



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

PURCHASING DEPARTMENT

525 N. Main, Suite 823 ~ Wichita, KS 67203

Phone: 316 660-7255 Fax: 316 383-7055

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

REQUEST FOR PROPOSAL

#15-0108

CAREER DEVELOPMENT TRAINING COURSES

December 1, 2015

PURPOSE

Sedgwick County, Kansas, will be accepting proposals for Career Development Training Courses. It is anticipated that an official contract or purchase order will be issued after Board of County Commission approval of the recommended proposal. It should be noted, however, that the County cannot guarantee the purchase of services/products described herein.

SUBMITTALS

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) complete original and one (1) electronic copy (CD or USB) of the Proposal Response Form with any supplementary materials to:

Attn: Kara Kingsley
Sedgwick County Purchasing Department
525 N. Main St., Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 p.m. CST, Tuesday, December 15, 2015. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and bid due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Proposal responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m. CDT, on the due date.

QUESTIONS AND CLARIFICATIONS

All requests for clarifications of the RFP process and document content should be directed to Kara Kingsley at e-mail Kara.Kingsley@sedgwick.gov. Questions are due **in writing** no later than 3 p.m. CST on December 7, 2015. Any questions of a substantive nature will be responded to in an addendum to be sent to all vendors no later than 5 p.m. CST on December 8, 2015.

Kara Kingsley
Purchasing Agent

RFP #15-0108

Sedgwick County... Working for you

Table of Contents

1. [About this Document](#)
2. [Background](#)
3. [Mandatory Requirements](#)
4. [Scope of Work](#)
5. [Selection Criteria](#)
6. [Contract Period, Termination and Payment Terms](#)
7. [Request For Proposal Timeline](#)
8. [Insurance](#)
9. [Indemnification](#)
10. [Confidential Matters and Data Ownership](#)
11. [Proposal Conditions](#)
12. [General Contract Provisions](#)

[Appendix A-Pricing Information](#)
[Proposal Response Form](#)

1. About this Document

This document is a Request for Proposal. It differs from a Request for Bid or 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 or 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. 65, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, 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. 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. **Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful Vendor will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

2. Background

Sedgwick County, located in south-central Kansas, is the most populous of Kansas' 105 counties with a population estimated at more than 508,000 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 provides a full range of municipal services; e.g., public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

The Sedgwick County Division of Human Resources (HR) offers a variety of training courses on a rotating and as needed basis to all County employees, including line staff, as well as new and experienced supervisors alike. These courses are used by County employees for personal and professional development. HR both administers and brokers these courses through subcontractors. Courses include topics such as time management, cultural awareness, interpersonal skills, etc. The County reserves the right to determine annual need for this contract based on budget constraints, department needs, and employee participation.

3. Mandatory Requirements

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the services specified to be considered for an award. Specific responses to each must be provided.

- a. Hold appropriate qualifications and/or credentials for the delivery of services specified and proposed.
- b. Have provided services similar to those specified herein for a minimum of two (2) years.
- c. All courses are instructor present only and not online training.
- d. Courses are generally scheduled at the end of each calendar year; however the County retains the right to alter the schedules with a 30-day notice to the vendor.
- e. Courses are not grouped together to create one day of work.
- f. Courses shall not have any pre-requisites.
- g. Provide course materials to attendees.
- h. Ensure that all training courses be taught by qualified instructors and are to be instructor based, not self-study.
- i. Ensure a secondary instructor is available to facilitate the class in the event of the primary instructor canceling.
- j. Be aware that most courses will be taught at onsite facilities within Sedgwick County chosen by HR staff.
- k. Ensure that all course materials and handouts are available for review prior to delivery of the training program.

- l. Ensure that course evaluations be administered and provided to Human Resources staff.
- m. Ensure that all courses be designed to accommodate an average of thirty (30) participants.

4. Scope of Work

Items listed in this section are requirements to completion of services under this contract. Only the classes listed below are being considered during this solicitation process, no alternative recommendations will be considered.

a. *General Courses*

Interpersonal Skills in the Workplace

Instruction Hours: Minimum six (6) hours

Purpose: Interpersonal Skills in the Workplace should focus on communication strategies for effective relationships. Highlights of this class should stress the importance of effective working relationships and techniques for overcoming communication barriers. This class should also focus on identifying different personalities within the work environment and how these styles can work together.

This class should cover the following objectives, but is not limited to:

- Communication strategies for effective work/professional relationships
- Communication barriers and strategies for overcoming these barriers
- Verbal and non-verbal communication interpretation and effective feedback
- How to effectively utilize technology communications in the workplace
- Importance of effective working relationships in the workplace
- Personality Types: Examine different types of communication and personality styles and how to effectively utilize all styles

Presentation Skills

Instruction Hours: Minimum six (6) hours

Purpose: The purpose of the Presentation Skills class is to give Sedgwick County Employees a basic understanding of effective presentation skills. Whether an employee is giving a formal presentation or an informal session, the employee should understand the basic concepts of effective presentations. The class should focus on how to communicate the content both verbally and non-verbally and how to effectively use technology and other communication tools to deliver a valuable presentation.

