



# SEDGWICK COUNTY, KANSAS

## DIVISION OF FINANCE

### Purchasing Department

604 N. Main, Suite F, Wichita, KS 67203 Telephone (316) 383-7494 Fax (316) 383-7055

### REQUEST FOR PROPOSAL 03-12811

### ASSESSMENT OF BUSINESS AND CLINICAL OPERATIONS FOR THE SEDGWICK COUNTY HEALTH DEPARTMENT

October 24, 2003

Sedgwick County, Kansas (hereinafter referred to as "County") desires to select a firm to perform an assessment of business and clinical operations related to the Sedgwick County Health Department's management practice.

Please carefully review this document. If your firm is interested in participating in this selection process commensurate with the specifications, conditions, mandatory requirements, and instructions as contained herein, **three (3)** copies of the attached *Response Form* with a comprehensive proposal must be completed and returned by **Tuesday, November 18, 2003 not later than 1:45 p.m. (CST)**. Late responses will not be accepted and will not receive award consideration.

Proposed base pricing for services may be disclosed at a public meeting to receive and file responses of this solicitation. It should be noted that other information provided in your response will be considered proprietary and will not be divulged during the proposal review process. Because purchases or contractual agreements of this nature require the expenditure of public funds and the use of public facilities, the successful proposer shall understand that portions and potentially all of their proposal, including any final contracts, will become public record after acceptance by the Board of County Commissioners. Accept our assurance that any information provided will be used for evaluating the ability of your firm to handle this account and **will not** be shared with any other persons not involved with the selection process.

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Carol Bevelhymer  
Purchasing Agent

## **1. BACKGROUND**

This document is a Request for Proposal. It differs from a Request for Bid/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/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. 55, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, testing, references, 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, which measure how well a vendor's approach meets the desired requirements and needs of the County. Those 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. The County reserves the right to accept and any portion, or all of the assessment proposed by vendor. A Purchase Order/Contract will be awarded to qualified vendors submitting the best proposals. Sedgwick County reserves the right to select and subsequently recommend for an award, the proposed service which best meets its required needs, quality levels and budget constraints.

Sedgwick County Health Department provides health services primarily to Sedgwick County, however they do not restrict services to Sedgwick County residents. The department is involved in providing the following services:

Prenatal Clinic	Immunizations
Primary Care Children's Clinic	Children's Dental Clinic
Family Planning	Laboratory Services
Breast & Cervical Cancer Screening	Tuberculosis Screening and Treatment
STD/HIV Screening and Treatment	Home Nursing Visits for Prenatal and Postpartum Drug And
Alcohol Counseling	

The Health Department has one hundred fifty-six (156) employees and an annual budget of approximately \$9.3 million. In 2002, the Health Department saw 33,515 unduplicated clients and performed 64,039 different services. Currently the department has nine (9) locations throughout the area.

## **2. OBJECTIVES**

As a direct result of implementing a recommended solution within the parameters outlined in this document, Sedgwick County Health Department desires to:

- ?? Select the best Program available as a result of assessing responses and checking references.
- ?? Facilitate a "best value" purchase for the type of service.
- ?? Procure a Program from providers with a proven "track-record" of service.

### **3. SEDGWICK COUNTY'S RESPONSIBILITIES**

To assist the successful vendor, Sedgwick County will do the following:

1. Provide all information in its possession and as legally allowed which relates to the County's requirements for the project or which is relevant to the project.
2. Assist in obtaining permission to enter public property as required for firm to perform services.
3. Designate a person to act as the County's representative with respect to the work to be performed under this Agreement. Such person shall have the authority to transmit instructions, receive information, and interpret and define the County's policies and decisions.

### **4. CONTRACT PERIOD**

The agreement for assessment and implementation of Business and Clinical Operations will become effective after Board of County Commission approval and immediately upon execution of any agreement by all parties, approximate date of November 26, 2003.

