

**1. CHANGE ORDER #1 - AMENDMENT TO CONNIE GASTON, LCP CONTRACT --
FUNDING -- COMCARE**

(Contract Amendment)

16-2042 Contract

	Connie Gaston, LCP
Amendment to contract length	Extend the current contract for an additional two (2) months

On the recommendation of Joe Thomas, on behalf of COMCARE, Jennifer Dombaugh moved to **accept the change order to extend the contract for two (2) additional months with Connie Gaston, LCP.** Linda Kizzire seconded the motion. The motion passed unanimously.

Connie Gaston conducts competency evaluations of defendants while in jail or on pretrial release as referred by COMCARE.

Note: The extension of two (2) months represents a 16.7% increase to the original contract term.

Questions and Answers

Linda Kizzire asked: "Is there a reason why we are doing an additional two (2) months on this contract?"

Brenda (Contract Specialist for COMCARE) answered: "We're in the process of releasing an RFP effective January 1, 2017. Connie's contract ended in October, so we asked to extend the current contract two (2) additional months so that we can complete the RFP process."

BOARD OF BIDS AND CONTRACTS DECEMBER 8, 2016

2. ON-CALL DEBRIS REMOVAL -- ENVIRONMENTAL RESOURCES

FUNDING -- ENVIRONMENTAL RESOURCES

(Request sent to 35 vendors)

RFP #16-0091 Contract

	Waste Connections of Kansas, Inc.*	Waste Management of KS - Wichita	Arbor Masters Tree Service
1. Delivery Fees (Dumpsters)	\$65.00 each - Inside City Limits \$85.00 each - Outside City Limits	\$150.00 each	Not applicable (see alternative proposal)
2. Haul Charge	\$148.00 each - Inside City Limits \$170.00 each - Outside City Limits	\$375.00 each	Not applicable (see alternative proposal)
3. Disposal Cost	\$59.00 per ton (Trash) \$37.00 per ton (C&D)	\$60.00 per ton (trash)	\$117 per ton (includes dump tonnage fee)
4. Response Time (Dumpsters)	Requests before 12pm to deliver same day Requests after 12pm to deliver next day	Not addressed	24 hours
5. Packer Truck (One Driver)	\$190.00 per hour (Inside City Limits) \$250.00 per hour (Outside City Limits)	Packer trucks are not available	Grapple trucks (see alternative proposal)
6. Packer Truck (Two Drivers)	\$290.00 per hour (Inside City Limits) \$350.00 per hour (Outside City Limits)	Packer trucks are not available	Grapple trucks (see alternative proposal)
7. Response Time (Packer Trucks)	Requests need to be made one week in advance	Packer trucks are not available	Grapple trucks (see alternative proposal)
8. Dumpsters OT/Emergency Service (if order is called in late Saturday or Sunday)	Deliver fees - \$250.00 each (Inside City Limits) Deliver fees - \$350.00 each (Outside City Limits) Haul - \$300.00 each (Inside City Limits) Haul - \$400.00 each (Outside City Limits)	Not addressed	Not applicable (see alternative proposal)

BOARD OF BIDS AND CONTRACTS DECEMBER 8, 2016

9. Packer Truck (One driver) OT/Emergency Service	\$380.00 per hour (Inside City Limits) \$500.00 per hour (Outside City Limits)	Packer trucks are not available	Grapple trucks (see alternative proposal)
10. Packer Truck (Two drivers) OT/Emergency Service	\$480.00 per hour (Inside City Limits) \$600.00 per hour (Outside City Limits)	Packer trucks are not available	Grapple trucks (see alternative proposal)
11. OT/Emergency Disposal Cost	\$59.00 per ton (Trash) \$37.00 per ton (C&D)	Not addressed	\$117 per ton (includes dump tonnage fee)
No Bids	Roth Environmental Consultants, Inc.	Eastern Research Group, Inc.	Waste Link Inc.
	US Ecology		

On the recommendation of Joe Thomas, on behalf of Environmental Resources, Tim Kaufman moved to **accept the best proposal from Waste Connections of Kansas, Inc. to establish contract pricing for one (1) year with two (2) additional one (1) year options to renew.** Jennifer Dombaugh seconded the motion. The motion passed unanimously.

