



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
#16-0025
STRATEGIC PLANNING

March 3, 2016

PURPOSE

Sedgwick County, Kansas, will be accepting proposals for development of a Strategic Plan to guide the organization for the next ten years. It is anticipated that an official contract or purchase order will be issued after authorized 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 information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) complete original, five (5) copies and one (1) electronic copy (CD or USB) of the Proposal Response Form with any supplementary materials to:

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

SUBMITTALS are due NO LATER THAN 1:45 p.m. CDT, Tuesday, March 22, 2016. 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 Joe Thomas at e-mail Joseph.Thomas@sedgwick.gov. Questions are due **in writing** no later than 3 p.m. CST on Thursday, March 10, 2016. 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. CDT on Tuesday, March 15, 2016.

Joe Thomas, CPSM, C.P.M.
Purchasing Director

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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.**

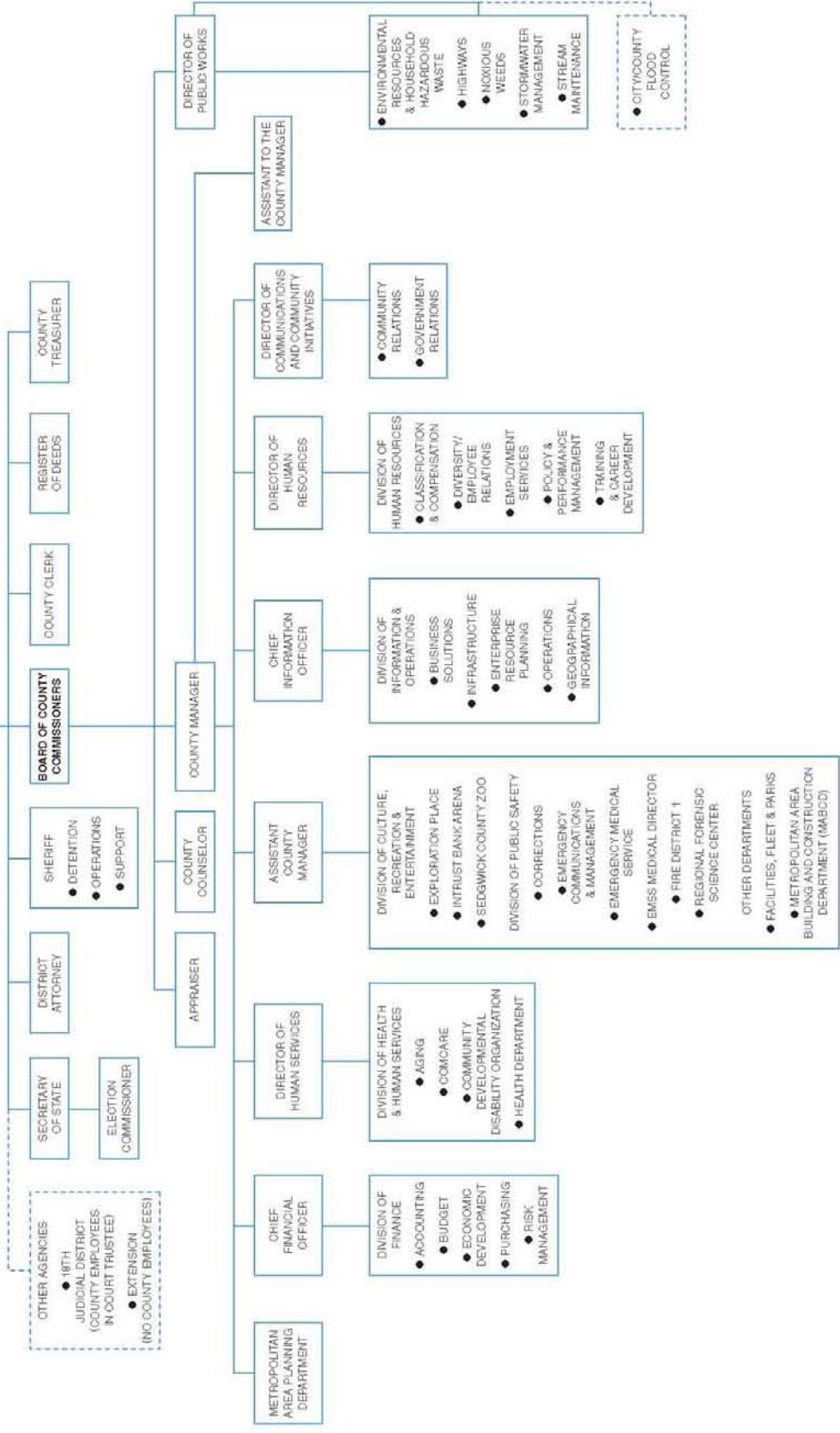
The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful vendor will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal 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 about 2,800 persons, and provides a full range of municipal services. An organization chart of the county government appears on the following page, but note that this structure is currently under review and subject to change. In 2015 the county spent \$363million in support of county operations. More details about county services and budget can be viewed on the county's website, www.sedgwickcounty.org.