### **5. TERMINATION**

The County reserves the right to cancel the contract and discontinue services with a fifteen (15) day written notice as a result of the failure of the contracted provider to provide acceptable services as delineated in the response to this document or if determined that services can be better provided by in-house or other sources. In the event of termination of this agreement as a result of a breach by contractor hereunder, the County will not be liable for any fees and may, at its sole option, award an agreement for the same services to another qualified firm with the best proposal, or call for new proposals and award the agreement there under.

### **6. PAYMENT TERMS**

Payment for all specified services to the successful provider will be made following:

- ?? Delivery of the proposed services: and
- ?? Receipt of detailed invoicing.

### **7. INDEMNIFICATION**

To the fullest extent permitted by 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 Providers 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, cost and reasonable attorney's fees.

## **8. CONFIDENTIALITY**

Vendor may have access to private or confidential data maintained by Sedgwick County to the extent necessary to carry out its responsibilities of the contract. Vendor shall be responsible for compliance with the privacy provision of the Health Insurance Portability and Accountability Act (HIPAA) and shall comply with all other HIPAA provisions and regulations applicable.

## **9. SERVICE SPECIFICATIONS**

The County intends to award this contract based on an evaluation of all proposals received. Following is a general outline of the type of work to be performed by the successful firm. Broadly stated, the County desires to seek consulting services to provide the following:

- ?? Evaluate clinical staffing levels and schedules.
- ?? Evaluate accounts receivable and statement process.
- ?? Evaluate current credit and collection policy.
- ?? Review fee schedule for self pay clients and insurance accounts.
- ?? Review use of the practice management software related to billing and reimbursement.
- ?? Review education and training of business office and reception staff.
- ?? Assess internal cash controls.
- ?? Review of laboratory fees.
- ?? Evaluate coding in-service program for business office and clinical staff
- ?? Review charge tickets.
- ?? Evaluate patient and paper flow in the clinical area.
- ?? Implement and review patient satisfaction survey.
- ?? Evaluate clinical staffing levels and schedules.
- ?? Observation of patient and paper flow in clinical area.
- ?? Coding in-service for business office and clinical staff
- ?? Ancillary Service analysis.

## **10. SERVICES FOR THE DURATION OF THE PROJECT**

1. Use of information prepared in connection with this study by the County for decision-making purposes.
2. Preparation of all presentation materials to be used/owned by Sedgwick County Health Department.
3. Additional related services as mutually agreed to by the County and the selected firm.

## **11. SELECTION CRITERIA**

Criteria used for selection will include but are not limited to: depth and breadth of planning and designing experience, size and scope of previous projects, and the quality and experience of assigned personnel. The lowest price proposed may not have a direct bearing on the final selection.

The selection process will be based on the responses to this RFP. County staff will judge each response as determined by meeting the following criteria:

1. Ability to meet all Request for Proposal conditions and instructions as outlined herein.
2. Perform the specified and mandatory services as reflected by technical training and education, specialized experience in providing required services, and the qualifications and competence of persons who would be assigned to perform the services.
3. Capacity to perform the services in the required time as reflected by workload, availability of adequate personnel, equipment, and facilities.
4. Ability to manage multiple projects simultaneously and expeditiously, approach to problem and task resolution, methodology and data gathering techniques, procedures, and teamwork.
5. Proposing the services described herein with the most advantageous and prudent methodology and costs to the County.

*NO NEGOTIATIONS, DECISIONS OR ACTIONS SHALL BE INITIATED BY ANY COMPANY AS A RESULT OF ANY VERBAL DISCUSSION WITH ANY COUNTY EMPLOYEE PRIOR TO THE OPENING OF RESPONSES TO THE REQUEST FOR PROPOSAL.*

Sedgwick County, Kansas reserves the right to select the service provider which best meets its required needs, budget constraints, quality levels, and administrative expectations.