A committee comprised of Susan Erlenwein - Director of Environmental Resources and Joe Thomas - Purchasing reviewed all responses submitted. Waste Connections of Kansas, Inc. offered the best proposal providing the various options as requested in the scope of work. Waste Management of KS - Wichita did not offer packer trucks. Arbor Masters Tree Service offered an alternative proposal addressing tree waste only.

Depending on the severity of the storm, Sedgwick County may sponsor dumpsters for onsite disposal, arrange for packer truck collection in certain neighborhoods, or offer sites for residents to bring their tree waste to for free disposal. In order to provide the best service after a storm event, the county wants to have pre-event unit price contracts established to expedite response times for cleanup.

***Note:** Waste Connections of Kansas, Inc. rates will increase by 2% in the 2nd and 3rd years. Disposal costs could also change with 30 day prior written notification.

Questions and Answers

Linda Kizzire asked: "Have we not had a contract with anyone in the past for this service?"

Susan Erlenwein answered: "We've gone under the general trash contract with the county, but this allows us to have rapid turnaround when we have a call for emergencies. "

BOARD OF BIDS AND CONTRACTS DECEMBER 8, 2016

3. NUTRITION AND COMMISSARY MANAGEMENT SERVICES -- VARIOUS DEPARTMENTS
FUNDING -- VARIOUS DEPARTMENTS

(Request sent to 76 vendors)

RFP #16-0079 Contract

	Aramark	Trinity Services Group, Inc.	Turnkey Corrections	CBM Managed Services (Option 1)	CBM Managed Services (Option 2)	CBM Managed Services (Option 3)	CBM Managed Services (Option 4)	Premier Food Service
Inmate Meals								
Inmate Meals (per ea.)	\$1.129	\$1.375	No Bid	\$1.177	\$1.182	\$1.187	\$1.167	\$1.420
Religious and Dietary Meals (per ea.)	\$1.129	\$1.375	No Bid	\$1.177	\$1.182	\$1.187	\$1.167	\$1.670
Staff Meals at ADF (per ea.)	\$1.00	No Bid	No Bid	\$3.50	\$3.50	\$3.50	\$3.50	No Bid
Equipment Allowance (per year)	-\$20,000.00	No Bid	No Bid	-\$13,000.00	-\$19,500.00	-\$26,000.00	No Bid	No Bid
Commissary Management								
Commissary Commission based on Net Sales	10%	15%	30% with an additional 10% to inmate programs	10%	10%	10%	10%	No Bid
Inmate Banking Fees: Lobby	Cash & Cards: Up to \$20=\$2.85; \$20-\$100=\$3.95; \$100-\$200=\$4.95	Cash: \$3.25 limit \$200.00 Credit Card \$4.50 = \$30.00, \$5.95=\$30.01 to \$50.00,\$6.95=\$50.01 to \$70.00, \$9.95= \$70.01 to \$100.00	\$8.95 card fee Cash no fee	Cash \$3.25, Cards \$3.25 or 10% whichever is more Takes picture of depositor	Cash \$3.25, Cards \$3.25 or 10% whichever is more Takes picture of depositor	Cash \$3.25, Cards \$3.25 or 10% whichever is more Takes picture of depositor	Cash \$3.25, Cards \$3.25 or 10% whichever is more Takes picture of depositor	No Bid
Inmate Banking Fees:Web	Cash & Cards: Up to \$20=\$2.85; \$20-\$100=\$3.95; \$100-\$200=\$4.95	Cash: \$3.25 limit \$200.00 Credit Card \$4.50 = \$30.00, \$5.95=\$30.01 to \$50.00,\$6.95=\$50.01 to \$70.00, \$9.95= \$70.01 to \$100.00	\$8.95	\$3.25 or 10% whichever is more	\$3.25 or 10% whichever is more	\$3.25 or 10% whichever is more	\$3.25 or 10% whichever is more	No Bid
Inmate Banking Fees: Bonding	\$5.00 per \$100.00	Cash: \$3.25 limit \$200.00.\$9.95 up to \$250.00, \$15.95 to \$250.01- \$500.00	\$8.95	Cash: No Fee Card: \$3.25 or 10% whichever is greater	Cash: No Fee Card: \$3.25 or 10% whichever is greater	Cash: No Fee Card: \$3.25 or 10% whichever is greater	Cash: No Fee Card: \$3.25 or 10% whichever is greater	No Bid

