



**SEDGWICK COUNTY, KANSAS**

***DIVISION OF FINANCE***

**Purchasing Department**

604 N. Main, Suite F : Wichita, KS 67203 : Telephone (316) 660-7255 : Fax (316) 383-7055

**REQUEST FOR PROPOSAL  
07-0235  
COST ALLOCATION PLAN,  
INDIRECT RATE PROPOSAL AND JAIL STUDY PLAN  
FOR SEDGWICK COUNTY  
DIVISION OF FINANCE**


December 5, 2007

Sedgwick County, Kansas (hereafter referred to as "County"), desires to select a professional consultant to develop a cost allocation plan, indirect rate proposal, and jail rate study for the Sedgwick County Division of Finance.

Carefully review this Request for Proposal, it provides specific information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit 1 original and four (4) copies of the attached PROPOSAL RESPONSE FORM and any additional applicable information and return in a sealed envelope to the Sedgwick County Purchasing Department on or before 1:45 p.m. CST, Thursday, December 13, 2007. **Late responses will not be accepted and will not receive consideration for final award.**

All questions regarding this document will be submitted in writing to Joe Thomas, Senior Purchasing Agent, at [jethomas@sedgwick.gov](mailto:jethomas@sedgwick.gov) no later than noon (CST), Friday, December 7, 2007. Any questions of a substantive nature will be answered in written form as an addendum and posted on the Sedgwick County Purchasing website at [www.sedgwickcounty.org/purchasing](http://www.sedgwickcounty.org/purchasing), under online services; current RFP's/RFQ's; to the right of the RFP number and description, by Monday, December 10, 2007, 5:00 p.m. (CST). **Vendors are responsible for checking the web site and acknowledging any addendums in their response.**

Proposed base pricing for services may be disclosed at a public meeting to receive and file responses of this solicitation at the Sedgwick County Board of Bids and Contracts meeting. 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 (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 the information provided will be used for evaluating the ability of firms to handle this account and **will not** be shared with any other persons during the selection process.

  
\_\_\_\_\_  
Joe Thomas, C.P.M.  
Senior 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. 57, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, 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 that 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 INFORMATION and 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 450,000 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 2,800 persons, and hosts or provides a full range of municipal services, e.g., public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

The Division of Finance coordinates the development of a cost allocation based on actual costs incurred during fiscal year 2007, in accordance with OMB Circular A-87. The rate proposal will include both departmental overhead expenses and indirect support costs identified in County's most recent OMB A-87 Cost Allocation Plan.

This information is to be used in the development of grant applications, contract negotiations and the annual budget document.

The jail rate study is used to complete federal forms to be submitted to a federal agency which is then used by the federal agency to determine daily rates for federal prisoners in a county detention facility.

Broadly stated, the County desires to select:

- A reputable firm to develop a Cost Allocation Plan and indirect rate.
- A reputable firm, to prepare a jail rate study and complete prescribed forms as directed by County Management.

## **3. SELECTION PROCESS**

The selection process will be based on the responses to this Request for Proposal, and any proposal review sessions. A committee comprised of members from the Sedgwick County Division of Finance will judge each proposer's response as determined by meeting the following criteria:

1. Meeting all Request for Proposal conditions and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.

2. Providing references (which may be contacted) verifying service levels and capability of the proposer to provide a thorough solution.
3. Providing a list of all customers who have terminated contracts for similar services within the past two years. The list should include the customer name, name and phone number of the customer's project manager and a brief explanation of the reason for termination.
4. Meeting all Request for Proposal Mandatory Requirements and/or specifications as outlined herein.
5. Provide a complete timeline detailing the implementation to ensure completion of the process in a timely manner.
6. Having experience within last two years in developing central services cost allocation plans based on actual costs incurred by a government (of comparable scope and size) to support and administer non-general fund programs.

The review committee will select the proposals which appear most beneficial. These proposers may be asked to provide a marketing 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 service which best meets its required needs, quality levels, and budget constraints.

#### **4. CONTRACT PERIOD & PAYMENT TERMS**

A three (3) year contractual period will begin after Board of County Commission approval, with options to renew for two (2) additional one (1) year terms. The County reserves the right to cancel the contract and discontinue services within a fifteen (15) day written notice as a result of the failure of the contracted proposer to provide acceptable reports and services as delineated in the response to this document, or if determined that services can be better provided by County or other sources.

Payment shall be made upon completion of the development of the plan and study based on data provided by Sedgwick County from the most recent audited fiscal year.