This class should cover the following objectives, but is not limited to:

- Effective communication including verbal and nonverbal communication
- Overcoming barriers to effective presentations
- Understanding different presentation styles (presenting, facilitating, and training groups)
- Understanding the audience and how to effectively engage the audience during a presentation
- Effectively using visual aids and other forms of technology
- Effective use of hand-outs
- Effectively use of the question and answer portion of a presentation

Organization and Time Management Skills

Instruction Hours: Minimum four (4) hours

Purpose: Organization and Time Management Skills should focus on the importance of individualized organization skills as well as time management and project priority within the job. Highlights of this class should include a variety of effective techniques for organization, time and priority management.

This class should cover the following objectives, but is not limited to:

- Goal setting and priority management of goals
- Time management techniques
- Individualized organization skills and techniques
- Techniques to increase productivity by eliminating time wasting habits

Maximizing Your Full Potential

Instruction Hours: Minimum three and a half (3.5) hours

Purpose: The goal of this class is to educate employees how to fully maximize their qualities and skills. This class should focus on tips and techniques that employees can use to further advance career opportunities through their personal skill set by putting their best foot forward.

This class should cover the following objectives, but is not limited to:

- Techniques to project a professional and confident image
- Understanding personal skill set as an asset to their profession
- Professional etiquette and behavior

Ethics and Creditability

Instruction Hours: Minimum four (4) hours

Purpose: The goal of this class is to educate employees on the professional standard of ethics for public sector employees. This class should focus on the creditability and professionalism of employees who work in local government.

This class should cover the following objectives, but is not limited to:

- Define what it means to be “ethical”; define “creditability”
- Standard of ethics set forth for public sector employees through the ICMA Code of Ethics
- Case studies/activity

Listening and Communication Skills

Instruction Hours: Minimum four (4) hours

Purpose: The purpose of Listening and Communication Skills class is to give the participants tips and techniques to improve listening, and communication skills. This session should be interactive so the participants can apply techniques taught in class.

This class should cover the following objectives, but is not limited to:

- Definition of listening
- Barriers of active listening and techniques to overcome barriers
- Listening and communication skill development techniques
- Styles of communication
- Barriers to effective communication and techniques to overcome barriers
- How listening and communication work together
- Active listening activity

Balance Between Work and Home

Instruction Hours: Minimum four (4) hours

Purpose: The purpose of the Balance Between Work and Home class is to give the participants tips and techniques to better establish a work/home balance. Work and home demands increase and this class will give ideas for employees to find a balance between them..

This class should cover the following objectives, but is not limited to:

- Tips and techniques to use to balance the demands of work and home
- Tools and activities that employees can directly apply

Emotional Intelligence

Instructional Hours: Minimum six (6) hours

Purpose: The purpose of Emotional Intelligence is to relate the importance of emotional control. The Emotional Intelligence class will help the participants understand and control emotions which will lead to an increase in morale and productivity in the workplace.

This class should cover the following objectives, but is not limited to:

- Define emotional intelligence.
- Understand emotional reactions.
- Self assessment for emotional intelligence.
- Five core competencies of emotional intelligence.
- Why emotional intelligence is important and what role it plays in the workplace.
- Case study/activity.

b. Supervisory Courses

Leadership in the Workplace

Instruction Hours: Minimum six and a half (6.5) hours

Purpose: Leadership in the Workplace should focus on the importance of leadership skills in the public sector. It is essential to provide techniques and strategies for positive effective leadership behavior.

This class should cover the following objectives, but is not limited to:

- How to demonstrate and maximize your leadership
- Leadership styles
- Impact of positive leadership traits
- Leadership and its role within the organization
- Leadership strategies
- Case studies

Motivating and Coaching Positive Behaviors

Instruction Hours: Minimum seven (7) hours

Purpose: The purpose of Motivating and Coaching Positive Behaviors is to give Supervisors and Managers tools to use to decrease employee burnout and improve motivation skills through positive reinforcement coaching techniques.

This class should cover the following objectives, but is not limited to:

- Tips and techniques for employee motivation
- Tools for decreasing employee burnout
- Positive employee coaching in the workplace

- Role play scenarios/activity
- Interactive session with applied techniques

Building a Successful Team

Instruction Hours: Minimum seven (7) hours

Purpose: The purpose of Building a Successful Team is to give Supervisors and Managers tool to effectively create, implement and manage effective work teams. This class will be focused on supervisory skills and how supervisors can coach and motivate their employees.