BOARD OF BIDS AND CONTRACTS DECEMBER 8, 2016

Booking and Release Fees	No Fee	No Fee No Cards Allowed	\$8.95	No Fee	No Fee	No Fee	No Fee	No Bid
Inmate Banking Program	CORE	Cobra Banker/Fusion	Turnkey Elite Account Management	Techfriends Jail ATM/Lockdown	Techfriends Jail ATM/Lockdown	Techfriends Jail ATM/Lockdown	Techfriends Jail ATM/Lockdown	No Bid
Debit Card Release	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No Bid
Supply Starter Kits & Indigent Kits	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No Bid
Hot Cart	Yes, must sync banking systems between units.	Yes	Yes	Yes, with live point of sale debits.	Yes, with live point of sale debits.	Yes, with live point of sale debits.	Yes, with live point of sale debits.	No Bid
Online Care Packs	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No Bid
Inmate e-mail	\$0.25 per e-mail	No Bid	\$0.25 per e-mail	\$0.05 per e-mail free encrypted e-mails to public defender	\$0.05 per e-mail free encrypted e-mails to public defender	\$0.05 per e-mail free encrypted e-mails to public defender	\$0.05 per e-mail free encrypted e-mails to public defender	No Bid
Bar Code Reader for Inmate Tracking	Handheld scanner for delivery of commissary items only	N/A	N/A	Will work with Sedgwick County to implement live inmate tracking solution	Will work with Sedgwick County to implement live inmate tracking solution	Will work with Sedgwick County to implement live inmate tracking solution	Will work with Sedgwick County to implement live inmate tracking solution	No Bid
No Bids		AVI Food Systems, Inc.	USD 259 Food Services	Treat America Food Services	The Breadbasket, LLC			
		Café Services	Blue Moon Caterers	Jayleen, Inc				

On the recommendation of Kristen McGovern, on behalf of various county departments, Linda Kizzire moved to **accept the overall best proposal from CBM Managed Services (Option 1) for both Nutrition and Commissary Management Services and establish contract rates as indicated above for three (3) years with two (2) one year options to renew.** Tim Kaufman seconded the motion. The motion passed unanimously.

A review committee comprised of Colonel Brenda Dietzman, Captain Willetta Moore, Captain Jared Schechter, Lieutenant Vincent Walker, Captain Robert Taylor - Sheriff's Office, Robert Campbell, Greg Tuxhorn - Facilities and Kristen McGovern - Purchasing Division reviewed all proposals and shortlisted Aramark and CBM Managed Services (CBM) and unanimously agreed upon CBM Managed Services (Option 1). Factors considered include the ability to meet requirements and scope of work, ability to fulfill supplemental requests, qualifications and the most advantageous and prudent methodology and cost.

This new contract pricing is \$0.097 less per inmate meal than the county is currently spending. It reflects an annual estimated savings of \$126,100.00. In addition, CBM has proposed running the courthouse cafe without the annual subsidy of \$36,000.00. The county currently pays to the current contract owner. An annual combined savings of \$162,100.00 for Sedgwick County.

Through reference checks and proof of quality of food during presentations, CBM demonstrated they will serve a superior food product to the inmate population. Food quality is a very effective management tool to keep the inmate population untroubled. When inmates have issues with poor quality food and diets not being properly managed, it becomes extremely taxing on staff to correct issues and can potentially create liability issues for the county when religious diets are not properly followed. Additionally, poor quality food can incite some inmates to violence and encourages inmates to trade commissary items which can cause altercations when debts are not repaid. An example of the benefits of the quality of inmate food provided by CBM is their existing contract with Cook County, Illinois. In Cook County, the inmate population is approximately 10,000, however on average, only 12 -14 inmates are on Kosher diets compared to Sedgwick County's 1,400 inmates with 40 on Kosher diets. Cook County found by having better quality food for the inmates they receive fewer request for special and religious diets, which reduced liability.

BOARD OF BIDS AND CONTRACTS DECEMBER 8, 2016

CBM has a track record of being a quality company to work with who will respond quickly to address and correct any problems encountered. Reference checks with other local facilities and large jails in the country have verified the timeliness and quality of service by CBM staff.

