

**1. COMMUNITY SERVICE CAPACITY DEVELOPMENT - SEDGWICK COUNTY DEVELOPMENTAL DISABILITY ORGANIZATION (SCDDO)**

**FUNDING -- CAPACITY DEVELOPMENT**

(Request sent to 50 vendors)

RFP #17-0093 S/C #8000118392, #8000118394

	<b>Rainbows United, Inc.</b>	<b>Starkey, Inc.</b>
Funding Requested	<b>\$21,950.00</b>	<b>\$48,000.00</b>
Recommended Award	<b>\$21,950.00</b>	<b>\$48,000.00</b>
Name of Program	<b>Retaining Personal Care Assistance for Under -21</b>	<b>Staffing and Retention Initiative</b>
No Bids	Home Technology Solutions, Inc.	Independent Living Resource Center, Inc.
	Thrive Skilled Pediatric Care	Catholic Charities
	Dream Catchers Case Management, Inc.	Arrowhead West, Inc.
	The Looking Glass	



On the recommendation of Kristen McGovern, on behalf of Sedgwick County Developmental Disability Organization (SCDDO), Linda Kizzire moved to **accept both proposals and approve funding to Rainbows United, Inc. in the amount of \$21,950.00 and Starkey, Inc. in the amount of \$48,000.00.** Talaya Schwartz seconded the motion. The motion passed unanimously.

A review committee comprised of Dee Nighswonger, Jeannette Livingston - SCDDO, Brenda Gutierrez - COMCARE, Cathy Feemster - Sedgwick County Intellectual/Developmental Disability Advisory Board and Kristen McGovern - Purchasing evaluated and scored the responses based on criteria set forth in the RFP. The committee unanimously recommended Rainbows United, Inc. and Starkey, Inc. for award. These programs will both focus on the development of employee engagement projects designed to create a connection to their employer and improve recruitment and retention of qualified direct support staff, which is a major limitation on agencies' ability to expand their services.

SCDDO oversees the service system for individuals with intellectual and/or developmental disabilities (IDD) in Sedgwick County. The agency's mission is to assist people with developmental disabilities to receive quality services and achieve greater independence. The 2017 Community Capacity Development Program allocates up to \$240,000.00 for grants to affiliated agencies to address workforce related issues. The 2017 grants are focused on funding projects that utilize technology to safely but efficiently extend staff or development of an employee engagement program. Both recommended proposals for award are for employee engagement programs.

Grants through this RFP require matching funds, with the SCDDO grants funding up to 60% of a proposed project and the agency funding the remaining 40%. Upon completion of these projects, the providers must provide a detailed analysis of the success of the project, to include information on replication, and present the results to the SCDDO affiliate network.

***Questions and Answers***

Tim Kaufman: Are there any questions?

Talaya Schwartz: This one is for Jeannette. How did you pick these 2 specific organizations?

Jeannette Livingston: The RFP was sent to all 48 affiliated agencies. These were the only 2 that applied.

Talaya Schwartz: That makes it easy.

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Linda Kizzire: Is this program similar to Project Search that Sedgwick County currently participates in?

Jeannette Livingston: It's a little different. We've had this for the last 3 years. The dollars were specifically allocated for community capacity development among our provider agencies. Services that are provided for in the community day residential. We target it based on our capacity report we do annually to see what areas to focus on. The thing that stood out last year was the workforce issues these agencies experience are so critical. One of them had a turnover rate of 90% in one year. It's hard to provide quality services if 9 out of 10 employees are new. We target our grants specifically to assist agencies to improve the workforce issues. We work on ways to recruit and retain qualified employees.

Tim Kaufman: Given the way this funding is split, the amounts listed here are the SCCDO amounts and so the 2 organizations are going to be providing a 60% match to this 40% match. Correct?

Jeannette Livingston: Opposite. In trying to encourage more people to apply, we switched it. In the past we funded 40% and the agency funded 60% but we didn't get very many responses. This year we switched it. We'll fund 60% and the agency will fund 40%

Tim Kaufman: OK, thank you.

**2. UPGRADE FOR COMPUTER AIDED DISPATCH SYSTEM (CAD) -- EMERGENCY COMMUNICATIONS  
FUNDING -- 911 TELEPHONE TAX**  
(Hardware/Software Maintenance)

#17-2050 S/C #8000118351

	<b>Northrop Grumman Systems Corporation</b>
Software upgrade for new Kansas Criminal Justice Information System (KCJIS) protocols	<b>\$81,556.00</b>

On the recommendation of Kimberly Bush, on behalf of Emergency Communications, Talaya Schwartz moved to **accept the quote from Northrop Grumman Systems Corporation in the amount of \$81,556.00**. Linda Kizzire seconded the motion. The motion passed unanimously.

