



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

604 N. MAIN, SUITE F ● WICHITA, KANSAS 67203 ● TELEPHONE (316) 660-7255 ● FAX (316) 383-7055

REQUEST FOR PROPOSAL

06-0167

PREVENTION/EARLY INTERVENTION SERVICES FOR SEDGWICK COUNTY DIVISION OF HUMAN SERVICES

November 27, 2006

Sedgwick County, Kansas (hereinafter referred to as "County"), desires to select individuals, organizations, or agencies interested in providing delinquency prevention/early intervention services to youth and families in Sedgwick County. This Request for Proposal provides specific technical information to aid participating organizations in formulating a thorough response.

Should you elect to participate, one (1) original and two (2) copies of the entire proposal document and supporting information are **due on or before 1:45 p.m., (CST), December 19, 2006**. Send to Emily Dudley, Sedgwick County Purchasing Department, 604 N. Main, Suite F, Wichita, KS 67203. **Late or incomplete responses will not be accepted and will not receive consideration for final award.**

Proposed base pricing requested may be disclosed at a public meeting to receive and file responses of this and other solicitations, and at the Sedgwick County Board of Bids and Contracts meeting. Although purchases or contractual agreements of this nature require the expenditure of public funds and/or use of public facilities, it should be noted that all other information provided in your response will be considered proprietary and will not be divulged during the proposal review process. The successful proposers shall understand, however, that portions (potentially all) of their proposal (including any final contracts) will become public record after its acceptance by the Board of County Commissioners.

Emily C. Dudley, A.P.P.
Purchasing Agent

1. ABOUT THIS DOCUMENT

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. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal.

2. BACKGROUND & OBJECTIVES

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 462,000 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 2,900 persons, and hosts or provides a full range of municipal services, e.g., public safety, public works, criminal justice, recreation/entertainment/culture, human/social, and education.

Sedgwick County is allocating approximately \$850,000 annually in support of prevention and early intervention programs to include at least one academic program serving expelled youth. Youth expelled from school, particularly those expelled for a full year, are at increased risk for committing juvenile crime and dropping out of school; therefore, Sedgwick County would like to target expelled youth with academic and social programming with the goal of keeping the youth on track to complete school and reduce risk for offending. Other types of prevention and early intervention programs are also desired. Sedgwick County sponsors a wide range of prevention efforts. Consideration for funding is based on ensuring a continuum of services for at-risk youth and families.

Preference for funding is given to evidence-based/model programs or programs demonstrating a strong research basis. To be considered an evidence-based/model program, programs must meet the rigorous research standards as defined by Blueprints for Violence Prevention (refer to <http://www.colorado.edu/cspv/blueprints/index.html>).

As part of juvenile justice reform measures implemented by the State of Kansas, in the fall of 1998 a "Juvenile Justice Comprehensive Strategic Plan" was developed for Sedgwick County. From an in-depth analysis of local problem behavior and juvenile justice data, four community risk factors were selected:

- 1) Family Management Problems;
- 2) Early and Persistent Anti-Social Behavior;
- 3) Lack of Commitment to School; and
- 4) Academic Failure in Late Elementary School.

The risk factors are based on the "Communities that Care" model of prevention and intervention. Sedgwick County is committed to making an impact on the four priority risk factors. County prevention funding is a piece of the community-wide effort to address these risk factors. **All programs and services funded through County prevention funds are expected to target the risk factors and include measurable goals and outcomes towards this purpose.**

Programs should be offered by experienced qualified organizations or individuals and provide services that are designed to prevent youth from entering the juvenile justice system or preclude further involvement in the system. The targeted population includes children, youth and their families. Funding is not limited to children in any certain age category. Organizations may have an opportunity to give presentations to clarify proposed services. The primary purpose of this proposal is to support Community Based Prevention/Early Intervention Programs including at least one academic program for expelled youth.