The Commissary and Management Services is a program where inmates can pay and obtain supplies which are not provided by the Sheriff's Office utilizing a kiosk system. The kiosks will also provide a digital inmate request system enabling requests for services (e.g. medical, inmate coordinators, supervisors, PREA, etc.) CBM's inmate request system is a web portal and is completely customizable to fit the needs of the Sheriff's Office in order to ensure inmate requests automatically go where they are needed. A digital inmate request system ensures all records are preserved and can be tracked for the purpose of preventing litigation. There will be approximately 60 kiosks throughout the Sedgwick County Detention and Work Release Facilities. CBM will also keep six (6) extra kiosks on-site in order to make instant repairs if a kiosk breaks. The kiosks will also be used for other informational purposes. The Sheriff's Office will be able to place inmate announcements on the kiosks and will have full control of what functions are available and when they are available.

The supplies and costs will be from a predetermined list approved by the Sheriff's Office. The vendor will deliver the items directly to the inmates on a predetermined schedule.

Sedgwick County does not pay for any of the Commissary services.

To support their commissary services in Sedgwick County and South Central Kansas, CBM plans to open a warehouse in Sedgwick County which will add jobs and tax dollars to the community.

CBM offers an Inmate Back2Work Vocational Training Program which teaches inmates the necessary skills needed to become successful within a chosen field and gives participants the tools necessary to become gainfully employed. CBM will study the local market to determine the needs of local employers in order to develop an inmate training program which will help with job placement upon the inmate's release.

CBM has proposed establishing staff dining at the detention facility which currently does not exist. Staff currently has to have food delivered or bring their own food from home. CBM has committed to healthy and affordable dining for all three shifts at the Adult Detention Facility which includes a featured meal of the day and salad bar. The benefits to employees are healthier food and convenience.

CBM has offered an annual investment of \$13,000.00 for equipment repairs and maintenance. Any remaining funds will be rolled over to the next contract year through the term of the contract.

Inmate secure e-mail messaging is a system that allows inmates to receive and send e-mails. Inmate secure messaging has virtually eliminated traditional mail in correctional facilities. On average, the Sheriff's Office receives approximately 200 - 250 letters a day for inmates, which all need to be searched for contraband and screened before being delivered to the inmates. This process is labor intensive and while inmate e-mails will not eliminate all mail, it will significantly reduce the amount of time spent searching the mail. A reduction in letters entering the facility also reduces the amount of paper in the facility and it reduces fire hazards. The inmates will be able to send and receive e-mails at a minimal cost of \$0.05 per email with free encrypted e-mail to the inmate's public defender. The approximate cost for the inmate to write, address and send a letter is \$0.75. The public would also see about the same cost savings by using e-mail instead of sending in a traditional letter. In the last year the current provider has sold approximately 13,000 pre stamped envelopes to inmates at a cost of \$0.71 each with a total price of \$9,230.00. If the inmates use a \$0.05 e-mail instead of a traditional letter, the total savings would be \$8,580.00. CBM will also offer to give a limited number of free e-mails to indigent inmates in lieu of the two stamped envelopes they currently receive.

The e-mail software, also at no cost, provides advanced investigative tools that will be available to the Sheriff's Office staff. The software will flag e-mails which contain certain words and/or phrases in order to alert staff to review these e-mails before they are sent to the inmates. Additionally, the software will also have a Threads program which will allow investigators to track e-mail activity within the facility. This same type of technology is currently used in the inmate phone system and has been used to solve serious crimes in the community, including murder.

BOARD OF BIDS AND CONTRACTS DECEMBER 8, 2016

CBM will also provide barcode readers so that each inmate can be tracked in the facility with live updates. The barcode reading system will allow the Sheriff's Office virtually real time information concerning the location of inmates in the facility. It will also alert staff of an inmate who does not arrive to a location they were directed to go. This feature will help reduce inmates passing notes and/or contraband in the hallways and could potentially prevent an escape attempt.

CBM uses Techfriends for their inmate banking program, an interface already exists between ADAM, the jail management system and Techfriends. Until approximately three years ago Techfriends was the inmate banking provider for the Sheriff's Office, therefore the interface will only need minor changes by ITS making the transition of vendors less costly to the county.