This is a modification to the interface between CAD and the KCJIS server. The State of Kansas requires that data exchanged within this interface be in XML format rather than the current dot delineated format. This interface creates the ability for all authorized public safety personnel, including dispatchers and law enforcement officers, to obtain criminal justice information from the KCJIS system. This interface must be updated before July 1, 2018 in order to maintain the interface with the State of Kansas.

Northrop Grumman Systems Corporation is the provider of the Computer Aided Dispatch (CAD) system, which is used to dispatch and track all emergency calls.

***Questions and Answers***

Tim Kaufman: Are there any questions? I have a question. Is there a deadline this switch has to be made?

Elora Forshee: Yes. If it's not made by July 1st then our interface with the State of Kansas would be eliminated. For every law enforcement officer in the field and for every dispatcher in our dispatch center, we would no longer be able to get that criminal justice information from the State.

Tim Kaufman: Are we going to have time to get this done?

Elora Forshee: We do, yes. We have worked with Northrop Grumman on a timeline. If we procure it at this point then yes, we have plenty of time to get this implemented.

Linda Kizzire: Is this part of the new CAD system?

Elora Forshee: No. Unfortunately, we have to have this done whether or not we go to a new CAD system. This was out of left field from the State of Kansas that we found out about. It's their mandate to have it done at this point. We can't wait until we are on a new CAD system to maintain this interface.

Talaya Schwartz: Is this the only vendor that provides this? Is this what the state is saying you have to use?

Elora Forshee: Northrop Grumman is our CAD vendor. They are the only vendor who would provide an interface to their own CAD system. We are tied to them.

**3. WESTLAW PROFLEX ONLINE PRODUCTS -- SEDGWICK COUNTY DISTRICT ATTORNEY  
FUNDING -- SEDGWICK COUNTY DISTRICT ATTORNEY**

(Single Source)

#17-2049 Contract

	<b>West Publishing Corporation dba West, A Thomson Reuters Business</b>
<b>Westlaw Online/Practice Solution/Software/ProFlex Products</b>	
Monthly/Annual charge for Year 1	<b>\$3,639.48/mo. \$43,673.76/yr.</b>
Monthly/Annual charge for Year 2	<b>\$3,748.66/mo. \$44,983.92/yr.</b>
Monthly/Annual charge for Year 3	<b>\$3,861.12/mo. \$46,333.44/yr.</b>
<b>Total 3 year cost</b>	<b>\$134,991.12</b>

On the recommendation of Joe Thomas, on behalf of the District Attorney's Office, Tim Kaufman moved to **accept the quote from West Publishing Corporation dba West, A Thomson Reuters Business for a 3 year service contract totaling \$134,991.12**. Linda Kizzire seconded the motion. The motion passed unanimously.

The District Attorney's Office has contracted with West Publishing Corporation six (6) consecutive years as their provider of online legal resource materials. This service is used by all 56 attorneys, as well as, other District Attorney staff.

There are two (2) vendors who provide online legal resource services, West Publishing Corporation and LexisNexis. The Westlaw line of products is by far more extensive, providing over 20,000 titles within the government plan and contains several exclusive products considered necessary and basic when conducting comprehensive legal research.

**Note:** A few of these exclusive lines include: American Jurisprudence Library which include American Jurisprudence 2d, Am Jur Proof of Facts, Am Jur Trials, and AmJur Pleadings; Corpus Juris Secundum (CJS); West Key Number system; and KeyCite Citation Service.

**4. ON-SITE VEHICLE & EQUIPMENT PARTS OPERATION & SUPPLY SERVICES -- FLEET MANAGEMENT  
 FUNDING -- FLEET MANAGEMENT**

(Joint Governmental Purchase - Adams County, Colorado, RFP-BD-2017.102)

