific-Woman Owned (60)

_____ Subcontinent Asian-Woman Owned (65) _____ Hispanic Woman Owned (70) _____ Native American-Woman Owned (75)

_____ Other – Woman Owned (80) – Please specify _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

UEI (UNIQUE ENTITY IDENTIFIER) NO. _____

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: _____ Yes _____ No

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFB/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/finance/purchasing.asp .

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

In submitting a proposal, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer's response. **Exceptions to any part of this document should be clearly delineated and detailed.**

Signature _____ Title _____

Print Name _____ Dated _____

X. [Pricing](#)

**REQUEST FOR PROPOSAL
RFP #23-0003
FOOD MANAGEMENT SERVICES**

Required Meal Preparation	
Price Per Standard Meal	\$
Price Per Religious Dietary Meal (Kosher, Halal, etc.)	\$
Price Per Meal With Dietary Restrictions	\$
Price Per Snack	\$
Other	\$

Optional Meal Preparation	
Price Per KSDE Meal	\$
Price Per SCOAP Meal	\$
Price Per Power Program Meal	\$
Price Per ARES/WR Meal (including delivery fee to 623 E Elm, Wichita, KS 67214)	\$
Other	\$

As prohibited by KSA 65-516, an individual may not reside, work or regularly volunteer in a correctional facility for juveniles if that person:

1. Has a felony conviction for a crime against persons;
2. Has a felony conviction under the uniform controlled substances act;
3. Has a conviction for any act which is described in articles 54, 55 or 56 of Chapter 21 of the Kansas Statutes Annotated (KSA) and acts amendatory thereof or supplemental thereto or a conviction of an attempt under KSA 21-5301 and amendments thereto to commit any such act, or has been convicted of any action described in KSA 21-6401 and amendments thereto or similar statutes or the federal government (see attached listing of described acts);
4. Has been adjudicated a juvenile offender because of having committed an act which if done by an adult would constitute the commission of a felony and which is a crime against persons, is any act described in articles 54, 55 or 56 of Chapter 21 of the KSA and acts amendatory thereof or supplemental thereto, or is any act described in KSA 21-6401 and amendments thereto or similar statutes of other states or the federal government (see attached listing of described acts);
5. Has committed an act of physical, mental or emotional abuse or neglect or sexual abuse as validated by the Kansas Department for Children and Families (DCF) pursuant to KSA 38-2269 and amendment thereto, and has failed to successfully complete a corrective action plan which had been deemed appropriate and approved by the DCF, or the record has not been expunged pursuant to the rules and regulations adopted by the secretary of DCF.
6. Has had a child declared in a court order in this or any other state to be deprived or a child in need of care based on an allegation of physical, mental or emotional abuse or neglect or sexual abuse;
7. Has had parental rights terminated pursuant to the Kansas Juvenile Code or KSA 38-2226 to 38-2270, inclusive and amendments thereto or a similar statute of other states;
8. Has signed a diversion agreement pursuant to KSA 22-2909 and amendments thereto, or pursuant to KSA 38-2346 and amendments thereto involving a charge of child abuse or a sexual offense;
9. Has an infectious or contagious disease.

As required by KAR 28-4-356:

1. Each staff member shall be free of communicable disease and shall be in such a state of health and freedom from a physical or emotional handicap as is necessary to work with children.
2. Each staff member shall have a health assessment upon hiring.

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This list is not meant to be all inclusive. If you have any juvenile adjudications or adult criminal convictions, please disclose them during your interview.

- Abandonment of a Child/ Aggravated Abandonment of a Child
- Abuse of a Child
- Adultery
- Aggravated Endangering a Child
- Aggravated Escape from Custody - violence
- Aggravated Indecent Liberties with a Child
- Aggravated Internet Trading in Child Pornography
- Aggravated Intimidation of a Witness or Victim
- Application of Certain Crimes to an Unborn Child
- Arson / Aggravated Arson
- Assault/ Aggravated Assault
- Assault of a Law Enforcement Officer/Aggravated Assault or Battery of a Law Enforcement Officer
- Assisting Suicide
- Attempt to Commit an Off Grid Felony
- Battery I Aggravated Battery
- Battery Against Officer, School Employee, or Mental Health Employee
- Bigamy
- Blackmail
- Burglary/ Aggravated Burglary
- Buying Sexual Relations
- Capital Murder
- Commercial Sex
- Conspiracy
- Conspiracy to Commit a Felony
- Conspiracy to Commit a Misdemeanor
- Contributing to a Child's Misconduct
- Convicted or Adjudicated of a Crime that Requires Registration as a Sex Offender
- Criminal Discharge of a Firearm
- Criminal Possession / Disposal of Explosives
- Criminal Restraint
- Criminal Sodomy / Aggravated Criminal Sodomy
- Criminal Threat/ Aggravated Criminal Threat
- Domestic Battery
- Distribution of a Controlled Substance Causing Great Bodily Harm or Death
- Endangering a Child
- Electronic Solicitation
- Exploitation of a Child
- Exploitation of a Child, Sex
- Exposing Another to a Life-Threatening Communicable Disease
- Female Genital Mutilation
- Furnishing Alcoholic Beverages to a Minor for Illicit Purposes
- Hazing
- Human Trafficking / Aggravated Human Trafficking
- Illegal Use of Weapons of Mass Destruction
- Incest / Aggravated Incest
- Incitement to Riot
- Income Tax Returns: Disclosure/Use for Commercial Purposes Information Obtained in Preparing
- Indecent Liberties with a Child / Aggravated Indecent Solicitation of a Child
- Indecent Solicitation of a Child / Aggravated Indecent Solicitation of a Child
- Injury to a Pregnant Woman
- Interference with Parental Custody / Aggravated Interference with Parental Custody
- Interference with Custody of a Committed Person
- Kidnaping / Aggravated Kidnaping
- Lewd and Lascivious Behavior
- Manslaughter (Voluntary & Involuntary)
- Mistreatment of a Confined Person
- Mistreatment of a Dependent Adult
- Murder (1st and 2nd Degree)
- Criminal Non-Support
- Patronizing a Prostitute
- Permitting Dangerous Animal to be at Large
- Physical, Mental or Emotional Abuse or Neglect or Sexual Abuse Promoting Obscenity
- Promoting Obscenity to Minors
- Promoting or Permitting Hazing
- Promoting Prostitution
- Prostitution
- Racketeering
- Rape
- Robbery / Aggravated Robbery
- Sexual Battery I Aggravated Sexual Battery
- Sexual Exploitation of a Child
- Stalking
- Terrorism
- Treason
- Unlawful Administration of a Substance
- Unlawful Disclosure of Tax information
- Unlawful Interference with a Firefighter
- Unlawful Interference with an Emergency Medical Services Technician
- Unlawful Hosting Minors Consuming Alcohol
- Unlawful Sexual Relations (Voluntary)
- Vehicular Homicide