Sedgwick County does not have an existing Strategic Plan. The organization has, however, identified its mission, vision, goals and values. These were developed originally in 1992 and have been refined more recently. They have served the organization well over the years. However, the needs of the community and the resources to address them have changed drastically. As such, a Strategic Plan is critical to our organization's future success.

Strategic plans can take different forms and serve different purposes. The Strategic Plan we seek will summarize why the organization exists, what we are trying to accomplish and how we will go about doing so. The "audience" will be both internal and external individuals who want to know the organization's most important ideas, issues and priorities: management team members, all other employees, citizens, partners and the media. The critical intent of the Strategic plan document will be to offer direction and guidance – as such, the more concise and ordered the document, the greater the probability it will be useful in guiding the operations of the enterprise. The Strategic Plan will help boost performance, refocus energies and ensure all team members are working towards the same goal(s).



3. Mandatory Requirements

Responses to this RFP will be considered only if they include:

- a. A summary of no more than two pages describing how the Strategic Plan will be created; what participation by county officials, employees and citizens or external stakeholders will be expected; and what deliverables will be provided during and at the conclusion of the engagement.
- b. The names and contact information of the managers of at least three local governments similar in size and scope of responsibilities to Sedgwick County for which the responder has provided services similar to those specified herein within the past five years.
- c. The name and resume of each individual who would work on the engagement and the particular part(s) each would play.
- d. A proposed detailed work plan for the engagement, identifying tasks to be completed including a planning retreat and any subsequent follow-up meetings, a timetable, and venues that may be used in Wichita.
- e. A proposed total cost for services for the engagement and details regarding consultants' hourly rates.

4. Scope of Service

As a process, strategic planning involves a sequence of activities, each a vital element including:

- a. Assessing the external environment (threats and opportunities);
- b. Assessing the internal capacity of the organization (strengths and weaknesses);
- c. Developing a vision statement and a mission statement including the development of underlying values;
- d. Developing a strategic plan including goals and objectives as well as formulating the strategies required to meet the goals and objectives;
- e. Recommendations for implementation of the plan;
- f. Establishing metrics with which to measure, evaluate, and improve the plan as necessary.

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. Fulfilling all Request for Proposal Mandatory Requirements 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

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 Joe Thomas, Joseph.Thomas@sedgwick.gov, to confirm any and all dates.

Distribution of Request for Proposal to interested parties	March 3, 2016
Clarification, Information and Questions submitted in writing by 3:00 p.m. CST	March 10, 2016
Addendum Issued by 5:00 p.m. CDT	March 15, 2016
Sealed Proposal due before 1:45 p.m. CDT	March 22, 2016
Evaluation Period	March 22-31, 2016

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 proposer, its subcontractors, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, 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 proposer during the proposer's performance of the agreement or any other agreements of the provider entered into by reason thereof. The proposer shall indemnify and defend Sedgwick County, 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 subcontractor, 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 proposer 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 proposer, its agents and employees, agree that all data, records and information to which it obtains access remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer 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 proposer 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 proposer 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 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.**

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

PROPOSAL RESPONSE FORM

#16-0025

STRATEGIC PLANNING

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 submitting 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 proposer is entered; (4) they have read the complete Request for Proposal 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 proposal 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 Pacific _____ Subcontinent Asian _____ Hispanic _____ Native American _____ Other _____

Not a Woman-Owned Business: _____ **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 _____

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 _____