3. SELECTION CRITERIA

The selection process for funding will be based on responses to this Request for Proposal and any interviews required to verify the ability of a proposer to provide services in response to this document. A committee will evaluate each agency's response as determined by meeting the following criteria:

1. Meeting all Request for Proposal conditions, requirements and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.
2. Providing letters of support verifying exemplary performance for similar services or for the agency in general (attached as Appendix C).
3. Providing comprehensive and understandable budget information for funds required for successful operation of the proposed project(s). The budget should include all funding sources for the program (attached as Appendix A).
4. Providing services described herein with the most advantageous cost to the County.
5. The selection process will include consideration of impact to the highest-risk youth, i.e. youth impacted by multiple risk factors (for information on multiple risk factor youth see Chapter 4 of the January 2001 Surgeon General's Report on Youth Violence, available at: <http://www.surgeongeneral.gov/library/youthviolence/toc.html>).

The review committee will select the proposals, which appear most beneficial. These proposers may be asked to provide a presentation to the review committee during the evaluation period. No negotiations, decisions, or actions shall be initiated by any firm as a result of any verbal discussion with any County employee prior to the opening of responses to this document. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed equipment/service which best meets its required needs, quality levels, and budget constraints.

4. CONTRACT INFORMATION

A formal contractual agreement will be finalized prior to commencement of services. A contractual period will commence approximately July 1, 2007, preceded by the County Commission's approval of the recommended proposal(s), for an approximate 12-month period. Contracts may include an option to renew for two (2) one (1) year periods based on program performance. The contractual period shall not begin until after the County has secured an applicable tax exemption certificate required for this type of service and any other required legal documents (e.g. - bonds, insurance certificates, etc.). This, or a similar selection process must be repeated should grant funds continue for future years.

Successful Proposers shall well and truly perform all the covenants, conditions, and obligations of the contract documents on the part of the successful Proposer to be performed and shall hold the County and all interested parties harmless against all claims, loss, damage, demands, or causes of actions which it may sustain or suffer by reason of any breach of said contract; then, this obligation shall be void; otherwise to remain in full force and effect.

5. MANDATORY REQUIREMENTS

The County requires the most thorough and professional services available. The following requirements are listed to assist proposers in understanding the objectives and in submitting a thorough response. All proposals must speak to their ability to meet the following requirements. Please note, a copy of an annual audit or financial statement (if no audit is available) must be included with your proposal. If it is your belief a mandatory requirement does not apply to your agency, this must be noted on the attached check-off sheet. Any proposals that do not satisfactorily meet the mandatory requirements will not be considered for funding. The successful proposer shall:

1. Agree to abide by the terms and conditions of any Federal/State/County contract provisions and guidelines.
2. Have the capability of entering into a written agreement with the County, setting forth the specific terms and conditions with which the proposer must comply.
3. Provide the agency's most recent annual audit, including any single Audit Act Reports that are required of the agency (OMB A-128 or OMB A-133 audit); or, financial statement if no audit is available.
4. Assure the County that grant funds will not be used to supplant existing resources (prevention grant funding can be used to expand an existing program or to create a new program but may not be used in place of current funding).
5. Ensure that quarterly status reports and information is provided documenting progress on meeting goals or risk loss of remaining funds.
6. Identify direct measurable outcomes and methods of measurement (see outcomes under Proposal Content Section below).
7. Appropriately fill out the Proposal Response Form, following the directions and ensuring the **narrative (which includes the statement of problem and community need, the management plan and outcomes) is no longer than three pages**. The Proposal Response Form should provide complete information on the program. Unrequested information, such as brochures, newspaper articles, and videotapes, will not be reviewed or considered as part of the proposal.
8. Provide services that address prevention/early intervention relative to one or more of the following risk factors (see Background and Objectives section above for more details):
 - a. Family Management Problems
 - b. Lack of Commitment to School
 - c. Early and Persistent Anti-Social Behavior
 - d. Academic Failure Beginning in Late Elementary School

6. SPECIFIC PROGRAM COMPONENTS

All proposals must speak to the agency's ability to meet the following desired criteria. Responses must reflect in detail the degree to which they can be provided (address both in the narrative and on the check-off sheet). The ability to provide these components will factor heavily in determining award(s).