## **12. MANDATORY REQUIREMENTS**

These guidelines are provided to assist participating firms in formulating a thorough response. Proposals submitted must reflect in detail their inclusion as well as the degree to which they can be provided. The successful firm shall ensure and understand:

1. Firms should have the following personnel/staff:
  - ?? Medical Doctor
  - ?? Certified Coders
  - ?? Staff members with extensive experience in accounting, Medicaid and other third party payors, management of health care practices, medical billing and collections, electronic billing systems, and clinical efficiency assessments.
2. The firm will work closely with Health Department staff during all phases of the required work. Because the successful firm will be considered a key part of the project, a strong, positive working relationship must be maintained.
3. The firm will provide a single point of contact for the duration of the contract.
4. Initial response to County questions must occur within 24 hours of contact by the County.
5. The firm shall not acquire any interest, direct or indirect, in any other professional capacity that would conflict in any manner or degree with the performance of services required under this agreement.
6. The firm will meet with staff to review project status, project budget, and project planning. These meetings will be scheduled at a time agreed on by the Project Manager, any applicable staff, and the consulting firm.

### **13. TENTATIVE TIME LINE**

The following dates are provided to assist interested firms in planning participation in the project described herein. The dates listed, however, are in no way a guarantee and are subject to change without notice.

October 24, 2003	Issue Request for Proposal
November 18, 2003	Proposals due
November 18-19, 2003	Review Proposals
November 20, 2003	Board of Bids and Contracts meeting
November 26, 2003	Board of County Commissioners

### **14. QUESTIONS**

Questions regarding this document may be submitted in writing to Carol Bevelhymer, Purchasing Agent, 604 N. Main, Suite F, Wichita, KS 67203, fax (316) 383-7055, e-mail [cbevelhy@sedgwick.gov](mailto:cbevelhy@sedgwick.gov) no later than November 4, 2003. All questions received will be answered in the form of an addendum and will be posted on the County website at [www.sedgwickcounty.org/purchasing](http://www.sedgwickcounty.org/purchasing), by November 7, 2003.

### **15. PROPOSAL CONDITIONS**

Vendors will understand that pricing offered in the proposal document will be provided to other local government entities with whom Sedgwick County regularly enters into cooperative agreements. In submitting a response to this Request for Proposal, vendors hereby understand the following:

1. All project participants, consultants, engineers, and contractors, must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies, including non-discriminating employment. Contracts entered into on the basis of submitted proposals are revocable if contrary to law.
2. Alternate proposals (two or more proposals submitted) will be considered for an award. Sedgwick County reserves the right to make the final determination of actual equivalency or suitability of such proposals with respect to requirements outlined herein.
3. The proposals submitted, and any further information acquired through interviews, will become, and are to be considered, a part of the final, completed contract. If there is any variance or conflict, the proposal specifications, conditions, and requirements will control.
4. Sedgwick County will retain the right to reject any part of or any and/or all proposals received, or to accept any item or items in the proposal, if determined to be non-responsive in any form, or if determined to be in the best interest of Sedgwick County. It will further be understood that each responder's sureties and insurers are subject to the approval of the County.
5. Sedgwick County may award a purchase contract based on initial offers received without discussion of such offers. **A vendor's initial offer should therefore be based on the most favorable terms available from a price and technical standpoint.** The County may, however, have discussion with those vendors that it deems in its discretion to fall within a competitive range. It may also request best and final offers from such proposers and make an award and/or conduct negotiations thereafter.
6. Sedgwick County reserves the right to negotiate separately with any proposer after the opening of this Request for Proposal when such action is considered in its best interest. Subsequent negotiations may be conducted but such negotiations will not constitute acceptance, rejection, or a counteroffer on the part of the County.
7. Prices proposed may not be withdrawn for a period of 120 days following the opening of this *Request for Proposal*. Prices MUST also be free of duties, federal, state, and local taxes unless otherwise imposed by a governmental body and applicable to the material on the proposal.