#### **5. MINIMUM FIRM QUALIFICATIONS**

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the services specified to be considered for award. Specific responses to each must be provided in the accompanying Response Form. It is expected that the successful firm will exceed these qualifications. Firms shall:

- Have provided services similar to those specified herein for a minimum of three (3) years; and,
- Discuss any current legal violations and any ongoing litigation which may cause conflicts or affect the ability of the proposer to provide services.

#### **6. MANDATORY REQUIREMENTS**

The County desires the most thoroughly engineered and acceptable service available. The following specifications outline the minimum requirements of the proposed service. They are provided to assist proposers in understanding the objectives of the County and submitting a thorough response. Proposals received must reflect in detail their inclusion and the degree provided. The proposed service which meets all the specifications will be recommended for award within the listed selection criteria. The successful proposer shall provide a service which at a minimum includes the following features:

1. Prepare an annual administrative cost allocation plan which is fully compliant with OMB A-87 and which identifies for each administrative service:
  - a) The total expenditure incurred to provide the service in the most recent full year;
  - b) Any exclusions of total expenditure from the cost to be allocated, with explanation for the exclusion;
  - c) The basis on which cost is to be allocated to programs;
  - d) The quantity of service provided to each program in the most recent full year;
  - e) The unit cost to provide the service;
  - f) The full cost allocated for providing the service to each program.

The cost allocation plan must be completed and delivered to the County within 45 days of the date the consultant is provided with the County's audited financial report. The County expects to deliver the audited financial report on or before April 1 of each year. Other information required by the consultant (including unaudited financial statements) can be provided by the County as early as February 1 of each year.

2. Determine the average daily cost of housing prisoners at the Sedgwick County Local Adult Detention Facility (Jail) which will include calculating a daily per prisoner cost rate, and a booking fee cost rate. These costs are to be calculated annually, immediately following the completion of the Cost Allocation Plan with final rates available within 30 days of completion of the Cost Allocation Plan. The U.S. Marshal's cost and pricing data sheets will be completed based on the results of the jail rate study and made available to Sedgwick County Finance within 30 days of the completion of the Cost Allocation Plan.

3. Be available to defend and/or explain the numbers in the Cost Allocation Plan to local, state and federal agencies if requested; this may include educational or informational meetings with County Management and Staff.

4. Be available to justify to federal agencies the numbers and data included in the Jail Rate Study and used in the U.S. Marshal's service forms.

5. Be available to enter into negotiations of each completed Cost Allocation Plan with local, state, and federal representatives, if such negotiation is requested by such representatives.

6. Provide consulting support to the County Manager's Office regarding user fee cost recovery, which may include annual meetings to discuss user fee recovery options available to the County.

7. Insurance shall be maintained in force throughout the duration of this Contract with specifications as outlined in the Insurance Requirements section.

## **7. QUESTIONS and CLARIFICATIONS**

Specific technical information about the current Cost Allocation Plan and Jail Rate Study may be received from Marty Hughes, Revenue Manager, Sedgwick County Finance at (316) 660-7134. Any questions regarding this document must be submitted in writing to Joe Thomas at [jethomas@sedgwick.gov](mailto:jethomas@sedgwick.gov) by 5:00 p.m. CST, December 7, 2007. 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](http://www.sedgwickcounty.org/purchasing), under online services; current RFPs/RFQs; to the right of the RFQ number by 5:00 p.m. CST December 10, 2007. **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 and are subject to change without notice:

Request for Proposal Issued-----	December 5, 2007
Question Submittal Deadline-----	December 7, 2007
Addendum Issued, if necessary-----	December 10, 2007
Proposal Due Date -----	December 13, 2007
Proposal Evaluations-----	December 14-17, 2007
Telephone Interviews, if necessary-----	December 17, 2007
Bid Board Recommendation-----	December 18, 2007
Board of County Commissioners Award-----	December 19, 2007

## **9. INDEMNIFICATION**

The successful vendor agrees to indemnify and hold harmless the County, its officers, employees, and agents, from and against all claims, damages, losses, and expenses arising out of the submission of your proposal and any possible subsequent limitation on the amount or type of damages, compensation or benefits payable for or by the vendor or any agent of the vendor under the Workers' Compensation Act, disability benefit acts or other employee benefits acts.

## **10. INSURANCE COVERAGE**

The Provider shall provide a certificate of insurance naming Sedgwick County as an "additional insured" in the minimum amounts as specified herein. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas. It is the responsibility of the Provider to ensure that any and all approved subcontractors meet the minimum insurance requirements.

The successful vendor shall furnish the County with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the County before work commences. Renewal of expiring certificates shall be furnished to the County 30 days prior to expiration.

