



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

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<http://sedgwickcounty.org/finance/purchasing.asp>

REQUEST FOR PROPOSAL

#15-0017

**SEDGWICK COUNTY DEVELOPMENTAL DISABILITY ORGANIZATION (SCDDO)
FOR COMMUNITY SERVICE CAPACITY DEVELOPMENT**

ADDENDUM #2

February 6, 2015

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Sedgwick County Developmental Disability Organization (SCDDO) for Community Service Capacity Development.

Questions and/or statements of clarification are in **bold** font, answers to specific questions are *italicized*.

1. **If the funds are being utilized for a renovation or new building project for day services, how much time do we have to complete the project and be open and ready to accept new I/DD clients?**

Answer: The project funded through the SCDDO matching grant must be complete and invoiced in full by December 15, 2015. The proposed project can be the full construction of the facility or a component (i.e. sprinkler system, handicap accessibility modifications, furniture). Applicants should ensure the project they are requesting funding for can be completed and invoiced in full by December 15, 2015.

2. **Is this for the clients on the waiting lists who currently do not have funding? Will this get the clients off the list into placement to get funding? Will reimbursements for services be received after funding?**

Answer: The request for proposal for Community Service Capacity Development is intended to increase the capacity within the current provider network to meet current and future demands for residential and day services. The program is not tied to specific consumers and is unrelated to current or future funding.

3. **The organization receiving a grant must provide 60% of the cost of the funded project. What types of things, besides cash, would be recognized as part of the 60% share?**

Answer: The 60% match requirement could be met through options other than cash if proposer can provide sufficient documentation of the value it provides to the project.

4. **It is understood that the payment schedules will be outlined in the contract document. However, the payment schedule may influence what matching funds would be available for the project from the organization. Will you please share some information on the payment schedule?**

Answer: As stated in the RFP the payment schedule could vary by proposal. For building or renovation type projects the payment schedule could be in three or four payments at specific milestones. If the proposed project consists of rent and deposit or installation of sprinklers it could be paid as a single reimbursement upon receipt of documentation. Other payment options may also be considered.

5. **Does the capacity expansion have to relate directly to the project funded with these County resources, or is it appropriate to reference overall program capacity expansion at any location that was made possible through the project funded in part by the County?**

Answer: The proposed project should result in expanded day and/or residential service capacity.

6. **Is there a requirement by the County for the number of estimates that must be submitted to determine project cost?**

Answer: No there is no required number of estimates. Proposers should include the estimate they determine most reasonable and accurate.

7. **Larger projects seldom end up at the exact dollar amount of the original proposal due to issues that come up along the way. Should the applying organization consider any grant amount of County funds as a maximum figure that may potentially be decreased if the final cost of the project comes in lower than expected? Would that potential decrease affect the 60% expected of the organization, or is that 60% a fixed amount?**

Answer: Yes, the amount awarded should be considered the maximum amount and, if the project comes in significantly under budget, it could be adjusted down to ensure the grant pays no more than 40% of the project cost.

8. **Is the use of the space to be added locked into the accepted proposal's purpose for a defined period of time, or can the space be utilized in a different way to meet future demands as long as the overall service capacity does not decline?**

Answer: By applying for a capacity expansion grant, the agency is committing to expanding service capacity and not necessarily a specific space usage plan. It should also be noted that by agreeing to the terms of this request for proposal, applicant may be subject to an amortization schedule to ensure any improvements made through this grant program are maintained for the purpose stated in their proposal. Specifics of any amortization schedule will be negotiated in the contract.

9. **If there are a number of requests that are worthy of funding, will the County opt to fund a smaller percentage of more requests, or is the 60/40 ratio fixed?**

Answer: Grants will be awarded with a 60/40 cost split up to the maximum dollar allocation available.

10. **Under Item 6, Proposal Content, a phrase states "providing specific information on how your proposal will increase residential support capacity in Sedgwick County for individuals with I/DD will assist the reviewers in making an informed decision." Does this mean that preference is given to increasing residential capacity over increasing day program capacity?**

Answer: No, no preference is provided between the two services. The exclusion of day service in that paragraph was an inadvertent oversight.

11. **How many letters of support should be submitted?**

Answer: Proposers should include a sufficient number of letters of support to adequately demonstrate the agency's qualifications and experience. Typically this is between two and four letters.

12. **Please clarify the discrepancy in the appendix. On the Check-Off Sheet and on page 6, Appendix C of the organizational response is listed as the audit. However, on page 3 it states that Appendix C should be letters of support?**

Answer: The reference on page 3 is a typo. Appendix C should be the audit.

13. **Should organizations that are awarded funds expect to see increased referrals, including crisis referrals, for those populations whose capacity would increase as a result of the grant funding?**

Answer: The proposal has no relationship to referrals.

14. **On page 9, an interpretation of statement 14 is that the organization must develop the contract that is**

submitted to the County. This would most likely involve an attorney and attendant fees?

Answer: The County will develop the contract based on the proposal and any subsequent negotiations with applicants.

Firms interested in submitting a proposal, must respond with complete information and all supplementary materials and **deliver on or before 1:45 p.m. CST, Tuesday, February 24, 2015**. Late proposals will not be accepted and will not receive consideration for final award.

Vendors are responsible for checking the website and **acknowledging any addenda on the Proposal Response Form**.

A handwritten signature in black ink, appearing to read 'Gunda Angelica', with a stylized flourish at the end.

Gunda Angelica
Purchasing Agent