8. Proposers MUST return three (3) signed, completed copies of attached Response Form to Sedgwick County, Kansas, Purchasing Department, Suite F, 604 North Main, Wichita, KS 67203-3672, on or before 1:45 p.m. on the proposal due date. The time stamp clock in the Purchasing Department will determine the time of receipt. Proposals will be publicly opened at 2:00 p.m. the day proposals are due. Openings are generally held at 525 N. Main, 3<sup>rd</sup> floor, Board of County Commission Meeting Room.
9. Envelopes containing Response Forms must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, proposal due date, and proposal opening time.
10. Sedgwick County interprets the term "lowest responsible bidder/proposer" as requiring Sedgwick County to: (a) choose between the kinds of materials, goods, wares, or services subject to the proposal, and (b) determine which proposal is most suitable for its intended use or purpose. Sedgwick County can consider, among other factors, such things as labor cost, service and parts availability, and maintenance costs of items upon which proposals are received. Sedgwick County can determine any differences or variations in the quality or character of the material, goods, wares, or services performed or provided by the respective responders.
11. All requested information must be supplied. If you cannot respond to any part of this request, state the reason you cannot respond. You may provide supplemental information, if necessary, to assist Sedgwick County in analyzing your proposal.
12. A purchase order and/or contractual agreement constitutes Sedgwick County's offer to the service provider upon the terms and conditions stated herein, and will become binding meeting the terms set forth herein when it is accepted by acknowledgment or performance.
13. After the award, if the successful vendor/supplier refuses or fails to make deliveries of the materials within the times specified in the *Request for Proposal*, purchase order or contractual agreement, Sedgwick County may, by written notice, terminate the contract OR purchase order. The successful respondent will certify and warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, for materials or services arising under, and by virtue of the provisions of K.S.A. 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.
14. Vendors responding to this proposal proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Notification of Solicitation (if applicable), Request for Information (if applicable), Request for Proposal, Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.
15. Unless specified otherwise, all items/services proposed are to be as a minimum but not necessarily limited to: new, current model year, and untitled prior to shipping and/or installation.
16. If a response to this Request for Proposal is accepted, the responder agrees to execute and deliver to the County a contract in accordance with the Contract Documents (if applicable) within ten days of notice of the award to the Proposer. The Proposer agrees that the surety/deposit given concurrently herewith will become the property of the County in the event the responder fails to execute and deliver such contract within the specified time. In the further event of such failure, the Proposer will be liable for the County's actual damages that exceed the amount of the surety.
17. It will be understood that time is of the essence in the Proposer's performance. The Proposer agrees that the County's damages would be difficult or impossible to predict in the event of a default in the performance hereof; and it is therefore agreed that if the Proposer defaults in the performance of the Contract Documents, the Proposer will be liable for payment of the sums stipulated in the Contract Documents as liquidated damages, and not as a penalty.

18. The Proposer hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Request for Proposal, that he or she has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this proposal is based upon the terms, specifications, requirements, and conditions of the Request for Proposal and documents. The Proposer further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
19. It will be understood that any proposal and any/all referencing information submitted in response to this Request for Proposal will become the property of Sedgwick County and will not be returned. Sedgwick County will use discretion with regards to disclosure of proprietary information contained in any response, but cannot guarantee that information will not be made public. As a governmental entity, Sedgwick County is subject to making records available for disclosure after Board of County Commission approval of the recommendation. Any confidential or proprietary information should be clearly marked.
20. Sedgwick County will not be responsible for any expenses incurred by any vendor in the development of a response to this Request for Proposal, including any onsite (or otherwise) interviews, and/or presentations, and/or supplemental information provided, submitted, or given to Sedgwick County and/or its representatives. Further, Sedgwick County will reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Board of County Commissioners has formally accepted a recommendation.
21. Sedgwick County will issue a purchase order/contract for the acquisition of products/services specified as a result of an award made in reference to this document. Contract documents will be subject to any regulations governed by the laws of the State of Kansas and any local resolutions specifically applicable to the purchase. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Kansas.
22. County reserves the right to enter into agreements subject to the provisions of the *Cash Basis Law* (K.S.A. 10-1112 and 10-1113), and the *Budget Law* (K.S.A. 79-2935). *Agreements shall be construed and interpreted* so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of agreements the County reserves the right to unilaterally sever, modify, or terminate agreements at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such law.
23. No prepayment of any kind will be made prior to shipment. Payment will be made upon verification of delivery, compliance with specifications/requirements, assurance that the product/service performs as specified and warranted, and receipt of correct invoicing. Payment of the seller's invoices is subject to adjustment for any shortage, or for the rejection of any item or items.
24. Successful contractor may have access to private or confidential data maintained by the County to the extent necessary to carry out its responsibilities of the contract. Contractor shall be responsible for compliance with the privacy provision of the Health Insurance Portability and Accountability Act (HIPAA) and shall comply with all other HIPAA provisions and regulations as applicable.
25. The successful proposer agrees all data, records and information which the proposer, including its agents and employees, obtains access to for the purposes of this proposal, remains at all times exclusively the property of Sedgwick County. 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.**
26. Neither Agreements nor any rights or obligations hereunder shall be assigned or otherwise transferred by any party without the prior written consent of the others.