Applicant agencies should:

1. Provide demonstration of knowledge and experience in providing a community-based prevention/early intervention program to handle the needs of youth and or families of Sedgwick County, which includes feedback from program beneficiaries.
2. Provide culturally proficient services, which may include: multilingual services, multilingual staff, culturally sensitive services, cross-cultural capacity, translation services, multi-cultural services or capacity, etc.
3. Understand the targeted population should include children/youth impacted by multiple risk factors for delinquency and wherever possible include family involvement.
4. Demonstrate past or present collaborative efforts.

7. QUESTIONS AND INQUIRIES

All requests for clarifications of the RFP must be submitted in writing to both Emily Dudley at edudley@sedgwick.gov and Jeannette Livingston at jlivings@sedgwick.gov by 5:00 p.m. (CST) December 7, 2006. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at www.sedgwickcounty.org/purchasing, under online services; current RFPs/RFQs; to the right of the RFP number by 5:00 p.m. (CST) December 8, 2006. **Vendors are responsible for checking the web site and acknowledging any addendums in their response form.**

8. TENTATIVE TIMELINE

The following dates are provided for informational purposes are subject to change without notice.

Distribution of Request for Proposal -----November 27, 2006
Question Submittal Deadline-----December 7, 2006
Addendum Issued, if required-----December 8, 2006
Proposal Due Date -----December 19, 2006
Proposal Evaluations -----December 20, 2006- January 3, 2007
Board of Bids and Contracts Approval -----January 4, 2007
Board of County Commission Approval -----January 10, 2007

9. PROPOSAL CONTENT

The information provided in the proposal will be carefully reviewed and used in making a determination; providing specific information on how your company meets the criteria will assist the reviewers in making a better informed decision. Proposal pages should be numbered, single sided and secured with a single clip or rubber band; proposals should include **no** staples or binding (this includes audits). Please be concise and reference sources as required.

THE PROPOSAL SUBMISSION MUST BE ORGANIZED IN THE FOLLOWING FORMAT AND INFORMATION SEQUENCE:

The Proposal Response Form should be the first page of the proposal so the firm name and contact are clearly visible.

A. COST INFORMATION - (Unallowed costs include construction and fund raising)

1. State the total amount requested to provide the described services in meeting ALL Mandatory Requirements, Specific Program Components, and Conditions listed in this Request for Proposal:
2. State the proposed program's name

B. NARRATIVE

The following information (items B 1 – B3) must be presented and shall be no longer than three pages (not including appendices). Only three pages of narrative will be reviewed. Please be concise and reference sources as required.

1. Statement of problem and community need:

- a) Provide a brief description of the program and program services. Describe the specific community problems and needs this program/service is designed to address relative to the identified risk factors. Specifically identify which of the four risk factors (i.e. Family Management Problems, Early and Persistent

Anti-Social Behavior, Lack of Commitment to School, or Academic Failure in Late Elementary School) the program is designed to address.

- b) Indicate whether the proposed program:
- Targets youth impacted by multiple risk factors;
 - Whether the program is an academic program for expelled youth
 - Has a strong research basis (complete explanation required with citations);
 - Is considered evidence-based (indicate if Blueprint Model or Promising Program).
- c) Provide information on why existing community resources do not adequately serve the needs which this proposed project would serve. Please describe if this program/service duplicates any other in the community.
- d) Provide information about the targeted population and number to be served. Include any information relevant to participant recruitment, transportation to services, etc. Describe how the program targets youth demonstrating multiple risk factors, if appropriate.
- e) Provide a brief statement about the proposer's background, experience, and understanding of services required.