Inmate banking fees associated with cash bonds will also benefit the citizens of Sedgwick County. In the last three months, over \$180,000.00 has been deposited in kiosks to pay inmate cash bonds to gain the release of an inmate with no fees. CBM will continue to provide this service at no charge.

When depositing funds in the lobby of the Detention Facility the CBM kiosks have an extra layer of security by taking a picture of each depositor, which could prevent the use of stolen credit cards.

*Note: Sedgwick County desires to contract with a firm to provide food service for the following four (4) County locations:

(1) Sedgwick County Sheriff's Office - Detention Facility 141 W. Elm Wichita, Kansas 67203.

Vendor will provide three (3) meals daily to this location, with an average daily meal count average of 3500.

(2) Sedgwick County Sheriff's Office - Work Release Facility - 701 W. Harry Wichita, Kansas 67213.

Vendor will provide three (3) meals daily to this location with a daily meal count average of 229.

(3) Department of Corrections - Residential & Services Center - 622 E. Central Wichita, Kansas 67202.

Vendor will provide three (3) meals daily to this location with a daily meal count average of 130.

(4) Sedgwick County Main Courthouse Cafeteria - 525 N Main, Basement Wichita, Kansas 67203.

Vendor will provide all inclusive food service operation.

Questions and Answers

Tim Kaufman asked: "It sounds like there are some technology enhancements involved in this bid. Is the vendor prepared to take on any added costs that are needed for these technological enhancements?"

Colonel Brenda Dietzman(Sheriff's Office) answered: "Yes. One of the things that we appreciate about CBM is that everything they are doing is better. It's going to be at a less cost than what we currently pay. The savings comes because we are actually combining the two contracts and we haven't done that in the past. The barcode readers were made available to us through our current vendor, but we didn't take the opportunity to do that because it would have been very costly to the Sheriff's Office. What we did in our RFP is that we wanted to explore the option of a barcode reader system. CBM came back to us and said they wanted to build the software that will interface with our RMS system for free, and it was a top priority to them. Aramark was willing to put that technology in as well, but it would only be used for commissary and not the tracking system like CBM."

Linda Kizzire asked "Do we currently have these kiosks?"

Brenda Dietzman answered: "Yes, we do. Technology gets better and better. CBM has a great kiosk system and the computer itself is rather small and very quick and simple to fix if something were to malfunction with it."

4. AUDITING SERVICES -- FINANCE DEPARTMENT

FUNDING -- FINANCE DEPARTMENT

(Request sent to 24 vendors)