27. The Proposer agrees to comply with K.S.A. 44-1030, which reads as follows: "The Proposer hereby agrees that":
- a. He or she will observe the provision of the Kansas Commission on Human Rights and will not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical disability;
  - b. In all solicitations or advertisements for employees, he or she will include the phrase 'Equal Opportunity Employer,' or a similar phrase to be approved by the Kansas Commission on Human Rights;
  - c. If he or she fails to comply with the manner in which he reports to the Kansas Commission on Human Rights, he will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas;
  - d. If he or she is found guilty of a violation of the Kansas Act Against Human Rights under a decision, or order of the Kansas Commission on Human Rights which has become final, he or she will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas; and,
  - e. He or she will include the provisions of subsections (a) through (d) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractor or vendor.
28. By submission of a response, the Proposer agrees that at the time of submittal, he or she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" will include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Sedgwick County Board of County Commissioners. Proposers will identify any interests and the individuals involved on separate paper with the response will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their proposal.
29. No gifts or gratuities of any kind shall be offered to any County employee at any time.
30. The supplier will hold and save Sedgwick County, Kansas, and its officers, agents, servants/employees harmless from liability of any patented, or unpatented invention, process, article, or appliance manufactured, or used in the performance of the contract, including its use by Sedgwick County.
31. The Proposer certifies that this proposal is submitted without collusion, fraud or misrepresentation as to other Proposers, so that all proposals for the project will result from free, open and competitive proposing among all vendors.
32. Sedgwick County will accept responses transmitted via a facsimile unless stated to the contrary within this document. Proposals must be received prior to the time and dates listed to be considered responsive. Sedgwick County will not accept late responses and will return them to the sender. Further, Sedgwick County will NOT: (1) guarantee security of the document received; (2) be held responsible for proposals which are NOT legible (and may choose to reject such responses); and, (3) guarantee that the receiving facsimile machine will accept transmission or that phone lines are functioning and available for transmission. Submitting a proposal response via a facsimile does NOT relieve the proposer of: (1) responsibilities stated in the document (such as attendance at a mandatory pre-proposal conference); (2) providing non-paper informational items which must be returned with the response (diskettes, large drawings, photographs, models, etc.); and, (3) providing original copies of proposal sureties (bonds, certificates of insurance, etc.)
33. The Proposer must provide Sedgwick County with a toll-free telephone number OR accept collect calls. FAX numbers should also be provided if available. Additional information may be obtained from Carol Bevelhymmer, Sedgwick County, Kansas, Purchasing Department, 604 North Main, Suite F, Wichita, KS 67203-3703 (316) 383-7494.