This class should cover the following objectives, but is not limited to:

- How to create a working team
- Identify high potential team members
- Define roles within a team
- Create team trust and capacity
- Define team leaders and their roles and responsibilities
- How to create and follow through with team goals and objectives
- Team participation
- Motivation and coaching
- Problem solving with a work team environment
- Working with generations in a work team

Delegation Skills

Instruction Hours: Minimum three and a half (3.5) hours

Purpose: The purpose of Delegation Skills is to train supervisors and managers in the art of delegation. Often delegation is one of the hardest skills to utilize a supervisor. This class should illustrate how to delegate projects/assignments, how to select the correct employee to delegate to, overseeing delegated projects and the overall responsibility of a supervisor when delegating projects.

This class should cover the following objectives, but is not limited to:

- How to select individuals to delegate projects to
- Determine when and how to delegate assignments
- Determine which projects should and should not be delegated
- Determine how to create a timeline for projects that are delegated
- Overseeing assignments and projects
- Project responsibility

Cultural Awareness

Instruction Hours: Minimum two (2) hours

Purpose: The goal of this class is to educate employees on the need for cultural awareness and cultural competency. This class should focus on the impact of cultural competency on employees working together and interacting with the public as members of local government.

This class should cover the following objectives, but is not limited to:

- Cross-cultural communication and language differences
- Understanding the definition of “culture” and how culture influences values, behaviors, attitudes, and perceptions
- Understanding how to effectively interact with coworkers from different cultures

5. Selection Criteria

The selection process will be based on the responses to this solicitation document. Proposals will be screened by a review committee. This committee may select a limited number of prospective vendors to short-list for interview:

- a. Meeting all Request for Proposal Conditions and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.
- b. Providing references (which will be contacted) of past/current customers for the proposed services verifying service levels and capability of the proposer to provide a thorough solution.
- c. Proposing the services described herein with the most advantageous and prudent methodology and costs to the County.

Those submitting proposals do so entirely at their own expense. There is no expressed or implied obligation by Sedgwick County to reimburse any individual or firm for any cost incurred in preparing or submitting proposals, providing additional information when requested by Sedgwick County, or for participating in any selection interviews.

NO NEGOTIATIONS, DECISIONS OR ACTIONS SHALL BE INITIATED BY ANY COMPANY AS A RESULT OF ANY VERBAL DISCUSSION WITH ANY COUNTY EMPLOYEE PRIOR TO THE COMPLETION OF THE REQUEST FOR PROPOSAL PROCESS, OTHER THAN THE EMPLOYEES IDENTIFIED IN THIS DOCUMENT. SUCH ACTIVITY MAY BE CAUSE FOR DISQUALIFICATION OF CONSIDERATION FOR AWARD OF THIS PROJECT.

Sedgwick County, Kansas reserves the right to select the service/provider which best meets its required needs, budget constraints, quality levels, and administrative expectations. Sedgwick County also reserves the right to not award this contract.

6. Contract Period, Termination and Payment Terms

A two (2) year contractual period will begin after Board of County Commission approval of the recommended vendor, with options to renew for two (2) additional one (1) year terms. The County reserves the right to cancel the contract and discontinue services with a thirty (30) day written notice as a result of the failure of the contracted vendor to provide acceptable services and reports as delineated in the response to this document, or if determined that services can be provided by County or other sources. In the event of termination of this agreement as a result of a breach by contractor hereunder, the County will not be liable for any fees and may, at its sole option, award an agreement for the same services to another qualified firm to provide services.

Payments for all specified service(s) and/or product(s) to the successful Vendor can be made with the following criteria taken into consideration:

- Successful completion or delivery of the service(s) or product(s) requested;
- Completion of any necessary forms and/or service results;
- Receipt of a detailed invoice, e-mailed to ap_invoices@sedgwick.gov or faxed to (316) 941-5127. All payment and invoice provisions can be found at:
http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf

7. Request for Proposal Timeline

The following dates are provided for information purposes and are subject to change without notice. Contact Kara Kingsley, Kara.Kingsley@sedgwick.gov, to confirm any and all dates.