RFP #16-0068 Contract

	Allen, Gibbs & Houlik, L.C.	BKD, LLP	RSM US, LLP	Rubin Brown, LLP
Audit Services				
2016				
CAFR	\$94,500.00	\$115,130.00	\$130,000.00	\$146,300.00
OMB Circular A-133	\$25,000.00	\$20,370.00	\$15,000.00	\$34,700.00
AUP - HUD Financial Data Schedules	\$4,750.00	\$6,500.00	\$5,000.00	\$5,500.00
SRS Grants	\$3,500.00	\$3,500.00	\$3,000.00	\$2,500.00
Subtotal	\$127,750.00	\$145,500.00	\$153,000.00	\$189,000.00
2017				
CAFR	\$97,335.00	\$118,584.00	\$135,200.00	\$151,000.00
OMB Circular A-133	\$25,750.00	\$20,981.00	\$15,600.00	\$35,900.00
AUP - HUD Financial Data Schedules	\$4,893.00	\$6,695.00	\$5,200.00	\$5,700.00
SRS Grants	\$3,605.00	\$3,605.00	\$3,120.00	\$2,600.00
Subtotal	\$131,583.00	\$149,865.00	\$159,120.00	\$195,200.00
2018				
CAFR	\$100,255.00	\$122,438.00	\$140,608.00	\$157,000.00
OMB Circular A-133	\$26,523.00	\$21,663.00	\$16,224.00	\$37,300.00
AUP - HUD Financial Data Schedules	\$5,039.00	\$6,913.00	\$5,408.00	\$5,900.00
SRS Grants	\$3,713.00	\$3,722.00	\$3,245.00	\$2,700.00
Subtotal	\$135,530.00	\$154,736.00	\$165,485.00	\$202,900.00
2019				
CAFR	\$104,767.00	\$126,723.00	\$146,232.00	\$163,000.00
OMB Circular A-133	\$27,716.00	\$22,421.00	\$16,873.00	\$38,800.00
AUP - HUD Financial Data Schedules	\$5,266.00	\$7,155.00	\$5,624.00	\$6,100.00
SRS Grants	\$3,880.00	\$3,852.00	\$3,375.00	\$2,800.00
Subtotal	\$141,629.00	\$160,151.00	\$172,104.00	\$210,700.00
2020				
CAFR	\$110,005.00	\$131,159.00	\$152,082.00	\$169,000.00
OMB Circular A-133	\$29,102.00	\$23,206.00	\$17,548.00	\$40,100.00
AUP - HUD Financial Data Schedules	\$5,529.00	\$7,405.00	\$5,849.00	\$6,300.00
SRS Grants	\$4,074.00	\$3,987.00	\$3,510.00	\$2,900.00
Subtotal	\$148,710.00	\$165,757.00	\$178,989.00	\$218,300.00
Grand Total	\$685,202.00	\$776,009.00	\$828,698.00	\$1,016,100.00
Annual Estimated Audit Hours				
Partners	Partner-65 Technical Review Partner-10	104	110	160
Managers	180	302	220	200
Seniors	370	604	420	450
Other supervisory Staff	Compliance Specialist-180	No Bid	60	No Bid
Staff	300	270	380	600
Other (specify)	Clerical-20	No Bid	Administrative Staff-40	Administrative Staff-400
	Allen, Gibbs & Houlik, L.C.	BKD, LLP	RSM US, LLP	Rubin Brown, LLP
2016 (Standard Hourly Rates)				
Partners	\$295.00-\$350.00	\$275.00-\$350.00	\$400.00	\$295.00
Managers	\$175.00-\$210.00	\$190.00-\$250.00	\$250.00	\$175.00
Seniors	\$130.00-\$160.00	\$115.00-\$190.00	\$175.00	\$150.00
Other Supervisory Staff	\$125.00-\$141.00	No Bid	\$175.00	No Bid
Staff	\$110.00-\$130.00	\$115.00-\$165.00	\$120.00	\$135.00
Other (specify)	No Bid	\$115.00	\$75.00	\$100.00