2. Management Plan:

- a) Describe the management plan for implementation of the proposed program/service. If an evidence-based program is proposed, the management plan must indicate how fidelity to the model will be maintained; which may include a requirement to contract with the program developer.
- b) State whether the proposed program is an expansion of an existing program or a new program; clearly identify how the County funds would improve the program if existing.
- c) Please include a time-line and staffing patterns. Job descriptions of relevant staff should be attached as Appendix B.

3. Outcomes:

Describe program/service goals as related to the stated problem and need. Define measurable outcomes of the proposed program/service and describe how the outcomes will be measured (pre- and post-test, survey, etc.). Quantitative data is preferred over qualitative data. Describe how client satisfaction will be assessed and included with the project.

Please note, developing measurable outcomes should begin with identifying a goal (what you expect the program will accomplish) and then formulating how to measure your success at achieving this goal. *Outcomes are changes in attitude, behavior, skills or knowledge; program inputs (number served, hours of service provided, or brochures printed, etc.) are not outcomes.* Outcomes should follow the format illustrated below. If you have questions regarding developing outcomes for your program please call Jeannette Livingston at 660-7612 for assistance.

Example:

Goal: Increased commitment to school.

Outcome: 80% of youth will have no unexcused absences from school during program participation, as measured through school records.

C. MISCELLANEOUS AGENCY INFORMATION:

Provide the following information about the proposer:

1. Date established: _____
2. Discuss and provide proof of licenses, permits, and certificates to provide services in the State of Kansas, if applicable.
3. Discuss your current financial situation and provide a current financial statement and audit report (Appendix D).
4. Provide information about any current relevant litigation in which you are a defendant.

D. APPENDICES

1. Appendix A: Budget (Note: if the program has other funding sources, these sources should be included in the budget. The budget should clearly identify the totality of the program funding and what piece the requested Sedgwick County funds would provide. If the program was funded through Sedgwick County prevention funds last year, the budget should distinctly identify what any additional funding requested would provide, (i.e. increase number served, expand to new site, cost of living increase, etc.).
2. Appendix B: Job descriptions and resumes of key staff
3. Appendix C: Letters of support
4. Appendix D: Audit
5. Appendix E: Check-Off Sheet

10. PROPOSAL CONDITIONS

In submitting a response to this Request for Proposal, vendors hereby understand the following:

1. Pricing offered in the proposal document will be provided to other local governments and governments whom Sedgwick County regularly enters into agreements.
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. 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.
4. 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.
5. 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.
6. **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.**
7. Proposers MUST return one (1) original and four (2) copies of the entire document with any supplementary materials 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 clock stamp in the Purchasing Department will determine the time of receipt.
8. Envelopes/container containing Responses 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. The vendor 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.
14. 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.
15. If a vendor is awarded a contract, Domestic (Kansas) corporations shall 1) furnish evidence of good standing in the form of a Certificate signed by the Kansas Secretary of State. Foreign (non-Kansas) corporations shall furnish evidence of authority to transact business in Kansas, in the form of a Certificate signed by the Kansas Secretary of State; and 2) a copy of the Corporation Resolution evidencing the authority to sign the Contract Documents, executed by the Corporation's Secretary or Assistant Secretary.
16. 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, 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.

17. 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.
18. Sedgwick County reserves 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.
19. 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.
20. 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), 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.
21. No prepayment of any kind will be made prior to implementation. Payment of the seller's invoices is subject to adjustment for any shortage, or for the rejection of any item or items.
22. The 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 applicable.
23. 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.**
24. The Proposer agrees to comply with K.S.A. 44-1030, and 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.
25. 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 and will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their proposal.
26. No gifts or gratuities of any kind shall be offered to any County employee at any time.
27. 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
28. Prior to the opening of proposals, proposers may correct, modify, or withdraw their proposals. A proposer who wishes to withdraw a proposal must make the request in writing to the Purchasing Director. Any correction or modification to a proposal must be submitted in writing and in a sealed envelope clearly identifying the envelope as being a correction or modification to the proposer's proposal.