#17-0097 Contract

	<b>Elliott Auto Supply Co. Inc. dba Factory Motor Parts</b>
<b>On-Site Vehicle &amp; Equipment Parts Operation &amp; Supply Services</b>	
Parts and Supply Cost: (% Mark-Up)	All items found within FMP supply chain: *Lowest landed cost plus 8.75% mark-up All third party parts sourced by FMP: *Lowest landed cost plus mark-up per tiered scheduled below: 15% for \$500 or less 12% for \$501 - \$1,000 8.75% for \$1,001 - \$2,500 6% for \$2,501 - Above Tires and Fluids: *Lowest landed cost plus 4.9%
Estimated Staffing Cost	2 Staff Members: 40 hr. work week Manager: \$20.30/hr. Counter Employee: \$17.30/hr. Total per month: \$6,517.33 Total per year: \$78,208.00 Overtime: Time and a half the current hourly rate
Estimated Service Cost: Computer/Office Equip., Vehicle, Training, Mileage, Delivery, Employee Benefits, Insurance, etc.	\$3,294.09/mo. \$39,529.08/yr.
Estimated Total Cost for Staffing and Service Cost	\$9,811.42/mo. \$117,737.08/yr.

On the recommendation of Joe Thomas, on behalf of Fleet Management, Talaya Schwartz moved to **utilize the Adams County, Colorado, RFP-BD-2017.102 with Elliott Auto Supply Co., Inc. dba Factory Motor Parts for the contract pricing listed above for two (2) years with three (3) one (1) year options to renew.** Tim Kaufman seconded the motion. The motion passed unanimously.

The services that will be provided under this contract will be an on-site parts operation run by the vendor that will be put in place in the current parts room at Fleet Management. The vendor will provide staffing, management, inventory system, and parts necessary to run an efficient parts and service operation.

The vendor will provide 90% of part requirements on demand within one (1) hour of request and 95% within two (2) hours of request. With this availability of parts there will be less downtime for vehicles and equipment.

Factory Motor Parts has been the county vendor for last five (5) years and the current annual spend for automotive and equipment parts is approximately \$724,243.00.

\*Lowest landed cost is the parts cost to the county and will include all discounts, rebates, or special pricing commitments available at the time of purchase.

**Questions and Answers**

Tim Kaufman: Are there any questions? I have a couple. Joe, from the Purchasing perspective, is this part of a western?

Joe Thomas: I think you are referring to the Western States Cooperative Alliance. This was a bid that Adams County did and they got 3 bidders that came back, O'Reilly, NAPA, and Elliott Auto Supply. It was done competitively and based on the charter and joint governmental purchasing, we can utilize that.

Tim Kaufman: That's what I was looking for. Penny could you talk about how this model has worked in the past in terms of staffing costs, in particular.

Penny Poland: Before this contract was established in 2013, we had 4 FTEs. The fully burdened cost was about \$171,000.00. When we established the contract, it reduced it down to 2 FMP staff. The staffing service cost is \$117,737.00 compared to the \$171,000.00.

Linda Kizzire: Is there a reason we didn't bid it out again?

Joe Thomas: On our original bid in 2013, the same 3 bidders that bid on the Adams County bid and we found the same differences between the bids where Factory Motor Parts was the best vendor

Linda Kizzire: The initial bid was 5 years ago?

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Joe Thomas: Yes. The Adams County proposal was done in March or April of this year. They came up with the same result. We felt that spoke volumes if we sent it out for bid, it would have come back with the same conclusion. Does that answer your question Linda?

Linda Kizzire: Yes it does but I'm just hung up why we didn't bid it ourselves.

Joe Thomas: That's why when we do joint governmental purchases, we try not to default to that. We have an extensive process of due diligence. There are times when these are some public entities may not have done it competitively. We check to make sure the county or municipality has conducted a competitive procurement process. They even provide us with their scoring and pricing. It's pretty transparent and we have reviewed all the documents.

Linda Kizzire: Even with it being 9 months old?

Joe Thomas: Yes, Ma'am.

Tim Kaufman: Maybe there is an advantage to getting 9 months old labor prices locked. Those prices are locked in for both years of the contract?

Penny Poland: Yes. I did confirm with the vendor. If there are any pay increases, that will come out of FMP's pocket, not ours.

Tim Kaufman: Thank you.