**REQUEST FOR PROPOSAL RESPONSE**

**03-12811**

**ASSESSMENT OF BUSINESS AND CLINICAL OPERATIONS FOR THE SEDGWICK COUNTY  
HEALTH DEPARTMENT**

MANDATORY REQUIREMENTS	YES	NO	COMMENTS
<p><b>(1)</b> Firms should have the following personnel/staff:</p> <ul style="list-style-type: none"> <li>1. Medical Doctors</li> <li>2. Certified Coders</li> <li>3. Staff members with extensive experience in: <ul style="list-style-type: none"> <li>- Accounting</li> <li>- Medicaid and other third party payers</li> <li>- Management of health care practices</li> <li>- Medical billing and collections</li> <li>- Electronic billing systems</li> <li>- Clinical efficiency assessments</li> </ul> </li> </ul>			
<p><b>(2)</b> The firm will work closely with Health Department staff during all phases of the required work. Because the successful firm will be considered a key part of the project, a strong, positive working relationship must be maintained.</p>			
<p><b>(3)</b> The firm will provide a single point of contact for the duration of the contract.</p>			
<p><b>(4)</b> Initial response to County questions must occur within 24 hours of contact by the County.</p>			
<p><b>(5)</b> The firm shall not acquire any interest, direct or indirect, in any other professional capacity that would conflict in any manner or degree with the performance of services required under this agreement</p>			
<p><b>(6)</b> The firm will meet with staff to review project status, project budget, and project planning. These meetings will be scheduled at a time agreed on by the Project Manager, any applicable staff, and the consulting firm</p>			

**Attach a list of references from at least four (4) companies, which have received the similar services. Include the Company name, Contact Person, Address, Phone number, Size of Facility, Length of contract, and describe services provided.**

**REQUEST FOR PROPOSAL RESPONSE**  
**03-12811**  
**ASSESSMENT OF BUSINESS AND CLINICAL OPERATIONS FOR THE SEDGWICK COUNTY**  
**HEALTH DEPARTMENT**

WE, \_\_\_\_\_, PROPOSE TO PROVIDE ASSESSMENT OF BUSINESS AND CLINICAL OPERATIONS SERVICES PER THE REQUIREMENTS OF THIS PROPOSAL in the amount of \$ \_\_\_\_\_(Dollars).

We certify that this proposal is valid for 120 days from the day this proposal and attached information is received and filed by Sedgwick County.

WE PROPOSE TO COMPLETE THE WORK IN THE FOLLOWING NUMBER OF DAYS. THIS INCLUDES TIME FOR COUNTY REVIEW AND APPROVAL: \_\_\_\_\_.

**REQUEST FOR PROPOSAL RESPONSE**

**03-12811**

**ASSESSMENT OF BUSINESS AND CLINICAL OPERATIONS FOR THE SEDGWICK COUNTY  
HEALTH DEPARTMENT**

All firms interested in proposing MUST provide the following requested information on these pages and return with any supplementary materials. Responses are due NOT LATER THAN 1:45 p.m., CST, Tuesday, November 18, 2003 attention Carol Bevelhimer, Purchasing Agent, 604 North Main, Suite F, Wichita, Kansas 67203. This section can be scanned but must retain this format.

The undersigned, on behalf on the Proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm or corporation making 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 proposal is entered; (4) they have read the complete Request for Proposal and understand 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.

FIRM NAME \_\_\_\_\_

CONTACT \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ HOURS \_\_\_\_\_

TAXPAYER I.D. NUMBER \_\_\_\_\_

COMPANY WEB SITE ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

GENERAL NATURE OF BUSINESS \_\_\_\_\_

TYPE OF ORGANIZATION (check one): \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Incorporated  
\_\_\_\_\_ Public Corporation \_\_\_\_\_ Private Corporation \_\_\_\_\_ Minority Business Enterprise  
\_\_\_\_\_ Woman-Owned Business Enterprise \_\_\_\_\_ Small Business Enterprise \_\_\_\_\_ Manufacturer  
\_\_\_\_\_ Distributor \_\_\_\_\_ Retail \_\_\_\_\_ Dealer \_\_\_\_\_ Service \_\_\_\_\_ Number of locations \_\_\_\_\_

Number of Persons Employed \_\_\_\_\_

We acknowledge receipt of the following addendums:

(#1) \_\_\_\_\_ (#2) \_\_\_\_\_ (#3) \_\_\_\_\_ (#4) \_\_\_\_\_