Distribution of Request for Proposal to interested parties	December 1, 2015
Clarification, Information and Questions submitted in writing by 3:00 p.m. CST	December 7, 2015
Addendum Issued by 5:00 p.m. CST	December 8, 2015
Sealed Proposal due before 1:45pm CST	December 15, 2015
Evaluation Period	December 15-January 7, 2015
Board of Bids and Contracts Recommendation	January 7, 2015
Board of County Commission Award	January 13, 2015

8. Insurance

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Vendor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers’ compensation and employer’s liability. Certificate shall be provided with bid/proposal submittals. Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. 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 Vendor to require that any and all approved subcontractors meet the minimum insurance requirements. Vendor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

Workers’ Compensation:	
Applicable coverage per State Statutes	
Employer’s Liability Insurance:	\$100,000.00
Commercial General Liability Insurance:	
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 Occurrence	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability-Owned, Non-owned and Hired	
Each Occurrence Bodily Injury and Property damage	\$500,000.00
General Aggregate	\$500,000.00
Professional Liability if Required	

9. Indemnification

To the fullest extent of the law, the Provider, its subcontractors, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider’s performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractors, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney’s fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

10. Confidential Matters and Data Ownership

The successful Vendor agrees all data, records and information of the County, which the Vendor, its agents and employees, obtain access and which is the subject of this proposal, remains at all times exclusively the property of the County. The successful Vendor agrees all such data, records, plans and information of The Counties constitutes at all times proprietary information of the County. The successful Vendor agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful Vendor agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful Vendor agrees it will not sell, give or otherwise make available to any person or entity any

names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful Vendor agrees it will take all reasonable steps and the same protective precautions to protect the County's proprietary information from disclosure to third parties as with successful Vendor's own proprietary and confidential information. **Vendor agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.**

It is mutually agreed by and between the County and the successful Vendor that one of the purposes of this solicitation is for the successful Vendor to provide embroidery, screen printing, patches, etc and to protect the ownership rights that the County has in the works of authorship, including graphic designs; with the Vendor agreeing that the County shall always be the sole and exclusive owner of the graphic designs, and even if some third party may have ownership rights in said graphic designs, any agreement between the County and the successful vendor would not create any rights in those graphic designs for said vendor. Vendor warrants that all works of authorship, including graphic designs, produced at the request of Sedgwick County shall not be used or disseminated without the written approval of Sedgwick County.

When used in this agreement, the term "ownership rights" shall be understood to mean that bundle of rights that protect original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. "Works of authorship" (including graphic designs) include, but are not limited to the following: pictorial, graphic, and visual works (photographs, prints, diagrams, models, and technical drawings).

11. Proposal Conditions

All times indicated in this solicitation document are central standard/central daylight as applicable. In submitting a response to this Request for Bid, vendors hereby understand the following as applicable: http://www.sedgwickcounty.org/purchasing/pdf_files/Proposal%20Terms%20%20Conditions.pdf

12. General Contract Provisions

In submitting a response to this Request for Bid, vendors hereby understand the following as applicable: http://www.sedgwickcounty.org/purchasing/pdf_files/General%20Contractual%20Provisions.pdf

APPENDIX A-PRICING INFORMATION

The pricing information must be all-inclusive of all terms, conditions and scope with this solicitation including course materials, handouts, design, instruction and any travel or other expenses incurred by proposer.

General Courses

- Interpersonal Skills in the Workplace \$_____ per course
- Presentation Skills \$_____ per course
- Organization and Time Management Skills \$_____ per course
- Maximizing your Full Potential \$_____ per course
- Ethics and Creditability \$_____ per course
- Listening and Communication Skills \$_____ per course
- Balance between Work and Home \$_____ per course
- Emotional Intelligence \$_____ per course

Supervisory Courses

- Leadership in the Workplace \$_____ per course
- Motivating and Coaching Positive Behaviors \$_____ per course
- Building a Successful Team \$_____ per course
- Delegation Skills \$_____ per course
- Cultural Awareness \$_____ per course

1. Please list names, titles and qualifications of lead professional personnel to be assigned to the County account.
2. Provide a brief description of your firm, including qualifications, experience, depth of staff, quality control, and the demonstration of your ability to be the county’s training provider. Identify special licensing or registrations held by professional(s) assigned.
3. Include a resume and list of engagements of those individuals who will provide services as outlined in the request for proposal.
4. Provide three (3) references including names, addresses, phone numbers, e-mail address and contact person.

PROPOSAL RESPONSE FORM

#15-0108

CAREER DEVELOPMENT TRAINING COURSES

The undersigned, on behalf of the Bidder , certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting 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 firm in whose name the bidder is entered; (4) they have read the complete Request for Bid and understands all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ **CITY/STATE** _____ **ZIP** _____

PHONE _____ **FAX** _____ **HOURS** _____

STATE OF INCORPORATION or ORGANIZATION _____

COMPANY WEBSITE ADDRESS _____ **E-MAIL** _____

NUMBER OF LOCATIONS _____ **NUMBER OF PERSONS EMPLOYED** _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

LLC _____ LLP _____ Not For Profit Corporation _____ Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority Owned Business: _____ **Minority-Owned Business:** _____ **Certification #** _____

African American _____ Asian _____ Hispanic _____ Native American _____ Other _____ Woman-Owned Business _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

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/finance/purchasing.asp .

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 #: _____

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 _____

Print Name _____ Dated _____