Workers Compensation	Applicable State Statutory
Employers' Liability	\$100,000.00
Contractor's Liability Insurance	
Form of insurance shall be by a Comprehensive General Liability and Comprehensive Automobile Liability.	
Bodily Injury	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Property Damage	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal Injury	
Each Person Aggregate	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability - Owned, Non-owned and Hired	
Bodily Injury Each Person	\$100,000.00
Bodily Injury Each Occurrence	\$500,000.00
Property Damage Each Occurrence	\$500,000.00

## **11. PROPOSAL SUBMISSION REQUIREMENTS**

Proposals received should reflect in detail the contractor's inclusion and the degree provided. The proposal submission should be organized in the following format and information sequence:

- 11.1. Please state and detail costs and fees for any additional services.
- 11.2. State the amount of time required for completion of the proposed services and provide a time line.
- 11.3. Please indicate the project manager/primary consultant for Division of Finance Cost Allocation Plan and Jail Rate Study development.
- 11.4. List credentials of project manager for Cost Allocation Plan and Jail Rate Study activities.
- 11.5. List Cost Allocation Plan and Jail Rate Study experience(s) of project manager for these services.
- 11.6. Describe any characteristics or capabilities which may make the Proposer uniquely qualified to provide the Cost Allocation Plan and Jail Rate Study activities.
- 11.7. Identify at least three (3) clients who have direct knowledge of the proposer's ability to perform the Services included in the request for proposal.
- 11.8. Please state item by item whether your firm can meet the mandatory requirements as outlined in section 6 of this document.
- 11.9. Describe your company's knowledge of OMB Circular A-87 requirements and your experience in complying with the circular when developing other Cost Allocation Plans.
- 11.10. List the capabilities of your firm to receive data (demographics, costs, financial data including mainframe budget screen prints and other relative information) from the County electronically.
- 11.11. Any additional information necessary to assist the County in evaluating your proposal may be listed.

## **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. **Proposals 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 three (3) copies along with any additional information requested and one (1) CD-ROM containing all documents in Microsoft Word or Excel (Office 2000) format and return in a sealed container/envelope 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.

*"Sedgwick County...Working For You."*

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 and best 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/services 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. Sedgwick County is desirous of allowing as many vendors as possible the opportunity to participate including minority men and women-owned businesses in the roles of providing goods and services to Sedgwick County. If your company does not fall into any of these categories, your efforts to contract with vendors who do fall into these categories are appreciated. Construction projects utilizing subcontractors requires a subcontracting worksheet. Contact purchasing department for details.
26. 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.
27. No gifts or gratuities of any kind shall be offered to any County employee at any time.
28. 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
29. 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.

**PROPOSAL RESPONSE FORM**  
**07-0235**  
**COST ALLOCATION PLAN,**  
**INDIRECT RATE PROPOSAL AND JAIL STUDY PLAN**  
**FOR SEDGWICK COUNTY**  
**DIVISION OF FINANCE**

All agencies interested in submitting a proposal MUST provide one (1) original and four (4) copies of the following requested information on these pages and return with any supplementary materials. Responses are due NOT LATER THAN 1:45 p.m., CST, Thursday, December 13, 2007.

The undersigned, on behalf of the Respondent, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, or corporation making a bid 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 agency in whose name the bid 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 \_\_\_\_\_

PRINT NAME \_\_\_\_\_

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

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

TAX PAYER I.D. NUMBER \_\_\_\_\_

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

NUMBER OF LOCATIONS \_\_\_\_\_ NUMBER OF PERSONS EMPLOYED \_\_\_\_\_

TYPE OF ORGANIZATION: Public Corporation \_\_\_\_\_ Private Corporation \_\_\_\_\_

Sole Proprietorship \_\_\_ Partnership \_\_\_ Minority Business \_\_\_ Woman-Owned Business \_\_\_ Small Business \_\_\_

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

Manufacturer \_\_\_\_\_ Distributor \_\_\_\_\_ Retail \_\_\_\_\_ Dealer \_\_\_\_\_ Service \_\_\_\_\_

**ACKNOWLEDGE RECEIPT OF ADDENDA:** 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](http://www.sedgwickcounty.org/purchasing).

NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_

Yes, I would like to be on the emergency vendor list.  No, I would not like to be on the emergency vendor list.

After Hours Phone #: \_\_\_\_\_ Emergency Contact Name: \_\_\_\_\_

After Hours Fax #: \_\_\_\_\_

Does your company accept credit payments?  Yes  No

I. I/We \_\_\_\_\_, propose to provide the professional consulting service, cost plan development and jail rate study described herein for a fee of \$ \_\_\_\_\_. Further, I/We understand and agree to meet or exceed all specifications, requirements, and conditions described in the preceding document.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_