BOARD OF BIDS AND CONTRACTS DECEMBER 8, 2016

2017 (Standard Hourly Rates)				
Partners	\$295.00-\$350.00	\$275.00-\$350.00	\$400.00	\$305.00
Managers	\$175.00-\$210.00	\$190.00-\$250.00	\$250.00	\$181.00
Seniors	\$130.00-\$160.00	\$115.00-\$190.00	\$175.00	\$155.00
Other Supervisory Staff	\$125.00-\$141.00	No Bid	\$175.00	No Bid
Staff	\$110.00-\$130.00	\$115.00-\$165.00	\$125.00	\$140.00
Other (specify)	No Bid	\$115.00	\$75.00	\$105.00
2018 (Standard Hourly Rates)				
Partners	\$295.00-\$350.00	\$275.00-\$350.00	\$400.00	\$316.00
Managers	\$175.00-\$210.00	\$190.00-\$250.00	\$250.00	\$190.00
Seniors	\$135.00-\$165.00	\$115.00-\$190.00	\$175.00	\$160.00
Other Supervisory Staff	\$125.00-\$141.00	No Bid	\$175.00	No Bid
Staff	\$115.00-\$135.00	\$115.00-\$165.00	\$125.00	\$145.00
Other (specify)	No Bid	\$115.00	\$75.00	\$107.00
2019 (Standard Hourly Rates)				
Partners	\$295.00-\$350.00	\$285.00-\$375.00	\$420.00	\$327.00
Managers	\$185.00-\$220.00	\$205.00-\$265.00	\$260.00	\$195.00
Seniors	\$135.00-\$165.00	\$125.00-\$200.00	\$180.00	\$166.00
Other Supervisory Staff	\$125.00-\$141.00	No Bid	\$180.00	No Bid
Staff	\$115.00-\$135.00	\$125.00-\$180.00	\$130.00	\$150.00
Other (specify)	No Bid	\$125.00	\$80.00	\$111.00
2020 (Standard Hourly Rates)				
Partners	\$295.00-\$350.00	\$285.00-\$375.00	\$420.00	\$340.00
Managers	\$185.00-\$220.00	\$205.00-\$265.00	\$260.00	\$200.00
Seniors	\$140.00-\$170.00	\$125.00-\$200.00	\$180.00	\$175.00
Other Supervisory Staff	\$125.00-\$141.00	No Bid	\$180.00	No Bid
Staff	\$120.00-\$140.00	\$125.00-\$180.00	\$130.00	\$155.00
Other (specify)	No Bid	\$125.00	\$80.00	\$115.00
	Allen, Gibbs & Houlik, L.C.	BKD, LLP	RSM US, LLP	Rubin Brown, LLP
Policy and Procedure Review				
2016 Rates Proposed	\$39,025.00	\$50,000.00 to \$65,000.00	\$56,250.00 to \$61,875.00	\$49,850.00
2017 Rates Proposed	\$40,105.00	\$25,000.00 to \$35,000.00	\$16,537.50 to \$18,900.00	\$49,850.00
2018 Rates Proposed	\$41,570.00	\$25,000.00 to \$35,000.00	\$17,364.20 to \$19,844.80	\$49,850.00
2019 Rates Proposed	\$42,695.00	\$25,000.00 to \$35,000.00	\$18,232.90 to \$20,837.60	\$49,850.00
2020 Rates Proposed	\$44,115.00	\$25,000.00 to \$35,000.00	\$19,144.30 to \$21,879.20	\$49,850.00
Hourly Rates	\$140.00 for services as defined	\$360.00 to \$430.00 Partner, Managing Director \$220.00 to \$265.00 Senior Manager, Director \$165.00 to \$215.00 Associate, Senior Associate II, Manager + additional travel and administrative fees ¹	\$225.00 + Additional travel and administrative fee + additional 5% each additional year ²	Same as hourly prices stated above
No bids	Busby Ford & Reimer, LLC	Dunn & Company, LLC	Andover CPAs, PA	KCoe Isom, LLP
	Larson & Company, P. A.		Regier Carr & Monroe, LLP	

On the recommendation of Kara Kingsley, on behalf of the Finance Department, Tim Kaufman moved to **accept the proposal from BKD, LLP for the policy and procedures review at the rates listed, for the fiscal years ending December 31, 2016, 2017, and 2018, with options to renew for two (2) subsequent fiscal years.** Jennifer Dombaugh seconded the motion. The motion passed unanimously. Linda Kizzire moved to **accept an alternate recommendation for auditing services to BKD, LLP (BKD) for fiscal years ending December 31, 2016, 2017 and 2018 with options to renew for two (2) subsequent fiscal years.** David Spears seconded the motion. The motion passed unanimously.

Note- The original recommendation was Allen, Gibbs & Houlik, L.C.

Auditing Services:

A review committee comprised of Rick Durham - Deputy CFO, Sara Jantz - Director of Accounting, Marty Hughes - Revenue Manager, Kathy Wegner - COMCARE Operations Manager, Debbie Rogers - Treasurer's Office and Kara Kingsley - Purchasing evaluated the audit services responses submitted for thoroughness, methodology and cost. Allen Givvs & Houlik, L.C. (AGH) provided the best overall proposal for services requested.

AGH has provided auditing services for Sedgwick County for many years and has the experience and expertise of working with public sector entities the same size as the county. AGH offered the lowest pricing along with a price guarantee. AGH will offer a smoother auditing process based on their history and knowledge of Sedgwick County's practices and policies. They also offer educational opportunities for county staff through AGH University and offer eight (8) hours of training on a topic of our choice.

BKD also is a qualified firm that has a nationwide governmental group, but their pricing was higher over the life of the contract. They offer training through BKD Thoughtware, similar to AGH University, but no additional personalized training.

RSM US, LLP (RSM) was not considered due to pricing. Also, references were not of similar size of the county, lack of information regarding staffing, procedures and the office they work out of is in Oklahoma City, OK.

RubinBrown, LLP was also not considered due to the pricing. Also, references were not of similar size of engagements as the county. They would also be working out of an office in Kansas City, KS.

Rotation of the audit firm was considered due to the county having a longstanding relationship with AGH and best practices suggesting audit rotation being ideal, but it was concluded that AGH offered enough employee diversification that would satisfy any concerns.