11. GENERAL INSTRUCTIONS

- 1) Carefully review the complete Request for Proposal packet, particularly the mandatory requirements.
- 2) Start work on your proposal early. Any questions must be submitted in writing to both Emily Dudley at edudley@sedgwick.gov and Jeannette Livingston at jlivings@sedgwick.gov no later than 5:00 pm, December 7, 2006.
- 3) Fill out the Proposal Response Form completely, following all instructions. The narrative (which includes the statement of problem and community need, the management plan and outcomes) cannot be more than three pages in length; any pages over three will not be reviewed.
- 3) Do not attach information to the proposal that is not requested, i.e. newspaper articles, brochures, videotapes. Extraneous information not requested in the request for proposal will not be reviewed.
- 4) Be sure to include all appendices as required (budget, job descriptions, letters of support, audit, and check-off sheet).
- 5) The proposed budget should be for a one year time frame and illustrate all the funding sources for the proposed grant program but clearly differentiate what the Sedgwick County grant will fund.
- 6) The attached check-off sheet must be included with the response as Appendix E.
- 7) Address all the mandatory requirements and specific program components on the check-off sheet (either yes, no and if no, explain). If it is your belief a mandatory requirement does not apply to your agency, this must be noted on the check-off sheet. Any proposals that do not satisfactorily meet the mandatory requirements will not be considered for funding.
- 8) Please number the pages in the proposal. The Proposal Response Form, as provided below, should be the top/first page of the proposal.
- 9) Proposals should be submitted on single-sided paper and secured with a single clip or rubber band (no staples). Do not include notebooks, folders or spiral-bound pages. This requirement includes audits.
- 10) One original and two copies of the proposal must be submitted to Emily Dudley, Purchasing Agent, at 604 N. Main, Suite F, Wichita, KS 67203 **on or before 1:45 p.m. (CST), Tuesday, December 19, 2006.** Any proposals received after 1:45 will not be considered for funding.
- 11) Envelopes containing proposals must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, proposal opening date, and proposal opening time.

PROPOSAL RESPONSE FORM
PREVENTION/EARLY INTERVENTION for SEDGWICK COUNTY COMCARE
06-0167

All organizations interested in proposing MUST provide one (1) original and two (2) copies of the entire document and return with required supplementary materials. Responses are due NOLATER THAN Tuesday, December 19, 2006, 1:45 p.m., CST, Attention: Emily Dudley, Purchasing Department, 604 N. Main, Suite. F, Wichita, Kansas 67203. This form can be made available on disk in Word format, or may be scanned, to facilitate completion.

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 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 _____

WEBSITE _____ EMAIL _____

TAX PAYER I.D. NUMBER _____

GENERAL NATURE OF BUSINESS _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

COMPANY WEB SITE ADDRESS _____ E-MAIL _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____
Sole Proprietorship _____ Partnership _____ Minority Business _____ Woman-Owned Business _____
Small Business _____ Manufacturer _____ Distributor _____ Retail _____ Dealer _____

WE ACKNOWLEDGE RECEIPT OF ADDENDUMS: All addendum(s) are posted to our RFQ/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/purchasing

NO ___ DATED _____; NO ___ DATED _____; NO ___ DATED _____;

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature _____ Title _____

APPENDIX E

CHECK-OFF SHEET

The check-off sheet is designed to insure completeness of your proposal. Check-off sheet **MUST** be included with your proposal.

	Yes	No	If no, explain	Proposal Page #
Proposal Response Form				
Cost Information				
Narrative				
Management Plan				
Outcomes				
Misc. Agency Info.				
Mandatory Requirements				
1. Abide by terms and conditions				
2. Enter written agreement				
3. Audit				
4. Non-supplant of existing funds				
5. Submit reports				
6. Include outcomes				
7. Response Form compliance				
8. Risk factors addressed				
Specific Program Components				
1. Knowledge and experience				
2. Culturally proficient				
3. Target population				
4. Collaborative Efforts				
Appendices				
A. Budget				
B. Job Descriptions				
C. Letters of Support				
D. Audit				
F. Check-off Sheet				