## 5. 2018 RECOMMENDED INSURANCE RENEWALS -- RISK MANAGEMENT

FUNDING -- RISK MANAGEMENT

(Insurance Premiums)

Coverage Information	2014 Premiums	2015 Premiums	2016 Premiums	2017 Premiums	2018 Premium Quotes/Estimates
1) Property Insurance	\$375,935	\$415,955	\$414,200	\$410,660	\$431,193
2) Boiler & Machinery	Incl above	Incl above	Incl above	Incl above	Incl above
3) Roads & Bridges	Incl above	Incl above	Incl above	Incl above	Incl above
4) Sirens	Self Insure	Self Insure	Self Insure	Self Insure	Self Insure
5) Underground Storage Tanks	3/21/14 Premium	3/21/15 Premium:	3/21/16 Premium	3/21/17 Premium:	3/21/17 Estimated:
	\$2,646	\$2,758	\$2,780	\$2,406	\$2,526
6) Fleet Liability	Self Insure	Self Insure	Self Insure	Self Insure	Self Insure
7) Fire Fleet Physical Damage	Incl abv	Incl abv	Incl above	Incl above	Incl above
8) EMS Professional Liability	Self Insure	Self Insure	Self Insure	Self Insure	Self Insure
9) Crime	\$6,423	\$6,423	\$6,423	\$8,144	\$9,000
10) Money & Securities	Self Insure	Self Insure	Self Insure	Self Insure	Self Insure
11) Public Official Bonds	\$966	\$728	\$1,090	\$677	\$950
12) Insurance Agent Fee	\$28,000	\$28,000	\$30,500	\$30,500	\$30,500
13) Excess Workers Compensation	\$106,837	\$114,280	\$116,341	\$111,245	\$114,414
14) COMCARE - Professional Liability	\$39,602	\$39,602	\$39,210	\$40,288	\$49,399
15) Comcare - Professional Liability - Doctors	\$26,624	\$30,174	\$26,842	\$27,592	\$28,328
16) Regional Forensic Science Center - Professional Liability - Doctors	\$10,625	\$12,483	\$11,483	\$9,761	\$15,442
17) EMS - Professional Liability - Doctor	\$13,031	\$15,387	\$5,049	\$10,946	\$15,575
18) Health Dept. - Professional Liability	\$11,115	\$14,295	\$14,295	\$14,295	\$14,295
19) Aircraft Hull & Liability	\$11,450	\$11,450	\$11,450	\$10,950	\$10,650
20) Leased Aircraft	\$11,450	\$11,450	\$0	\$0	\$0
21) Auto Physical Damage - Comprehensive coverage on 4 vehicles required by FEMA grant	7/30/14 Premium	7/30/15 Premium:	7/30/16 Premium		
	\$964	\$1,000	\$1,009	\$0	\$0
<b>Total Cost</b>	\$645,668	\$703,985	\$680,672	\$677,464	\$722,272

On the recommendation of Joe Thomas, on behalf of Risk Management, Linda Kizzire moved to **accept the insurance premium renewals as listed for an estimated total cost of \$722,272.00**. Talaya Schwartz seconded the motion. The motion passed unanimously.

Risk Management recommends continuation of property insurance for the county with Aliant and its PEPPI (Public Entity Property Insurance Program). This program is not licensed in the State of Kansas so a non-admitted fee must be paid. The fee is included in the premiums shown. Changes to values and rates are expected, but we believe the premium estimate is a conservative estimate at a 5% increase.

**Note:** The estimated premium increase is \$44,808.00, with major portion attributed to Professional Liability and Property insurance, as follows:

**Line 1) Property** - Premium increase of \$20,533.00 due to expected changes to values and rates which may be affected by the recent catastrophic year of storms and fires.

**Line 14) COMCARE Professional Liability** - Premium increase of \$9,111.00 due to increase in paid claims expenses.

**Line 16) RFSC Professional Liability - Doctors** - Premium increase of \$5,681.00 due to one additional physician.

**Line 17) EMS Professional Liability - Doctor** - Premium increase of \$4,629.00 due to maturation of the physician.

Questions and Answers

Tim Kaufman: My question is, is it typical for a 5% increase in the insurance industry?

Diana Mansouri: I'm going to defer your question to our insurance broker, Linda Minson, from Trust.

Linda Minson: What is normal? We don't know. Generally, the insurance industry is still in a competitive cycle. I wouldn't expect even a 5% increase but what has me really worried right now are the fires in California and all the storms we have experienced. It's not just affecting this company but all the reinsurers. The reinsurers haven't set their rates for next year yet. This particular part of your insurance doesn't renew until next July. The insurance company does want to take small increases in the value just for cost of construction increases and they will probably do that. We don't have a lot of control over that. That's what they asked for. It was a very minor part of a small increase you had last year. I don't expect the rate to change. I talked to our underwriters and they don't expect the rate to go up. It's just too soon to say. I'd say we are pretty conservative with the 5% increase.