Policy and Procedures Review:

The policy and procedures review responses were evaluated for thoroughness, methodology and cost. BKD provided the best overall proposal for services requested.

The contracted vendor will annually conduct a detailed evaluation and review of the entirety of Sedgwick County's internal financial polices, processes and procedures. The policy and procedures review will be separate from the formal audit (listed above) and will produce a report that will include:

- The evaluation of the adequacy and effectiveness of the county's internal financial policies, processes and procedures with regard to best practices and to organizations of similar size and structure.
- Identification of those county financial policies, processes and procedures that may render the county vulnerable to internal or external fraud and/or abuse.
- Evaluation of the reliability and integrity of the county's financial policies, processes and procedures.
- Identification of the strengths, weaknesses, challenges and potential risks of the county's internal financial policies, processes and procedures.
- Suggestions for improvement.

The final report will be provided to the County Manager.

BKD responded with competitive pricing, in-depth detailed description of their proposed services and included specific team members and their experience bios.

RSM was not considered because their response lacked detail in two key areas 1) RSM only stated that their team members were from their financial and risk advisory services consulting groups, no other information was given and 2) RSM listed four procedures that included understanding the policies and procedures, interviews, comparing other organizations and other. No other information was given.

AGH and RubinBrown, LLP were also not considered due to pricing.

Notes:

CAFR - Comprehensive Annual Financial Report

OMB - Office of Management and Budget

AUP - HUD- Agreed upon procedure Housing and Urban Development

SRS - Social and Rehabilitation Services

¹In addition, you will be billed travel costs, if any, and an administrative fee of 4 percent to cover items such as copies, postage and other delivery charges, supplies, technology-related costs, such as computer processing, software licensing, research and library databases, and similar expense items.

²In addition, we will charge our direct out-of-pocket travel expenses, at the lower of actual expenses or 10% of the total hourly fees billed. We will also bill a 5% administrative charge to recover our costs for indirect administrative expenses such as technology, research and library databases, photocopying, postage and clerical assistance.

Questions and Answers

County Manager - Since the Report goes to me I would like the bid board to, before they vote, in terms of the firm that we choose, I think for my sake, a firm that can give us a fresh perspective, give us a fresh procedure and methodology far outweighs cost in this regard. So, if you could give deference, don't focus on cost, the report is going to come to me. I would like to see a fresh perspective, a fresh look, a fresh process that to me outweighs somebody whose been doing it for a long time. Granted, we have had a great relationship with AGH, they have done nothing wrong, but in light of recent events I would like a fresh perspective.

Linda Kizzire - Well as a department that has the auditors come and see us, I intend to agree with Mike that it would be nice to have a different set of eyes viewing, instead of just always having the same standardized type of procedures and checks. So, I probably won't be voting to take Allen, Gibbs and Houlik so we can possibly start fresh with a different company.

Joe Thomas - Linda, excuse me, and you realize this is a split recommendation, ma'am. We have two sections the audit services, and the one referred to by the Manager. AGH is the recommendation only for the auditing, and as Mike mentioned BKD which gives you the fresh insight look is for the policy and procedures review, so it was split.

Linda Kizzire - Under auditing services, Joe, it says it's also going to be working on our policy and procedures.

Joe Thomas - I think maybe that is just poor choice of terms, but it's not the actual policy and procedures review. But, it is looking at the current auditing, which includes looking at what we currently have for policy and procedures.

Linda Kizzire - Okay, we didn't get this until we sat down we haven't had time to read thought it.

Joe Thomas - I know, we apologize for the late look at it

County Manager - I think in light of what you're saying I think a fresh perspective on both. I didn't make that clear, to me BKD is the logical choice for both services.

Misha Jacob-Warren - David can I make a suggestion? If it would be easier for the Bid Board to take two separate votes, one on the policy and procedures review and one on just the external auditing functions. I think that would be acceptable. Since the recommendation from staff and Purchasing are two different vendors. If you are comfortable with going with one for one portion, but not the recommended vendor for the other portion of it, if you wanted to split the vote into two I think that would be helpful to the Bid Board. Bid board is allowed to recommend someone else or, of course, you can send it back to staff for further review. Whatever it is you so choose.